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ORDINANCE FOR ALL MD/MS COURSES

1. Scope of the Ordinance :

This Ordinance will be applicable to the following courses:

- (i) M.D. (Anatomy)
- (ii) M.D. (Biochemistry)
- (iii) M.D. (Community Medicine)
- (iv) M.D. (Microbiology)
- (v) M.D. (Pathology)
- (vi) M.D. (Pharmacology)
- (vii) M.D. (Physiology)
- (viii) M.D. (Forensic Medicine & Toxicology)
- (ix) MD (Medicine)
- (x) MD (Paediatrics)
- (xi) MD (Pulmonary Medicine)
- (xii) MD (Dermatology Venereology & Leprology)
- (xiii) MD (Psychiatry)
- (xiv) MD (Radiodiagnosis)
- (xv) MD (Anaesthesiology)
- (xvi) MS (General Surgery)
- (xvii) MS (Obstetrics & Gynaecology)
- (xviii) MS (Ophthalmology)
- (xix) MS (Otorhinolaryngology)
- (xx) MS (Orthopaedics)

The Faculty of Medicine & Health Science will offer the above MD/MS programmes every year.

2. Admission to the Course:

Admission to all the above courses shall be made in accordance with the terms and conditions as laid down by Medical Council of India/National Medical Commission as amended from time to time.

3. Admission Schedule and Receipt of Fees:

The admission schedule including last date for the receipt of admission forms and fees shall be fixed by the Vice Chancellor from time to time.

4. Eligibility for Admission:

A person who possesses any of the following qualifications shall be eligible for admission to any of the courses mentioned under Clause 1 of this Ordinance:

- (a) **MBBS Degree after completion of one year compulsory rotatory internship of any medical college recognized by the Medical Council of India or an equivalent qualification thereto.**

- (b) The admission to the M.D courses shall be made on the basis of merit of National Eligibility-cum-Entrance Test with common counseling for All India Quota by Directorate General of Health Services and State Quota by respective states, Haryana in our case, as per guidelines of Medical Council of India.
- (c) Should have obtained permanent Registration with the Medical Council of India, or any of the state Medical Councils or should obtain the same within one month from the date of his/her admission, failing which the admission of the candidate shall be cancelled; Provided that in the case of a foreign national, the Medical Council of India may, on payment of the prescribed fee for registration, grant temporary Registration for the duration of the postgraduate course limited to the medical college/institution to which he/she is admitted for the time being exclusively for pursuing postgraduate studies.
- (d) Any other eligibility condition(s) to be notified by the Medical Council of India/National Medical Commission from time to time.

5. Period of Training:

- (a) The period of training for obtaining the degree of Doctor of Medicine (M.D.) shall be three completed years including the period of examination. In case, a student is having a recognized 2-year Post Graduate Diploma Course in the same subject, the period of training, including examination, shall be two years.
- (b) All candidates joining the postgraduate training programme shall work as full time residents during the period of training attending not less than 80% of teaching sessions during each calendar year & given full time responsibilities, assignments & participation in all facets of the educational process.
- (c) All the MD/MS students joining from year 2020 will undergo a compulsory residential rotation of three months in District Hospital/District Health System as a part of course curriculum. Such rotation will take place in the 3rd or 4th or 5th semester of the postgraduate programme. This rotation shall be termed as 'District Residency Programme' (DRP) and the postgraduate medical student undergoing training shall be termed as 'District Resident'. Medical College will set up a committee under the Academic Cell to monitor implementation of District Residency Programme in coordination with District Residency programme Coordinator (DRPC), who will notify the roster of attachment.

6. Medium of Instruction:

The medium of instruction and examination for all courses shall be English.

7. Syllabus:

Syllabi of all the courses will be as approved by the Board of Studies/Academic Council.

8. University Examination:

- (a) There will be only one final examination for the degree of Doctor of Medicine (MD)/Master of Surgery (MS) at the end of three year training.
- (b) The examination shall be held on dates as may be decided by the Controller of Examinations with the approval of the Vice- Chancellor.

- (c) The university shall not conduct more than two examinations in an academic session for any subject, with an interval of not less than 3 months & not more than 6 months between the two examinations.

9. Distribution of Marks:

The distribution of marks for theory/ practical/clinical/oral (viva voce) shall be as prescribed in the Scheme of Examinations approved by the Board of Studies/Academic Council of the University.

10. Setting of Question Papers:

Two papers each will be set by the internal and the external members of Board of Examiners to be constituted as per guidelines given under Clause 23 of this Ordinance.

11. Eligibility to Appear in the Examinations:

The following regular students shall be eligible to appear in the examination:

- (a) The student should bear a good moral character.
- (b) The student shall have minimum of 80% attendance in theory and practical, separately in each academic year.
- (c) The student must have completed training for a period of not less than 3 years in the Faculty of Medicine & Health Sciences.
- (d) The student must have submitted thesis at least six months before the commencement of the university examinations to the Controller of Examinations for evaluation by the examiners.
- (e) The student must have successfully completed the online research methods course, at the end of 2nd semester with proof of its completion as per Board of Governors in Supersession of Medical Council of India notification dated 11th December 2019.
- (f) The student shall be required to present one posters presentation, to read one paper at a National/State conference and to present one research paper which should be - published/ accepted/sent for publication during the period -of his postgraduate studies so as to make him eligible to appear in the postgraduate degree examination.
- (g) The student who has completed the training in the recognized institution, but has failed in an examination or has failed to appear in the examination may appear again in a subsequent examination as an ex-student without further training & without submitting a new Thesis.

12. Submission of Examination Forms of the Students Eligible to Appear in the Examination:

The Dean, Faculty of Medicine & Health Sciences shall send the list along with the examination admission forms of those students who satisfy the eligibility criteria to appear in the examinations to the Controller of Examinations as per schedule of examination circulated by the Controller of Examinations each year.

13. Assessment:

The performance of the Postgraduate student during the training period should be monitored throughout the course and duly recorded in the log books as evidence of the ability and daily work of the student.

Personal attributes:

- **Behavior and Emotional Stability:** Dependable, disciplined, dedicated, stable in emergency situations shows positive approach.
- **Motivation and Initiative:** Takes on responsibility, innovative, enterprising, does not shirk duties or leave any work pending.
- **Honesty and Integrity:** Truthful, admits mistakes, does not cook up information, has ethical conduct, exhibits good moral values, loyal to the institution.
- **Interpersonal Skills and leadership Quality:** Gets on well with colleagues and paramedical staff; is respectful to seniors, has good communication skills.

14. Re-appear/Detained/Fail Cases (Supplementary Examinations):

The re-appear/detained/fail students will be allowed to appear in the subsequent examination.

15. Migration:

Migration of students undergoing any postgraduate course shall not be permitted under any circumstances.

16. Examination Fee and Date for Receipt of Examination Forms:

The student will pay examination fee as prescribed by the University from time to time.

17. Pass Percentage and Gradation/Division:

A candidate shall be declared successful only when the thesis has been accepted and Obtaining a minimum of 40% marks in each theory paper and not less than 50% cumulatively in all the four papers for degree examinations. Obtaining of 50% marks in Practical examination shall be mandatory for passing the examination as a whole in the said degree examination.

18. Grace Marks:

No grace marks shall be allowed,

19. Evaluation:

The answer books will be evaluated by the Board of Examiners constituted under Clause 23 of this Ordinance.

20. Re-Checking/RE-evaluation of answer books:

Rechecking /re-evaluation of answer books shall be governed by the provisions of Clause 5.18 of First Ordinance of the University.

21. Practical Examinations:

Practical examination including viva voce will be conducted by the Board of Examiners (2 Internal & 2 External) constituted under Clause 23. The distribution of marks is such that each of the 4 examiners has equal number of marks and can assess the candidate by his/her own standards. Thereafter, a total cumulative marks may be worked out in the practical exam. The maximum number of candidates to be examined in Clinical/Practical and Oral on any day shall not exceed eight.

22. Appointment of Examiners:

The Examiners shall be appointed as per the following guidelines of the Medical Council of India:

- (a) All the postgraduate examiners shall be recognized postgraduate teachers holding recognized postgraduate qualification in the subject concerned. Out of the internal examiners, one examiner shall be Professor & Head of Department or Head of Department.
- (b) No person shall be appointed as an internal examiner in any subject unless he/she has three years experience as recognized postgraduate teacher in the concerned subject.
- (c) The external examiners should have minimum six years of experience as recognized postgraduate teacher and minimum three years experience of postgraduate examinership in the concerned subject.
- (d) The examination shall be conducted by a Board of 4 examiners out of which 50% shall be External examiners who shall be invited from other recognized Institutions/Universities from outside the state. The Head of the Department shall act as coordinator of the said Board. The Board of Examiners shall be appointed by the Vice-Chancellor from the panel of examiners approved by the Board of Studies of the Faculty.
- (e) An External Examiner may be ordinarily appointed for not more than three years consecutively. Thereafter he/she may be reappointed after an interval of two years.
- (f) The Internal examiner in a subject shall not accept external examinership for a college/institute from which the external examiner is appointed in his subject.
- (g) Under the exceptional circumstances, examination can be conducted with 3 (three) examiners, provided two of them are external, under intimation with justification of such action & permission of Medical Council of India. Under no circumstances, the result shall be published in such cases without the approval of the Medical Council of India.

23. Plan for submission of Thesis:

- (a) Every candidate shall carry out work on an assigned research project under the guidance of a recognised Post Graduate Teacher, the result of which shall be written up and submitted in the form of a Thesis.
- (b) Allotment of topic and guide: The thesis topic and guide will be decided by the head of the Department in consultation with other faculty member within first 2 months of joining MD/MS.

Writing of Thesis Protocol: The MD/MS Student will write the protocol as per guideline of the University and submit to the guide.

Presentation in the Department: The guide will then with the permission of HOD ask the student to make a presentation of thesis synopsis in front the Department faculty (DRC) around fourth month of joining MD/MS programme. The first

presentation will be held around 15th September. If there are any changes suggested then final presentation of thesis synopsis will be made and the protocol will be finalized by 30th September. After correction and approval from the department the thesis synopsis will be forwarded to thesis review committee (Sectional Review Committee).

Presentation and approval of Institutional Research Committee: The protocol will be then presented by the candidate to the Institutional Research Committee and this will be done around 30th October.

Ethical Clearance: after the Institutional Research Committee approves the synopsis it will be forwarded to Institutional Ethical Committee of the respected faculty for ethical clearance. The ethical clearance will meet twice in a month of November so that the comments noted in the first meeting may be incorporated in the synopsis before the second meeting.

Final protocol submission: After the Ethical Committee Clearance, the copy of synopsis is to be forwarded to the Dean, Research and Development around 4th week of November. The Dean, Research & Development will forward the synopsis to the controller of Examination by 30th November. The exact timeline of the protocol submission may be decided on yearly basis.

- (c) If the circumstances so, warrant, a change in supervisor may be carried out at the request of the candidate or supervisor to the Head of Department who will convene the meeting of DRC to decide the change.
DRC will review the request and recommend the proposal to the Dean, FMHS for approval. The change will be duly communicated to the Registrar & Controller of Examination.
- (d) Admission to the course can be cancelled if the candidate fails to submit the plan within the stipulated time. The delay, if any, may be condoned on genuine grounds by the Dean of the Faculty on the recommendation of the supervisor / guide for 15 days and by the Vice-chancellor for another 15 days on the recommendation of the Dean.
- (e) Thesis will be submitted to the university through proper channel at least six months before the commencement of theory examination failing which the student will not be allowed to appear in the examination.
- (f) The thesis shall be type written (with computer) on both sides of the paper (size 11"X8.5") with margins of 1.5" on each side, bound, indicating on the outside cover its title & the name of the candidate. International references style (Vancouver System) should be followed for citations in the Thesis.
- (g) The thesis shall embody the result of candidate's own research work and shall contain precise reference to the publication cited in the text.
- (h) It should end with a summary embodying conclusions arrived at by the candidate.

- (i) Every candidate shall submit (i) three copies of his/her original plan (Protocol) already submitted at time of registration to the Controller of examination, and (ii) three computer printed copies along with softcopy of the Thesis.
- (j) Every candidate shall pay a fee of Rs. 5000/- at the time of submission of thesis as thesis evaluation fee.
- (k) The thesis is subject to plagiarism check for which every candidate shall pay a fee of Rs. 1000/- at the time of submission of thesis.
- (l) The thesis shall be evaluated separately by three examiners (one internal & two external who shall not be examiners for theory/practical examinations) appointed by the university from the panel of experts approved by the Board of Studies of the Faculty. A candidate shall be allowed to appear for the Theory and Practical/Clinical examination only after the acceptance of the Thesis by the examiners. The examiners shall report whether the thesis is accepted or rejected or the candidate be allowed to resubmit the thesis after revision. If the examiners disagree, the university shall appoint a "Fourth" independent examiner who shall be an expert in the same speciality. After approval, the thesis shall become the property of the SGT University.
- (m) The Internal examiner shall send only report to the University after evaluation of thesis and the evaluated copy will be deposited in the College library for reference of the students. The external examiners shall send the copy of the thesis along with the report to the University. The University shall keep two copies in the University Library for reference.

24. Declaration of Results:

- I) The Board of Examiners shall send the results to the Controller of Examinations who will publish the result as early as possible.
- II) A candidate shall be declared successful only when he /she has passed the examination & the thesis has been accepted.
- III) A student enrolled in post graduate degree in 2020 Admission Batch onwards i.e. MD / MS in various disciplines would be required to publish at least three research papers including one paper under reference in clause 11(f) with no more than two case reports / review papers in SCOPUS / Web of Science Indexed Journals during the post graduate studies so as to make her / him eligible for award of degree provided she / he meets other conditions as laid down in the Ordinance. If a research paper / case report / reviewed paper has been accepted by the journal it will be sufficient for the purpose of meeting this eligibility criteria.
- IV) A student enrolled in post graduate degree in 2019 Admission Batch i.e. MD / MS in various disciplines would be required to publish at least two research papers including one paper under reference in clause 11(f) with no more than one case report / review paper in SCOPUS / Web of Science Indexed Journals during the post graduate studies so as to make her / him eligible for award of degree provided she / he meets other conditions as laid down in the Ordinance. If a research paper / case report / reviewed paper has been accepted by the journal it will be sufficient for the purpose of meeting this eligibility criteria.

v) However, even if the condition mentioned above, is not met, except for the paper under reference in clause 11(f), before the start of Term End Examination in final year, no student shall be debarred from writing the Term End Examination provided she/he meets other conditions as laid down in the Ordinance. However, his result shall be withheld if he fails to satisfy the condition mentioned in para 3 or 4 above as applicable.

vi) Each successful candidate will be issued Detailed Marks Card.

25. Award of Degree:

Each successful candidate shall be awarded a degree of Doctor of Medicine/Master of Surgery in one of the subjects mentioned under Clause 1 of this Ordinance.

26. General :

Notwithstanding the integrated nature of this course which is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the academic year. Nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance.

The ordinance will be deemed to have been amendment in the light of new guidelines issued by NMC/MCI from time to time. The amended Ordinance will be applicable from 2020-21..

Conced