

STANDING OPERATING PROCEDURE

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GUIDELINES FOR SIX MONTHS
DISSERTATION PROGRAMME AT
BMHRC, BHOPAL

SOP/GUIDELINES FOR SIX MONTHS DISSERTATION PROGRAMME **AT BMHRC, BHOPAL**

1. **Introduction**
2. **Aims & Objective**
3. **Eligibility**
4. **Admission**
5. **Admission Fees**
6. **Duration of the Course**
7. **Attendance**
8. **Dissertation Projects**
9. **Course Work**
10. **Accommodations**
11. **Institute Library**
12. **Award of Certificate**

Introduction

- BMHRC, Bhopal, an Institute Under Department of Health Research (DHR) Union Ministry of Health and Family Welfare has provided opportunities to many students in the past, in acquiring higher education & skill; building their career and helping them gain employment. With the intent to carry out research in Cardiology, Oncology, Respiratory illness, Neurology, Genetics, Gastro intestinal diseases, Mental Health, Psychology, Sociology, Social work, Nursing, Molecular Biology, genomics & proteomics & various other disciplines of Medical Sciences such as Biotechnology, Biochemistry & Microbiology in BMHRC, Bhopal, these guidelines are framed.
- BMHRC, Bhopal offers Dissertation programme for M.Sc. / MA Students in the various fields for a period of Six months.

Aims & objectives

- The aim of the programme is to enable the young students to become able researchers by training them not only in science but also teach them the practice of ethical science, good laboratory and scientific practices to shape their future careers.

Eligibility

- To be eligible for admission to the six months Dissertation Programme, a candidate must be enrolled in M.Sc. / B. Tech/ M. Tech Degree from the recognized University or any Degree recognized as equivalent in the subject in which the Candidate wishes to pursue Research. Candidates must have secured minimum aggregate of 60% Marks or equivalent in the previous Semesters. However, in case of SC & ST candidates, a relaxation of 5% will be given.
- Incomplete application forms or forms received after due date will be summarily rejected without any intimation to the candidates. Therefore all the candidates are advised to fill up the relevant columns of application form carefully and enclose copies of all the required certificates duly attested. The admission form duly completed along with its enclosures to be submitted to the Director, BMHRC, Bhopal, with title on envelop "Application form for Dissertation Programme" through their respective Head of Departments or Principal of their College.

- The application form sent to other Offices/Departments of BMHRC, Bhopal will not be considered and the applicant will have no claims, whatsoever, on account of this. The application form format is available on BMHRC website (www.bmhrc.org) and is annexed to this document.

Application Process

- BMHRC Bhopal accepts the applications for Dissertation Programme from the eligible candidates, with the course commencing from January & July months each year. Applications are accepted from the month of August till 30th November each year, for programme commencing from January each year and Applications are accepted from the month of February till 30th May each year, for programme commencing from July each year.
- Once the application received by the BMHRC Bhopal, a Screening Committee will screen the applications. After screening the results will be communicated to the applicant via email, along with date for their Interview / Written test.
- Applicant must submit supporting documents in hard copies duly attested. Before submitting an application, kindly ensure that you meet the minimum admission requirements for the Dissertation Programme.

Admission

- Admissions into Dissertation Programme are ordinarily made twice in each Academic Year, usually January to June & July to December. The notification calling for applications will be uploaded on website (www.bmhrc.org) of BMHRC every year.
- Candidates have to apply in the prescribed format and submit the filled application with all necessary enclosures in accordance with the BMHRC, Rules.
- All admissions in Dissertation Programme shall be made only through an “Entrance Test” or Interview to be conducted by BMHRC, Bhopal. The date for which will be communicated to each student only by e-mail.
- “Entrance Test” carrying 100 Marks of 120 Minutes duration in the subject the candidate has applied for. The question paper will consist of 50 % Theory based Multiple Choice and 50 % Practical based short answer Questions. Each question will be awarded one marks.
- **Method of Selection:-** The weightage of the internal assessment based on the following parameters:-
- Candidates who secured following marks in the M.Sc. exam.

a) Marks secured	60 % - 70 %	-	5 Marks
b) Marks secured	71 % - 80 %	-	10 Marks
c) Marks secured	81 % - 90 %	-	15 Marks
d) Marks secured	91 % and above	-	20 Marks (Maximum)
- Candidates who secured following marks in the B.Sc. exam.

a) Marks secured	60 % - 70 %	-	5 Marks
b) Marks secured	71 % - 80 %	-	10 Marks
c) Marks secured	81 % - 90 %	-	15 Marks
d) Marks secured	91 % and above	-	20 Marks (Maximum)

• Marks obtained in Entrance Test / Interview	-	100 Marks (Maximum)
• Marks for every Distinction/ Award / Medal (5 points)	-	10 Marks (Maximum)
	Total -	150 Marks

- **Determination of merit of candidates obtaining equal marks :-** In case of two or more candidates obtaining equal marks in the “Entrance Test”, and aggregate their merit will be determined in order of preference as under:-
 - a) According to Age, the **older** one getting preference over **younger** one.
 - b) Aggregate percentage in 10+2
 - c) If this is also same then alphabetically.
- The list of successful Candidates will be declared on the BMHRC website within 15 days from the date of “Entrance Test”/ Interview.
- The selected candidates must bring their original certificates & Mark-sheet at the time of Admission.

Admission Fee

- At the time of admission, every candidate shall have to pay the prescribed admission fee of Rs. 18,000/- (Rupees Eighteen Thousand only) a Demand Draft of Rs. 18,000/-(Rupees Eighteen Thousand only) to be made in favor of Director, BMHRC, Bhopal, have to be deposited.

Duration of the Course

- The duration of the Dissertation Programme ordinarily shall be for the period of minimum Six months, preferably commencing in the month of January/July each year.

Attendance

- Students shall be required to be present during working hours and shall sign the attendance register on every working day; those working in labs may have to stay till completion of experiments.
- The HOD of concerned Department shall maintain the attendance register.

Dissertation Projects

- Each candidate must prepare a Synopsis on Project. 5 copies of this project shall be made and submitted to the concerned Project Supervisor latest in 30 days, out of 17 copies, 10 copies of Projects shall be submitted to Ethical Committee, BMHRC, Bhopal, within 30 days, one copy each to be submitted to Office of the Director through, Finance & Academic Cell of BMHRC, Bhopal, and given copies be submitted to Scientific Committee. The project synopsis must be supported with the list of requirement of chemicals for the project, as well as budgetary break up of materials.
- Ethical and Scientific Committee meeting be scheduled after one month of admission to clear these students projects within 10 days of submission.
- **Period of Experimental Work:-** All the HOD’s must ensure that the required chemicals have been obtained to each students by 15th March for the Session Jan-Jun & 15th Sep for the Session July-Dec. The experimental work shall commence immediately on receipt of chemicals and shall be completed within 2 months.

- **Submission of Project Draft:-** All candidates shall be required to get his/her plan of thesis approved by his/her Project Supervisor within five months of admission and submit it to Academic Cell of BMHRC, Bhopal. If a candidate fails to submit the thesis within the prescribed period, his/her admission will stand cancelled. The last for submission of thesis to their Supervisor for the students will be 1st June, for those admitted for Jan-June session and 1st Dec, for those admitted for July – Dec session. **Conclusion of Project:** - Project shall be completed by the each candidates on the last day of training i.e. 30th June, for Jan-June session and 31st Dec, for those admitted for July – Dec, session.

Course Work

- **Supervisor:** - Immediately after commencement of Dissertation Programme, a suitable Supervisor for the respective student will be appointed by the BMHRC.

Duties and Responsibilities of the Student's Supervisor:-

- Inform the students of all regulations governing the Dissertation Programme. Meet & Review the student's qualifications discuss and approve a programme of study.
- Meet, discuss and help student to prepare the proposed Dissertation Project and the plans for carrying it out.
- Regular monitoring and review of work & to make suggestions for the completion.
- To ensure that no part of Dissertation is plagiarized and violates ethics and scientific conduct.
- To ensure each candidate must prepare and present a thesis that shows independent investigation and that is acceptable, in form and content. To ensure that thesis is presented in Ethical Committee as closure report and a copy is submitted to Ethics Committee and BMHRC Library.
- To ensure the thesis and related work be completed as per schedule provided to the candidates. The dead line is firm and no exceptions can be granted.

- **Code of Conduct for students at BMHRC, Bhopal:-**

- a) All powers relating to discipline and disciplinary action are vested in the Director.
- b) Any attempt at bribing or corruption in any manner, are punishable offence.
- c) Willful destruction of institutional property.
- d) Causing disruption in any manner of the functioning of the BMHRC, Bhopal.
- e) BMHRC, is a ragging free Campus, Ragging here is an offence.

Accommodations

- Accommodations/Hostel facilities shall be provided to the girl students subject to availability of Accommodations on payment basis as per rule of BMHRC, Bhopal.

Institute Library

- The Institute Library is well stocked with all important medical books and journals. Other facilities include Photocopying, Printing, Books and Periodicals. The library subscribes over 4,500 e-journals

Award of Certificate

- The certificate of completion of the course work shall be given to each candidate after completion of course work and evaluation on the basis of assignments, presentations and a Viva. This will bear the signature of HODs of concerned Department, Supervisor and Director, BMHRC, Bhopal, and records of the same will be maintained by the Academic Cell.

Role of Scientific Committee of BMHRC

- All proposed Research Synopsis of the students will be evaluated by the Scientific Committee for its suitability and Scientific Integrity. After approval of Scientific Committee then be submitted to Ethics Committee.

Role of Ethics Committee

- Ethics Committee will evaluate each Synopsis/Research proposal as per its SOP available at BMHRC website (www.bmhrc.org) Studies involving human subjects require that written informed consent be obtained from all individuals. For studies not in human subjects or studies in human subjects where consent is not required waiver be granted by IEC as per rules.
- Ethical Committee will also review the work after completion and a copy of Dissertation need be submitted to it as a form of closure report. All consent forms and data collection forms be maintained by the respective Departments for a minimum period of 15 years.

Penalty for Plagiarism/ Scientific Misconduct

- If any instance of plagiarism or scientific misconduct is brought to light the student will immediately be expelled from the programme. The Sponsoring College / Department will be notified and will be asked to take suitable disciplinary action.

Ragging

- Ragging in any form is prohibited in BMHRC, Campus and in case of Ragging action will be taken as per Hon'ble Supreme Court's directives circulated by UGC. Instances of Ragging can be reported to Institute Ragging Committee Chaired by Prof. Anurag Yadav, Dept. of Anaesthesia. (Mobile No. 7869389106) & Anti Ragging Toll free No. 1800-180-5522.
- BMHRC is committed to provide good training in a healthy atmosphere. BMHRC is committed to practice of good science for the benefit of humanity and strongly discourage scientific malpractices and unethical practices.
- We strongly believe that there are no shortcuts to science and success. It is the development of proper skills, discipline, systematic and organized practice that leads to success.

Place:- BMHRC, Bhopal

Date:-

**Director
BMHRC, Bhopal**