

# MANSAROVAR DENTAL COLLEGE HOSPITAL AND RESEARCH CENTRE

Kolar Road, Bhopal



H A N D B O O K F O R

# CODE *of* ETHICS



20 YEARS  
MANSAROVAR  
GROUP OF INSTITUTIONS

# CODE *of* ETHICS

## **FACULTY/ STUDENT/ VISITOR HANDBOOK**

A code of ethics and conduct is a set of rules and regulations that spell out what behavior is and isn't acceptable or expected. The goal of the Code of Ethics and Behaviour is to establish and maintain a standard of conduct that the Institution, staff, students, and other employees can all agree on.

This handbook outlines the typical procedures and practices for all students enrolling in dentistry courses at the Institute, as well as all faculty members who join to teach dental courses. All students and faculty members must understand that it is their responsibility to follow the Code of Ethics and Conduct (hence referred to as the 'Code') and the rights, obligations, and restrictions that come with it.

These Codes are expected to be well-understood by all students, faculty, and non-teaching personnel.

## **JURISDICTION**

- The Institution shall have authority over the behavior of students associated/enrolled with the Institute and shall take cognizance of all acts of misconduct, including ragging or other events, that occur on campus or in connection with Institute-related activities and functions.
- The Institute may also have authority over activity that takes place off campus and results in a violation of the ideal student/teacher conduct and discipline as outlined in this policy and other regulations:
  - a) Any infractions of the Institute's sexual harassment policy against other Institute students.
  - b) Physical assault, threats of violence, or conduct endangering the health or safety of others, particularly Institute students.
  - c) Possession or use of guns, explosives, or other campus-related harmful devices.
  - d) Manufacturing, selling, or distributing illegal narcotics, alcohol, or other substances.
  - e) Conduct that has a negative influence on other members of the off-campus community or is a nuisance to them.

## STUDENTS' CODE OF CONDUCT

- This code applies to all types of student conduct that takes place on Institute grounds, including University-sponsored activities, functions hosted by other recognized student organizations, and any off-campus conduct that has or may have serious consequences or a negative impact on the Institute's interests or reputation.
- Each student must sign a statement adopting this Code at the time of enrollment.
- The Institute believes that imposing behavioral norms will help to create a safe and efficient environment. All students must maintain academic integrity, respect each other's rights and property, and ensure the safety of others.
- No student will drive a two-wheeler inside or outside the campus without wearing a helmet.
- On campus, students are expected to be well-dressed.
- Habitual tardiness, irregular attendance, disrespect for instructors and staff, and lack of work, among other things, are all criminal violations.
- The parents / guardians will ensure that their wards comply with rules, regulations and code of conduct mentioned in the code book and will keep themselves, informed of their activities, academic progress and overall conduct.
- All students must be discouraged from engaging in any and all forms of wrongdoing, including participating in any campus activity that could jeopardize the Institute's interests and reputation.

### **The following are examples of several types of misconduct:**

- a) Discrimination (physical or verbal) based on a person's gender, caste, race, religion or religious beliefs, color, region, language, disability or sexual orientation, marriage or family status, physical or mental disability, gender identity, or other factors.
- b) Deliberately harming or destroying the Institute's or other students' or faculty members' property.
- c) Any disruptive behavior in a classroom or at an institute-sponsored function.
- d) Inability to provide Institute-issued identification cards or refusal to produce them when requested by campus security cards.

### **Participating in a variety of activities, such as:**

- a) Organizing meetings and processions without the Institute's approval.
- b) Illegal possession, carrying, or use of any weapon, including fireworks, in violation of law or policy.
- c) Any disruptive behavior in the classroom or during an Institute-sponsored event.
- d) Smoking / consumption of tobacco related products is not permitted on the premises.
- e) In the Institute, possessing, using, distributing, or selling alcohol.
- f) Theft of other resources or unlawful access to them.

- g) Misconduct while participating in any Institute activity.
- h) At the Institute, engaging in disorderly, lewd, or indecent behaviour, such as making excessive noise, pushing and shoving, inciting or participating in a riot, or causing a group disruption.
- i) Without prior permission, students are not permitted to provide audio and video clippings of any action on campus to the media.
- j) Students are required to be cautious and responsible when using social media. They are not allowed to make negative comments about other Institute members on social media or engage in any other activity that could harm the Institute's reputation.
- k) Theft or abuse of the Institute's computers and other electronic resources, such as computer and electronic communications facilities, systems, and services, is punishable. This includes unauthorized entry, use, tampering, etc. of Institute's property or facilities, private residences of staff/professors, etc. offices, classrooms, computer network, and other restricted facilities, as well as interfering with others' work.
- l) Any damage to or destruction of Institute or third-party property.
- m) Engaging in any form of harassment, which is defined as serious and objective behavior motivated by a person's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, or medical condition.

## ACTIONS THAT ARE DISCIPLINARY

If a student is accused of violating the code of conduct, a committee will be constituted to propose appropriate disciplinary action. The committee will investigate the alleged infraction and recommend appropriate action against the student. The committee may meet with the student to determine the extent of the wrongdoing and recommend one or more of the disciplinary options listed below.

**WARNING:** This delinquent student's actions were in violation of the code, and any additional acts of misbehavior will result in severe disciplinary punishment.

**RESTRAINING ACCESS:** Reprimanding and restricting access to various campus facilities for a set length of time.

**SUSPENSION:** A student may be suspended for a length of time, preventing them from engaging in student-related activities, classes, or programs. Furthermore, unless authorization is acquired from the relevant authorities, the student will be prohibited from using various Institutional facilities. Suspension could be followed by dismissal and further punishments.

**EXPULSION:** A student's permanent expulsion from the Institute means that he or she is no longer allowed to join the Institute, participate in any student-related activity, or live on campus.

## POLICY ON COLLEGE LEAVE

- According to DCI/University regulations, BDS students must attend 75 percent of their classes each year (theoretical as well as practical/clinical sessions) and MDS students must attend 80 percent of their classes to be able to sit for University professional examinations. Any student who does not meet this eligibility condition will not be permitted to sit for University exams, and parents will refrain from pressuring college officials to fulfil the attendance illegally.
- On working days, leave should be forwarded to the Principal/Vice-Principal solely through the HOD.
- Leave requests should be submitted at least three days in advance to the appropriate authorities.

## ANTI-RAGGING

The Institute has implemented a comprehensive anti-ragging policy based on the 'UGC Regulation on Curbing the Threat of Racial Harassment in Higher Educational Institutions, 2009 (hereinafter referred to as the 'UGC Regulations')'. The UGC Regulation was drafted in response to the Supreme Court of India's directive to prevent and prohibit ragging in all Indian educational institutions and colleges.

Ragging is defined by one or more of the following behaviors:

- Any act by a student or students that has the effect of taunting, treating, or dealing other pupils with rudeness, whether by words said or written or by an act.
- Any student or students engaging in any rowdy or disciplined action that causes or is likely to cause annoyance, hardship, physical or psychological harm, or raises fear or apprehension in any other student.
- Asking a student to perform an act that the student would not do under normal circumstances and that has the consequence of creating or generating a sensation of humiliation, misery, or embarrassment in the student's body or mind.
- Any act by a senior student that hinders, disrupts, or upsets any other student's routine academic activity.
- Using a student's services to complete academic tasks that have been allocated to an individual or a group of pupils.
- Any form of financial extortion or coercion imposed on a student by other pupils.
- Any form of physical abuse, including sexual abuse, stripping, forcing indecent and lewd acts, gestures, causing bodily harm, or any other threat to one's health or safety.
- Any act or abuse, including obtaining warped pleasure, vicarious or sadistic joy from actively or passively participating in the discomfort of another student, through spoken comments,

emails, posts, or public insults.

- Any conduct that has a negative impact on another student's mental health or self-confidence, with or without the goal of gaining sadistic pleasure or displaying power, authority, or superiority by a student over another student.

## COMMITTEE AGAINST RAGGING

The anti-ragging committee, which is chaired by the Head of the Institution, will investigate all anti-ragging complaints and provide recommendations based on the nature of the incident.

## SQUAD OF ANTI-RAGGING

An anti-ragging squad, which is a smaller entity comprised of diverse members on campus, has also been formed to provide support to students. The mentioned team will keep a close eye on ragging incidences in the community and perform patrolling duties. Students should be aware that the squad is on high alert at all times and has the authority to investigate prospective ragging hotspots as well as execute surprise raids in dorms and other Institute hotspots. The squad can also examine ragging instances and submit suggestions to the anti-ragging committee, and it will function under the anti-ragging committee's supervision.

## PROCEDURE FOR STUDENT GRIEVANCE

Any Institute student who has been harmed by any act of sexual harassment, misconduct, or ragging as described and detailed herein may contact the Institute's distinguished committee. In addition, any student who is aware of any violations must notify the same. The complaint must be in writing and filed within 60 days of the alleged infraction. In cases of sexual harassment allegations, the cell shall take note of the complaint and notify the committee constituted to implement this code or the internal complaints committee.

## ADMINISTRATIVE STAFF CODE OF CONDUCT

### DEAN/PRINCIPAL INCLUDED

- To ensure efficiency and effectiveness in the overall administrative responsibilities and assignments, the Principal should oversee and monitor the administration of the academic programs as well as the general administration of the Institute.

- The Principal shall design the Institute's budgetary provisions and review the Institute's financial audited statements.
- The Principal has the authority to take any and all actions necessary to preserve discipline in the Institute as needed.
- The Principal should establish several college-level committees that are important for the Institute's development.
- The Principal should encourage faculty members to attend seminars, workshops, and conferences to keep their knowledge up to date.
- Faculty members should be encouraged to write textbooks and publish research papers in reputable international/Indian journals/magazines and publications, according to the Principal.
- Within the Institute, the Principal should provide leadership, direction, and coordination.
- The Code of Conduct should be reviewed by the Principal on a regular basis.
- The Institute's academic programs are developed under the direction of the Principal.
- As needed, the Principal should call meetings of any of the authorities, bodies, or committees.
- The Principal should make certain that management's directives are strictly followed or, as the case may be, implemented.
- The Principal should ensure that educational and academic services are of high quality so that students can grow into better individuals and responsible citizens of the country.
- The Principal should guarantee that the Institute's long- and short-term development plans for academic programs are properly processed and implemented by competent authorities, bodies, or committees, as well as the Institute's members.
- The Principal should compile a confidential report on all of the Institute's employees and submit it to the management.
- The Principal is responsible for submitting an annual report to the various committees and management on the progress made in various developmental and collaborative activities.

## TEACHERS AND ACADEMIC STAFF CONDUCT CODE

### DISCIPLINE:

- Faculty members should arrive at the college at least 10 mins prior to the scheduled start time.
- The teaching staff's work plan must ensure that they fulfill the tasks, jobs, and targets allocated to them by the Department/Institution in the most efficient manner possible.

### LEAVES:

- Whenever a faculty member takes a leave, the leave application should be approved in advance, and adequate alternate arrangements for classes, labs, and invigilation should be

prepared. In the event of an emergency, the HOD or the next senior faculty member should be notified, and alternative arrangements should be recommended.

#### **ASSESSMENT ON A CONTINUOUS BASIS:**

- Once the subject has been assigned, the staff should carefully prepare the lecture.
- The staff should have the HOD and Principal sign off on the lesson plan and course file. The course file should be organized according to the guidelines.
- During the ongoing assessment, the staff member should not engage in any unethical behavior.
- The faculty member must attempt to academically educate himself or herself to fulfill all of the challenges and requirements in teaching methodology so that the input can benefit the entire student community.
- Staff should solicit student input and act/adjust their teaching accordingly.
- The staff should communicate with the coordinators and heads of departments, as well as the student counsellor, about habitual absentees, slow learners, and disagreeable behavior, among other things.
- Every faculty member should keep a record of their academic activities.

## **SUPPORTING STAFF CODE OF CONDUCT**

#### **ADMINISTRATIVE STAFF:**

- A confidential report from the department should be held in the employee's personal file and kept confidential by the department's other employees.
- As designated by the Principal, staff should take on extra responsibilities as needed.

#### **ACCOUNTANT:**

- Accounting records, financial statements, and other financial reports should be prepared, examined, and analyzed by the accountant.
- The accountant's job is to prepare accounts, taxes, and tax returns while ensuring that all payment, reporting, and other tax requirements are met.
- The accountant should create accounting tables and assign entries to the appropriate accounts.
- At regular intervals, the accountant shall report to the Principal on the college's financial situation.
- The accountant should check for accuracy, completeness, and compliance with reporting and procedural requirements.
- The accountant should deliver all required account statements and papers to the Institute's



various committees.

- For yearly account audits, the accountant should supply all essential accounting papers and financial statements.

## PREAMBLE

- The Code of Ethics for Research Workers is founded on fundamental ethical concepts, which have been adopted as a foundation. The core principles of ethics are respect for human dignity and life in all of its forms, truthfulness, honesty, the need to honor obligations, the right to freedom of belief, and ownership. The inner conscience is a person's ethical watchdog.
- Ethical ideals, research integrity standards, and good research procedures emphasize the research worker's ethical and social duty.
- In scientific activity, adhering to established principles and being honest.
- Maintaining good scientific standards is critical.

## ETHICAL VALUES AND UNIVERSAL PRINCIPLES IN THE PROCESS OF RESEARCH

Representatives of all scientific disciplines, without exception, are bound by basic universal norms and ethical ideals that underpin science's integrity and legitimacy. These are some of the principles:

1. Consciousness in presenting research goals and intentions, study methodologies and procedures, as well as interpretations of obtained data, and offering information on potential hazards, anticipated advantages, and practical applications.
2. Trustworthiness in research, self-criticism of one's own findings, meticulousness, attention to detail, and great care in presenting research findings.
3. Speaking about matters outside of one's field of expertise without invoking scientific authority.
4. Objectivity in interpretations and conclusions: interpretations and conclusions must be based on facts, verifiable logic, and evidence that can be verified and re-examined.
5. Transparency in: talks with other scientists about their own research, which is one of the most important conditions for scientific development; contributing to public knowledge by publishing discoveries; and honest communication with the general public.
6. Transparency in research data processing, which ensures data and materials availability after publication.
7. Responsibilities to participants and subjects of research; research on live creatures should only be carried out when absolutely essential (with the approval of the competent bioethics

committee) and must always be guided by the values of human dignity and animal rights.

8. Honesty and dependability in: appraising the work of other researchers; providing accurate citation and reference information; and giving credit where credit is due.

9. The courage to stand up to opinions that are opposed to scientific knowledge and behaviors that are incompatible with scientific dependability norms.

## ETHICAL GUIDELINES FOR RESEARCH WORK

The term "Good Research Practices" refers to a set of specific and widely accepted principles of proper behavior that can be implemented in particular research groups. These principles govern how research is conducted, presented, and assessed, and they were developed to ensure that ethical standards are met. The rules should be known by every researcher from the beginning of his or her work. The following are the several types of good research practices:

### **Data Management for Research -**

To prevent data from being manipulated and to make data accessible for future reference for a period of time appropriate for a given discipline of science, all original research data, that is primary data on which publications have been or will be based, and in some cases samples or materials derived from ongoing research, should be well-documented and safely archived.

### **Procedures for Research -**

- A risk and consequence analysis should precede all research investigations to anticipate how the findings may influence society and the environment.
- When seeking for research funding, researchers should set realistic goals for themselves and work hard to achieve them.
- When conducting research on human participants, more caution should be exercised. Individual sovereignty and human dignity must be maintained.
- All research subjects should be treated with respect and care, whether they are creatures, environmental or cultural artifacts.
- A community's or partners' health, safety, or welfare should not be jeopardized.
- Researchers should be aware of the importance of managing research money in a balanced manner.
- In exceptional circumstances, the researcher should maintain the confidentiality of data or study conclusions.

### **Publication and Authorship-**

1. The results and interpretations of the researcher's research should be published in an honest,

transparent, and accurate manner so that other researchers can cooperate on the discoveries or reproduce them.

2. Authorship must be entirely based on a significant intellectual contribution to the study. This comprises a major contribution to the creation of the scientific idea, formulation of concepts, study design, data gathering, analysis, and interpretation, as well as drafting or critically revising the article for intellectual substance.

3. Funding, technical help, or resources, data collection, and general supervision of the study group are not sufficient to justify authorship. Unless it is mentioned that they are only responsible for a certain component of the study within their speciality, all authors are entirely responsible for the content of the article. It is appropriate to indicate the nature of each author's contribution to the research when listing authors and their connections.

4. The order in which authors appear should be consistent with current conventions in a specific scientific subject and should be agreed upon by all parties involved, ideally at the outset of the project.

5. Other people's intellectual contributions that inspired the reported research should be properly recognized.

6. Any financial or other sorts of support for the research should be recognized and acknowledged appropriately.

7. Only with the permission of the journal's editors and due citation to the first publication is it permitted to publish the same (or major parts of the same) work in various journals.

### **Peer review and evaluation-**

1. Reviewers should refuse to peer review other scientists' research, scientific achievements, or research concepts if the research is outside their areas of expertise.

2. Reviewers who are participating in the review process for research projects, publications, scientific achievements, applications for professor jobs in scientific institutions, and other forms of recognition should withdraw if they have a conflict of interest with the individuals being reviewed.

3. Reviewers should provide assessments that are truthful, objective, verified, and reasonable.

4. Until the manuscript is published, reviewers should keep their identities hidden.

5. Without the author's consent, reviewers and editors may not use the data or ideas given in submitted manuscripts.



# MADHYA PRADESH MEDICAL SCIENCE UNIVERSITY, JABALPUR

## Thesis Prototype

### TOPIC OF THESIS/DISSERTATION

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### THESIS FOR THE DEGREE OF

Please use any one as applicable

- DOCTOR OF MEDICINE (M.D.)  
or
- MASTER OF SURGERY (M.S.)  
or
- DOCTOR OF MEDICINE (D.M.)  
or
- MASTER OF CHIRURGIE (M.Ch)  
or
- MASTER OF DENTAL SURGERY (M.D.S.)

(Subject : \_\_\_\_\_ )

Please fill Specialty subject like - Anatomy

### MADHYA PRADESH MEDICAL SCIENCE UNIVERSITY, JABALPUR [M.P.] 2014-2017

**Guide**

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

Institute : \_\_\_\_\_

**Co-Guide**

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

Institute : \_\_\_\_\_

**Candidate**

Name : \_\_\_\_\_

Institute : \_\_\_\_\_

Department of : \_\_\_\_\_  
(Subject)

Name of the Institute : \_\_\_\_\_

 **DECLARATION**   
BY THE CANDIDATE

I hereby declare that the thesis entitled

“Topic of Thesis/Dissertation \_\_\_\_\_”

is a bonafide and genuine research work carried out by me under the  
guidance of “Guide name & Designation \_\_\_\_\_”

in the Department of (Subject) \_\_\_\_\_,”

“Institute \_\_\_\_\_”.

Date : \_\_\_\_\_

Candidate Name : \_\_\_\_\_

Department of : \_\_\_\_\_  
(Subject)

Name of the Institute : \_\_\_\_\_

 **CERTIFICATE**   
BY THE **GUIDE**

This is to certify that the thesis entitled

“Topic of Thesis/Dissertation \_\_\_\_\_”

is a bonafide research work done by

“Candidate Name \_\_\_\_\_” in partial fulfilment of  
the requirement for the degree of

“MD or MS or DM or MCh or MDS \_\_\_\_\_”

“Subject \_\_\_\_\_”, under my direct guidance and  
supervision. The statistical methods used in the study are appropriate and  
suitable for the study.

Date : \_\_\_\_\_

**GUIDE**

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Institute : \_\_\_\_\_

Department of : \_\_\_\_\_  
(Subject)

Name of the Institute : \_\_\_\_\_

 **CERTIFICATE**   
BY THE **CO-GUIDE** (IF ANY)

This is to certify that the thesis entitled  
"Topic of Thesis/Dissertation \_\_\_\_\_"  
is a bonafide research work done by  
"Candidate Name \_\_\_\_\_" in partial  
fulfilment of the requirement for the degree of  
"MD or MS or DM or MCh or MDS \_\_\_\_\_"  
"Subject \_\_\_\_\_", under my direct co-guidance  
and supervision.

Date : \_\_\_\_\_

**CO-GUIDE**

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Institute : \_\_\_\_\_

Department of : \_\_\_\_\_  
(Subject)

Name of the Institute : \_\_\_\_\_

 **ENDORSEMENT**   
BY THE **HOD**

This is to certify that the thesis entitled

“Topic of Thesis/Dissertation \_\_\_\_\_”

is a bonafide research work done by

“Candidate Name \_\_\_\_\_” in partial

fulfilment of the requirement for the degree of

“MD or MS or DM or MCh or MDS \_\_\_\_\_”

“Subject \_\_\_\_\_”, under the guidance of

“Guide Name \_\_\_\_\_”

“Department \_\_\_\_\_”

“Institute Name \_\_\_\_\_”.

Date : \_\_\_\_\_

**HEAD OF THE DEPARTMENT**

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Institute : \_\_\_\_\_



Department of : \_\_\_\_\_  
(Subject)

Name of the Institute : \_\_\_\_\_

 **ENDORSEMENT**   
BY THE **DEAN/PRINCIPAL**

This is to certify that the thesis entitled

“Topic of Thesis/Dissertation \_\_\_\_\_”

is a bonafide research work done by

“Candidate Name \_\_\_\_\_” in partial

fulfilment of the requirement for the degree of

“MD or MS or DM or MCh or MDS \_\_\_\_\_”

“Subject \_\_\_\_\_”, under the guidance of

“Guide Name \_\_\_\_\_”

“Department \_\_\_\_\_”

“Institute Name \_\_\_\_\_”.

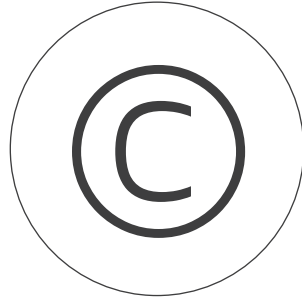
Date : \_\_\_\_\_

**DEAN/PRINCIPAL**

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Institute : \_\_\_\_\_



**COPYRIGHT  
DECLARATION**  
BY THE CANDIDATE

I hereby declare that the **Madhya Pradesh Medical Science University Jabalpur (M.P.)** shall have the rights to preserve, use and disseminate this Thesis/Dissertation in print or electronic format for academic research purpose.

Date : \_\_\_\_\_

Candidate Name : \_\_\_\_\_

© Madhya Pradesh Medical Science University Jabalpur (M.P.)

- The written text of dissertation shall be not less than 50 pages excluding references tables, questionnaires and other annexure.
- It should be neatly typed in Times New Roman Font, Font size should be 14 with double lines spacing on one side of paper (A4 size, 8.27" X 11.69").
- Thesis/ dissertation must be bound properly; Spiral binding will not be accepted.
- The Thesis shall include the Certificates, as mentioned above, by the Student, The guide, head of the department and head of the institution.
- Four hard copies of dissertation along with soft copy on a CD thus prepared shall be submitted to the University on or before the last date of thesis submission as specified by the University.
- The Headings of the Thesis shall be as mentioned below

- I. ACKNOWLEDGEMENTS
- II. LIST OF ABBREVIATIONS
- III. TABLE OF CONTENTS
- IV. LIST OF TABLES
- V. LIST OF GRAPHS
- VI. LIST OF FIGURES
- VII. INTRODUCTION
- VIII. OBJECTIVES
- IX. REVIEW OF LITERATURE
- X. MATERIAL & METHODS
- XI. OBSERVATION & RESULTS
- XII. DISCUSSION
- XIII. CONCLUSION
- XIV. SUMMARY
- XV. REFERENCES
- XVI. ANNEXURES
- XVII. MASTER CHART



# MADHYA PRADESH MEDICAL SCIENCE UNIVERSITY, JABALPUR

## PERFORMA FOR SYNOPSIS

To:

**THE CHAIRMAN,**

Institutional Ethics Committee (IEC),

College: \_\_\_\_\_

City: \_\_\_\_\_

(Through Proper Channel)

**Sub: Request for approval from the Institutional Ethics Committee to conduct a Study for degree of MD/MS/DM/MCh/MDS**

Respected Sir/ Madam,

I propose to conduct a study titled

"

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ "

at College \_\_\_\_\_

Department \_\_\_\_\_

I request for an approval from the Institutional Ethics Committee (IEC). I am herewith enclosing the details of the project work. I submit the following undertaking:

- I will start the study after obtaining approval of the Institutional Ethics Committee (IEC)
- **I will get informed consent from the patients and maintain confidentiality of the details and essentially obtain an informed consent from the family in case of post-mortem studies.**
- I will carry out the work without detrimental to regular activities as well as without extra expenditure to the Institution or the Government.
- I will inform the committee in the occurrence of **any change in the study procedure, site, investigation or guide.**
- I will not deviate from the area of work for which I have applied for ethical clearance.

- I will inform the Institutional Ethics Committee immediately, in the occurrence of any adverse events or serious adverse reactions.
- I will abide by the rules and regulations of the institution.
- I will complete the work within the specified period I have applied for and if any extension of time is required, I shall apply for permission again and continue the work.
- I will submit the summary / report of the study / project to the Institutional Ethics Committee (IEC) on completion.
- I will not claim funds from the institution while doing the work or on completion.
- I understand that the members of the Institutional Ethics Committee (IEC) have the right to monitor the study / project without prior intimation.

Thanking You,  
Yours Obediently,

Signature : \_\_\_\_\_

Name : Dr. \_\_\_\_\_

Date : \_\_\_\_\_

Place : \_\_\_\_\_

Forwarded by: \_\_\_\_\_

**Guide**

Name : \_\_\_\_\_

College : \_\_\_\_\_ City : \_\_\_\_\_

**Co-Guide**

Name : \_\_\_\_\_

College : \_\_\_\_\_ City : \_\_\_\_\_

(If Any)

# RECOMMENDATION OF THE HOD

The dissertation/study titled “ \_\_\_\_\_  
\_\_\_\_\_ ” by Dr. \_\_\_\_\_  
at College \_\_\_\_\_ will be done according to the  
regulations of the Institutional Ethics Committee and I recommend it for acceptance.

Date : \_\_\_\_\_

Dr. \_\_\_\_\_

College : \_\_\_\_\_

City : \_\_\_\_\_



# RECOMMENDATION OF OTHER RESEARCH INSTITUTION HEAD ASSOCIATED WITH THE STUDY

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The dissertation/study titled “\_\_\_\_\_”  
\_\_\_\_\_” by Dr. \_\_\_\_\_  
at College \_\_\_\_\_ will be done according to the  
regulations of the Institutional Ethics Committee and I recommend it for acceptance.

Date : \_\_\_\_\_

Dr. \_\_\_\_\_

College : \_\_\_\_\_

City : \_\_\_\_\_

# REMARKS OF THE GUIDE

This work undertaken / to be done by Dr. \_\_\_\_\_,  
titled " \_\_\_\_\_ " at  
\_\_\_\_\_ College  
will be under my supervision and I ensure that the candidate will abide by the rules of  
the Institutional Ethics Committee.

Date : \_\_\_\_\_

Dr. \_\_\_\_\_

Designation : \_\_\_\_\_

College : \_\_\_\_\_

City : \_\_\_\_\_



**DETAILS OF THE PROJECT TO BE SUBMITTED BY THE INDIVIDUAL DESIROUS FOR CLEARANCE FROM INSTITUTIONAL ETHICS COMMITTEE**

**SYNOPSIS/SUMMARY**

Title	Detail title which shall be written in the final thesis
Aims and Objectives	Focused Aims of the study- point-wise Primary Objectives(s) Secondary Objective(s)
Study Centre	Name of institution/s which are part of the study
Duration of the Study	Month and Year of starting and ending collection of data
Introduction	Including risks and benefits of the study, Procedures/ Device, why are you doing , what will you be doing, how it will done, why / what / when / how it will be done
Study Design	Prospective/ Retrospective Randomized/Non-randomized Observational/Comparative
Methodology (Material & Methods)	Detailed methodology as per format of structured abstract and paper writing
Inclusion Criteria	Point-wise
Exclusion Criteria	Point-wise
Sample Size	Approximate, on what basis the size is planned
Procedure planned	Detail description of mode of intervention
Investigation Details	Detail description of mode of intervention
Data Collection and Methods	Please include the details in the master chart
Statistical Analysis Plan	(PI attach a summary certified by a statistician)
Sponsorship (Yes/No)	If Yes details
Conflict of Interest	
Informed consent form in Hindi and English	
Proposed Authors in the upcoming publication	Names of all authors including co-guide/s and participants of other associated institution/s.

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**Co-Guide/s:** Dr. \_\_\_\_\_ College: \_\_\_\_\_ City: \_\_\_\_\_

## **APPENDIX:**

- (a) Reference (Vancouver style): Please Attach
  - (b) Questionnaire (if applicable): Please Attach
  - (c) Master Chart Proforma: Please Attach
  - (d) Statistician's certificate: Please Attach
  - (e) Consent form Please Attach
  - (f) Permission letter of institution's head of other Please Attach
- Research institute/s associated with the study:

**Date :** \_\_\_\_\_

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**Signature of  
Investigator**

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**Signature of  
Guide/Co Guide**

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**Signature of  
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**CANDIDATE**

Date : \_\_\_\_\_

Name : \_\_\_\_\_

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“

*Ethics is knowing  
the difference  
between what you  
have a right to do  
and what is right  
to do.*

Potter Stewart




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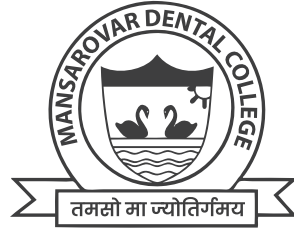
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- Visitors/patients should comply with the institution's and hospital's rules.
- Visitors and patients should park their cars in the designated areas.
- On the institution's campus, visitors/patients should not consume alcohol or cigarette.
- Visitors and patients are not allowed to litter on the campus.
- Visitors and patients should only eat food in the canteen on the campus premises.
- Visitors/patients are not allowed to spit on the campus.
- On the premises of the campus, visitors/patients should not consume tobacco.
- On the campus, visitors/patients should maintain social distance.
- On the campus premises, visitors/patients should wear masks.
- Sanitizer should be used in all places provided on the campus premises by visitors/patients.
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- Visitors/patients should respect the property of others and not to damage or misuse the same.
- For the hospital to function properly, visitors/patients should keep their dignity and silence.
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