



# കേരള ഗസറ്റ് KERALA GAZETTE

## അസാധാരണം EXTRAORDINARY

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### KERALA UNIVERSITY OF HEALTH SCIENCES

#### NOTIFICATION

No.10155/2022/AC1/Gen.A2/KUHS (2)

Dated, Thrissur, 27<sup>th</sup> February, 2024

In exercise of the powers conferred by Chapter XXXVI of the First Statutes, 2013 of the Kerala University of Health Sciences, the Academic Council in its meeting held on 27.02.2024 vide item No. 36.08 made the Post Graduate Thesis/Dissertation Regulations for the Post Graduate courses conducted by Kerala University of Health Sciences. The Governing Council meeting held on 01.03.2024 has approved the same. The regulations were placed before the Senate at the meeting dated 23-03-2024

It is hereby notified that the Post Graduate Thesis/Dissertation Regulations for the Post Graduate courses conducted by Kerala University of Health Sciences, as appended.

(Sd)

Registrar



**KUHS PG Thesis/Dissertation Regulations 2024**

<b>Clause</b>	<b>Content</b>
	Short Title
	Definitions
1	Preamble
2	Objective
3	Requirements for Thesis/Dissertation work
4	Eligibility to become a Post Graduate Guide
5	Eligibility to become a Co-Guide
6	Responsibility of the Guides
7	Role of the Head of the Department
8	Selection of Thesis/Dissertation topics
9	Protocol preparation and submission
10	Institutional Research Committee/Scientific Review Committee
11	Submission of Thesis/Dissertation protocol to the University
12	Evaluation of Thesis/Dissertation protocol submitted to the University
13	Change of Guide
14	Change/modification of title or methodology
15	Research misconduct and integrity
16	Policy on research misconduct
17	Monitoring the Progress of research work
18	Grievance and conflict resolution
19	Preparation of Dissertation books
20	Submission of bona fide Thesis/Dissertation books
21	Evaluation of Thesis/Dissertation
22	Saving Clause



## Short Title

These Regulations shall be called ‘KUHS Post Graduate Thesis/Dissertation Regulations 2024’ and shall be binding on the Post Graduate Courses affiliated to the Kerala University of Health Sciences where Thesis/Dissertation is an eligibility criterion for appearing the University examination.

## Definitions

In these Regulations, unless the context otherwise requires-

- i. ‘KUHS’ means the Kerala University of Health Sciences
- ii. ‘Act’, ‘Statutes’, ‘Ordinances’, and ‘Regulations’ mean respectively the Act, Statutes, Ordinances and Regulations of the Kerala University of Health Sciences.
- iii. ‘Laws of the University’ means the Act, Statutes, Ordinances, Regulations and Rules of the University as the case may be.
- iv. ‘College’ or ‘Institution’ means a College/Institution which is conducting courses having affiliation with KUHS.
- v. ‘Registration’ means registration in the Kerala University of Health Sciences as a student for undergoing the course mentioned under these Regulations.
- vi. ‘Stream’ means a Health Science Stream.
- vii. ‘Regulatory Authority’ means a competent authority approved by Government of India/Government of Kerala/Apex Councils/Kerala University of Health Sciences.
- viii. ‘University Examination’ means Regular/Main/Semester/Annual/Supplementary University Examination, unless specified otherwise.
- ix. ‘Year’ means an Academic Year, unless specified otherwise.
- x. ‘Thesis/Dissertation’ means the research work under the guidance of a recognised Post Graduate Guide, which shall be written up and submitted in the form of a Thesis/Dissertation.
- xi. ‘Guide’ means a ‘Post Graduate Guide’ who is a teaching faculty recognised as a Post Graduate Guide assigned for a PG student to Guide the Research for Thesis/Dissertation.
- xii. ‘Co-Guide’ means a teaching faculty recognised as a Co-Guide assigned for a PG student to assist the Research for Thesis/Dissertation.
- xiii. ‘IRC’ means Institutional Research Committee.
- xiv. ‘SRC’ means Scientific Review Committee.
- xv. ‘IEC’ means Institutional Ethics Committee.
- xvi. ‘HoD’ means Head of the Department.
- xvii. ‘CDSCO’ means Central Drugs Standard Control Organisation.



## 1. Preamble

Every candidate undergoing Post Graduate Course in Basic Specialty/Super Specialty in the institutions affiliated to KUHS shall carry out a research work under the guidance of a recognised Post Graduate Guide, which shall be written up and submitted in the form of a Thesis/Dissertation. This is to develop the spirit and skill of inquiry, to train the candidate to formulate a scientifically sound research question and to help them learn the techniques of research, analysis, documentation, and dissemination of the outcome of research.

## 2. Objective

Proficiency in research is a prerequisite for Post Graduate education in all Health Science streams. The primary goal is to impart comprehensive training to students and equipping them in various facets of research, with the skills needed for planning, execution, analysis, and reporting. This training aims at empowering students to independently conduct research throughout their career. The Thesis/Dissertation serves as a valuable opportunity for Post Graduate students to delve into research methodology, statistical analysis, and ethical principles of experimentation and is expected to play a crucial role in fostering a scientific mindset, encouraging in-depth exploration of the chosen topic, and honing creative and critical thinking skills. The process allows students to assimilate new information, ultimately culminating in the publication of their research findings. Moreover, engaging in biomedical research during the Dissertation is anticipated to influence the student's perspective, instigating a transformation in their attitude towards research endeavours.

The knowledge and skills acquired throughout the process are expected to mould the student into a proficient researcher, capable of contributing meaningfully to their field. This ability also empowers them to critically evaluate emerging information before applying it to enhance patient care in their future.

## 3. Requirements for Thesis/Dissertation work

- a. Guide allocation/assignment: Upon joining the Department, each student will be assigned a Guide by the Department.
- b. Co-guide(s) allocation/assignment: If deemed necessary by the Department, the students may be assigned Co-guide/Co-guides. The number of Co-guides shall be limited to a minimum and typically not exceed three.



- c. **Equipment and Infrastructure:** Departments must ensure the availability of equipment and infrastructure facilities to support research activities.
- d. **Participants/Animals/Research Material:** Research involving healthy volunteers, patients, or animals requires appropriate permissions.
- e. **Institutional Committees:** Each Institution having a Post Graduate Course must have an IRC or SRC and an IEC.
- f. **Ethics Committee Registration:**
  - Ethics Committees shall be registered under the Department of Health Research (DHR).
  - Registration with the Central Drugs Standard Control Organisation (CDSCO), as per the regulations (when applicable).
  - Registration of the Animal Ethics Committee as per the regulations, (when applicable).

#### 4. Eligibility to become a Post Graduate Guide

##### a. Post Graduate Courses

A teacher with a minimum of 5 years of teaching experience as Assistant Professor, (after obtaining a Post Graduate Degree in the concerned subject), will be acknowledged as a Post Graduate Guide in that specialty, unless otherwise specified in the Course Regulations.

##### b. Super Specialty Courses

A teacher with a minimum of 3 years of teaching experience as Assistant Professor, (after obtaining a Super Specialty Degree in the concerned subject), will be designated as a Post Graduate Guide in that specialty, unless otherwise specified in the Course Regulations

- c. The teacher should have a KUHS FEP ID to become a Post Graduate Guide

#### 5. Eligibility to become a Co-Guide

- a. Any faculty member with a post-graduation in the same stream (Medical/Dental Sciences/Nursing/Pharmacy etc.) working in the same institution, who can involve in the conduct of the Thesis/Dissertation work can become a Co-guide.
- b. If the research topic demands, a faculty member or a researcher with Post Graduate Degree in other streams or from other disciplines such as Basic Sciences also can become the Co-guide.
- c. Not more than one Co-guide from the same Department shall be allowed.



- d. No faculty shall be a Co-guide for more than two students joined in an academic year.

## 6. Responsibility of the Guides

- a. Knowledgeable Expectations: They are expected to possess ample knowledge of research methodology, statistical procedures, and ethical principles governing research.
- b. Comprehensive Responsibilities: They will assume responsibility for planning, execution, analysis, submission of the Dissertation book, and publication of the work in a reputable journal. Their role includes training and guiding the student in these aspects, supervising and assisting them, and resolving administrative/logistic/practical issues for the smooth progress of the work.
- c. Research Topic Selection: They shall play a pivotal role in selecting a research topic feasible within the institution.
- d. Time Allocation: Allocating sufficient time for Thesis/Dissertation-related activities, including student interaction and training, is part of their duties.
- e. Continuous Monitoring: They will continuously monitor the Post Graduate Thesis/Dissertation related research work under their guidance, taking primary responsibility for ensuring that the research aligns with the Responsible Conduct of Research as outlined in the National Ethical Guidelines for Biomedical Research involving Human Participants.
- f. Departmental Meetings: Facilitating the conduct of Departmental meetings every six months to assess the progress is required. During these meetings, students will present details of completed work, remaining tasks, justifications for any delay, and challenges faced. Shortcomings will be discussed, and solutions sought by the student, Guide, and Co-guides.
- g. Progress Reports: Preparing quarterly progress reports, as per the prescribed format.
- h. Prompt Reporting: They are obligated to promptly report any unsatisfactory performance, misconduct, or fraudulent activity by the student.
- i. Permission Assurance: Ensuring that the student has obtained all necessary permissions before commencing the work and displaying copies of the permissions during the Dissertation presentation is part of their responsibilities.
- j. Leave Arrangements: Making alternative arrangements for the smooth execution of work



during short-term (up to three months), long-term (3-6 months), or permanent leave, is required. Advanced notification to the student, other Guides, and the HoD, is essential to minimize adverse effects on the student.

- k. **Commitment to Leadership:** They shall not attempt to disown the student or seek relief from the assignment without strong and justifiable reasons. Exhibiting leadership and ownership is expected, and problems shall be discussed with the HoD for resolution.
- l. **Logistical Support:** Ensuring the ready availability of clinical material, timely procurement of materials/equipment, and the timely completion of the Dissertation are integral to their role.
- m. **Document Management:** Maintaining a separate file for each student, containing the protocol, permissions, communications, and all other relevant documents, is part of their record-keeping duties.
- n. **Dissertation Draft Discussion:** Ensure that the draft of the Dissertation is discussed and verified in the Departmental Meetings before submission.
- o. **Overall Responsibility:** They will bear overall responsibility for the contents of the Dissertation, ensuring the authenticity of the data.

## 7. Role of the Head of the Department

- a. The HoD will assign eligible Guides on a rotational basis in consultation with the Department's faculty members during a departmental meeting within 30 days of the PG students joining the Department. They will ensure that no faculty member guides more students than specified as eligible for intake, for the course by the Regulatory Authorities.
- b. The HoD shall facilitate the Guides/Co-guides to select topics.
- c. **Review meetings:** The HoD will organise departmental research review meetings and promptly act upon the decisions made.
- d. **Conflict Resolution:** Efforts will be made to ensure the smooth progress of Dissertation work, and the HoD will address conflicts or disputes arising among students and Guides.
- e. **Impartial Advisory Role:** The HoD will act as a wise counsel, maintaining impartiality and refraining from taking sides.
- f. **Protocol Submission Notification:** If any student fails to submit the protocol within the time limit prescribed by the University, the HoD will promptly notify the Head of the Institution.



- g. **Publication Encouragement:** The HoD will encourage the Guides and students to publish the Thesis/Dissertation work expeditiously, demonstrating leadership qualities to inspire both the Guides and the students.
- h. **Ethical Oversight:** Any irregularities/ethical concerns observed in Thesis/Dissertation-related work will be brought to the attention of the Institutional Ethics Committee.

## **8. Selection of Thesis/Dissertation topics**

- a. The Thesis/Dissertation topics shall be selected by student in consultation with the assigned Guide and proposed Co-Guides.
- b. The topics approved by the Department, can be developed as a Thesis/Dissertation related Research protocol.
- c. Protocols, that resemble (exactly or very closely) any other previously done study under the University, are liable to be rejected and hence shall be avoided.
- d. The Thesis/Dissertation topics are to be selected after going through the database of the research studies previously registered in the University to avoid repetitions, as far as possible.

## **9. Protocol preparation and submission**

- a. A training workshop on 'How to write a research protocol' shall be conducted by the Institutions, at the beginning of each academic year, which shall be attended by all Post Graduate students.
- b. The protocol written by the student, corrected and finalised by the Guide shall be submitted in the prescribed format to the HoD, for approval.
- c. The Guide will take full responsibility for ensuring that all the corrections are carried out before submission.
- d. The Department shall approve the protocol after modifications, if any, and issue a certificate of approval to the student.

## **10. Institutional Research Committee/Scientific Review Committee**





An IRC or SRC shall be constituted by the Head of the institution and shall comprise recognised Post Graduate Guides/PhD Guides and faculty with expertise in Research Methodology, with the following conditions satisfied:

- i.** Vice Principal or a senior faculty shall chair the Committee.
  - ii.** The minimum number of members shall be 5 (five).
  - iii.** The IRC/SRC shall be reconstituted every three years.
  - iv.** Any faculty other than ex-officio members shall not have more than two consecutive terms in the Committee.
  - v.** The committee shall assess the methodology of the protocols, received from the students and suggest modifications, if needed, after discussion.
- a.** A certificate of acceptance shall be issued to an accepted protocol, after successful scrutiny of the protocol by the IRC/SRC.
  - b.** The student shall submit the protocol accepted by the IRC/SRC for IEC clearance.

#### **11. Submission of Thesis/Dissertation protocol to the University**

- a.** The candidate shall submit a protocol of the project, through the online system of the University.
- b.** The protocol shall bear the signature and details of the Guide, Co- Guide(s) and Head of the Department and the Institution.
- c.** The protocol submitted shall have the approval of the Institutional Ethics Committee.
- d.** The Thesis protocols shall be submitted within 6 months (4 months for 2-year candidates) from the date of commencement of the course or as specified in the Course Regulations.
- e.** A grace period of 3 months with late fee (as fixed by the University from time to time) shall be allowable, subject to the regulations of the Statutory Councils.
- f.** The submission window will be closed at the end of the grace period.
- g.** The candidates, who fail to submit the protocol within the time limit allowed (with late fee), are liable to have an extension of their course equal to the number of days from the day of such a failure, to the day of actual submission of the protocol later, with a superfine for the same, as decided by the University.
- h.** The University shall take the decision on the application, subject to Statutory Council regulations. The period of extension of the course and the quantum of superfine will be as fixed by the University from time to time.



## 12. Evaluation of Thesis/Dissertation protocol submitted to the University.

- a. The protocols submitted with the approval of Ethics Committees registered with Department of Health Research (DHR) and/or Central Drugs Standard Control Organisation (CDSCO) may be approved by the University without further review.
- b. For others, the University may assign one methodology expert from a protocol review panel selected from time to time, for a review of the protocol.
- c. Protocols accepted by the reviewers shall be informed by the University and issued a certificate of acceptance. The student can proceed with the study after informing and getting revised approval from the IEC, if the protocol is modified as a result of the review process.
- d. If the University review decision is to accept with minor or major modification, candidate shall make the modifications with a letter of approval from the IEC and resubmit the protocol to the University.
- e. In case of rejected protocols, a fresh submission has to be made with a fresh IEC approval and shall be treated as a fresh application.
- f. Re-submission with modifications shall be sent to the same experts who originally reviewed the protocols except in situations where reviewers are not available for a revision of review.
- g. This process to be completed within 3 months of submission of the Thesis/Dissertation protocol to KUHS and the decision will be made available through the website.

## 13. Change of Guide

- i. In the event of resignation/demise/long leave of the Guide/or any other situation in which the Guide is unavailable for guiding the Thesis/Dissertation related research work, the Principal of the institution in consultation with the HoD shall suggest a change of Guide to the University (within two weeks of the event) through the University website after getting the clearance from the IEC.
- ii. In the interim period, the HoD shall guide the students in consultation with the Co-Guide (s).
- iii. If this stipulation is not complied within one month of the event, the final Thesis/Dissertation submitted is liable to be rejected.

## 14. Change/modification of title or methodology

- i. Requests for changes in the title or a modification/change in the methodology can be



made by a request, through University Website with the appropriate certificate of approval, from the IEC.

- ii. If there is a modification/change in the methodology, the protocol shall be treated as a fresh submission in all respects and the date of approval of the protocol shall be changed accordingly after the review process as deemed fit.

## 15. Research misconduct and integrity

Students/Guides shall do not deviate from the good ethical practices. The following practices will amount to misconduct/fraud.

- i. Recording wrong data/observation
- ii. Doing incorrect analysis
- iii. Insufficient record keeping
- iv. Withholding the details of methods
- v. Duplicate and sliced publications
- vi. Post-hoc amendment of study design after completion of the Thesis/Dissertation related research work.
- vii. Overlooking previous work of others
- viii. Suppressing own data/dropping data points
- ix. Undeclared conflict of interests
- x. Forceful inclusion of authorship without consent
- xi. Gift authorship (includes gaining authorship by power/ harassment).
- xii. Wrongful denial of authorship to deserving persons
- xiii. Misuse of public funds/research grants
- xiv. Use of flawed data
- xv. Studies without permission from IRC/SRC and Institutional Ethics Committee, when it is required.
- xvi. Studies conducted without informed consent (if waiver not obtained)
- xvii. Using other's ideas, processes, data, or text without giving proper credit, amounting to plagiarism.
- xviii. Manipulating data/results by altering research materials, equipment, processes, output, and figures leading to inaccurate representation in the research report is a falsification.
- xix. Fabrication, which is making up/cooking up data or results and recording or reporting them.
- xx. Ignoring supervisory duties, persuading, guiding, encouraging, or knowingly



letting others indulge in fabrication, falsification, or plagiarism.

- xxi. Illegal and un-ethical human experiments
- xxii. Unethical publications practices such as multiple simultaneous submission of a manuscript to different journals.
- xxiii. Honest errors do not come under misconduct or fraud and hence not unethical. However, it is the responsibility of the investigator to prove it.

## 16. Policy on research misconduct

Any misconduct in research and publication whether minor or major, will be viewed seriously.

## 17. Monitoring the Progress of research work

- a. The Department shall have a quarterly assessment of the research work of each student and document it.
- b. This certificate on monitoring shall form a part of the bona fide Thesis/Dissertation to be submitted to the University.

## 18. Grievance and conflict resolution

If a student has a grievance regarding PG Thesis/Dissertation work, the Guide / Co-guide, Head of the Department and the IEC shall be approached in that order, till it is resolved. If the problem is not sorted out, the Head of the Institution shall be approached.

## 19. Preparation of Dissertation books

- a. Paper, type, and layout
  - Use only high quality, plain white, 75–81 g/m<sup>2</sup> (20-lb) unlined bond paper, erasable paper shall not be used.
  - Paper size :A4 (210 x 297 mm)
  - Margins : Left : 3.81cms (1.5”); Other margins: 2.54cms (1”)
  - Font type :Times New Roman/Arial/Tahoma
  - Font size (main text) : 12 (not in bold)
  - Font size (notes/foot notes) :10 (not in bold) etc.
  - Font size (titles) :14 Bold
  - Font size (subtitles) :12 Bold
  - Line spacing (main text) :1.15
  - Line spacing quotations for :1

Long footnotes and endnotes

- b. Laser printing shall be used with dark black characters that are consistently clear and



dense.

- c. Page numbers: Roman numerals shall be used on the preliminary pages (pages up to the first page of text) and Arabic numerals on the text pages. The numbers themselves can be placed anywhere on the page, however they shall be consistent.
- d. Diagrams, photographs, or facsimiles in any form shall be a standard page size, or if larger, folded so that a free left-hand margin of 3.81cms (1.5 inches) remains and the folded sheet is not larger than the standard page.
- e. Photographs (colour or black and white) shall be of good quality and printed on photography paper.
- f. Image files in JPG/JPEG or TIFF format and Audio Visual in AVI, GIF, MPEG files format preferably, in soft copies.
- g. Avoid same information represented in more than one format (e.g. table/picture/graph).
- h. All tables and Figures shall be simple, numbered, titled and self-explanatory.
- i. Citation shall be in one style only, either Vancouver style/any other internationally approved style.
- j. The list of references shall appear as a consolidated list with references listed sequentially as they appear in the text. If pertinent works have been consulted but not specifically cited, they shall be listed as Bibliography or General References.
- k. List of figures, tables and chapters shall be separately provided before the main text.
- l. Maximum number of pages shall be 200 including master sheet, appendix, addendum etc. There will not be a specified minimum for number of pages.
- m. The Thesis/Dissertation shall adhere to the Plagiarism Policy of the University, in force.
- n. The bona fide Thesis/Dissertation shall include a 'Plagiarism Verification – certificate', 'Self-Plagiarism Exclusion Certificate' and/or 'Self-Plagiarism Co-authors Certificate'.

The arrangement of sections in the book shall be in the following order:

**a. Preliminary pages**

- i. Title page
- ii. Declaration from the student, Bona-fide certificates from the Guide, endorsement from HoD and Head of the Institution.



- iii. Acknowledgements
- iv. Abstract with key words
  - v. Table of contents
- vi. List of tables
- vii. List of Figures
- viii. List of Annexures
- ix. Definitions, Abbreviations

**b. Main text**

- i. Introduction, Research Question, Aims & Objectives, Hypothesis (if any), Review of literature.
- ii. Methodology, Results, Discussion
- iii. Limitations, Scope for future studies
- iv. Conclusions, Policy implications (if any)
- v. Summary

**c. References**

**d. Annexures (as applicable)**

- i. Blank data sheets, Blank consent form(s), Master chart (without any patient identifying information), Additional figures/pictures and photographs.
- ii. Questionnaires, Scales, list of physical instruments used, Permission/License for using illustrations and other copyrighted material.
- iii. Supplementary illustrative material, original data, and quotations too lengthy for inclusion in the text or which is not immediately essential to an understanding of the subject can be presented.
- iv. Each annexure with its title shall be listed separately in the table of contents. Likewise, tables and figures contained in the Appendices are to be included in the lists of tables and figures, respectively.
- v. IEC approval certificate, Plagiarism Checking certificates, Certificate of completion from IEC.

**20. Submission of bona fide Thesis/Dissertation**

- i. Minimum time required to complete Thesis/Dissertation related Research work by the candidate including data collection, analysis, writing up is estimated as 6 months.
- ii. The bona fide Thesis/Dissertation shall be submitted to the University 6 months



- before the expected date of final examination and after remitting the prescribed fee.
- iii. Bona-fide Thesis/Dissertation can be submitted only after a minimum of 6 months of getting approval of the protocol by the University.
  - iv. Soft copy of the bona fide Thesis/Dissertation in \*.pdf, \*.odt, \*.docx or \*.doc format shall be submitted to the University within the time limit prescribed.
  - v. The submission shall be through e-mail and CD-ROMs/DVD-ROMS
  - vi. Requisite number of hard copies of the Thesis/Dissertation shall be submitted to the Department in the Institution.
  - vii. Submission of the Thesis/Dissertation books/hard copy as specified, complete in all aspects within the allowed time limit shall be a mandatory criterion for registering for the Final University Examination.

## **21. Evaluation of Thesis/Dissertation**

- a. If the Course Regulations have specified a procedure for Thesis/Dissertation valuation, it shall be followed.
- b. For other courses, following procedure shall be followed.
  - i. The Thesis/Dissertation shall be examined by three examiners; one from other institutions (other than that institution, where the research was conducted) affiliated to KUHS (who is/was not a Guide for the same candidate for the same Thesis/Dissertation) and two examiners from other Universities.
    - a. If two examiners suggest changes, resubmission of Thesis/Dissertation shall be made within 30 days with suggested changes incorporated.
    - b. If the original decision is 're-submission with changes', the resubmitted Thesis/Dissertation will be evaluated by the same examiners who assessed it first, if they are available for evaluation.
    - c. All resubmissions shall be along with the fee prescribed for it by the University from time to time.
    - d. Each resubmission shall include fresh certificates related to plagiarism.
    - e. If two examiners reject the Thesis/Dissertation, it shall ordinarily be re-submitted within 30 days. Resubmitted Thesis/Dissertation will undergo the same method of evaluation as a fresh Thesis/Dissertation.
    - f. In case of rejection of Thesis/Dissertation, extension of course/work in the Department up to one year may be granted, if found necessary, to carry out Thesis/Dissertation work, subject to the clause regarding 'double duration of



the course' as specified in the Course Regulations, Academic General Regulations or by the Regulatory Authority. The candidate shall apply for the extension through proper channel along with the fee prescribed for it by the University from time to time.

- ii. If two examiners accept the Thesis/Dissertation, it will be accepted by the University.
- iii. The hall ticket of the final examination will be issued only after acceptance of the Thesis/Dissertation.
- iv. For Courses, where evaluation of the Thesis becomes a part of the Practical examination, the procedure will be as per the respective Course Regulations

## **22. Saving Clause**

- i. If this Regulation and/or respective Course Regulations are silent on any aspect of Thesis/Dissertation, the Regulations of the respective Regulatory Authority shall be applicable mutatis mutandis.
- ii. Notwithstanding anything contained in this Regulation, the University shall have the right to modify the Regulations and shall have the right to implement them through a University Order until such amendments are Gazetted.





## Annexure 1

**Format for the Research Protocol****Details of the investigator**

- a. Name of the Investigator/Researcher
- b. Course
- c. KUHS ID
- d. Affiliation/Institution of the Investigator
- e. Address
- f. Mobile number
- g. E-mail id

**Research Protocol**

- I. Certificate from the HOD and Head of Institution.
- II. Details of Guides
- III. Details of the Co-guides, if any
- IV. Details of other Co investigators, if any
- V. Details of collaboration with other institutions, if any.
- VI. Certificate from the IEC and IRC

1. Title
2. Introduction, including rationale of the study
3. Review of Literature
4. Research question
5. Aim and Objectives
6. Hypothesis, if any
7. Study Design
8. Setting
9. Sampling
  - a. Sample size calculation
  - b. Inclusion criteria
  - c. Exclusion criteria
  - d. Sampling procedure/technique
10. Methodology



- a. Methods of data collection
  - b. Outcome measurement
11. Data Analysis plan
  12. Expected policy implications, if any
  13. References (in Vancouver style or any other style internationally approved)
  14. Disclosure of financial support or funding
  15. Annexures
    - a. Proforma for data collection
    - b. Questionnaire
    - c. Scales
    - d. Scores
    - e. List of physical instruments used
    - f. Consent forms in English and local language  
(Consent forms to be identical, checked by translation and back translation from one language to other)
    - g. Budget and details of funding agency/fund from outside, if any
    - h. List of collaborators, if any
    - i. Willingness certificate from external collaborators, if any.



**Review of progress of PG Thesis/Dissertation  
by the Department**

(To be assessed Quarterly for all PG students)

PG student

Name			
Department		Date of joining the Department	
Email ID		Mobile no.	
KUHS ID		Course	

**Guide**

Name			
Designation		Department	
Mobile no.		Email ID	
FEP ID			

**Details of progress of Thesis/Dissertation work**

Date of approval from the Department	Date:	/Not submitted yet/Awaiting approval				
Date of approval of IRC/SRC	Date:	/Not submitted yet/Awaiting approval				
Date of approval of IEC	Date:	/Not submitted yet/Awaiting approval				
Percentage of work completed	00	25	50	75	90	100
Any 'Protocol deviation' or 'Protocol violation'?	Yes			No		
If yes, give details						
Was there any change of Guide in the last six months?	Yes			No		
If yes, please give details						
Was there any change of Co- guide in the last six months?	Yes			No		
If yes, please give details						
Was there any change of protocol in the last six months?	Yes			No		
If yes, please give details						
If yes, IEC approvals obtained for the above amendments?	Yes			No		



Mention IEC approval number and date of approval for amendment.	
Problems, if any, faced by the student, the Guide, or the Department in the progress of research.	
Progress of the Thesis/Dissertation related Research work	Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Poor <input type="checkbox"/>
Whether IEC intervention is required for further progress?	Yes                                  No
Performance of the PG student	Outstanding/Very Good/Good/Poor

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**(Max. 500 words)**

- A. Background, Research Question, if any & Objectives
- B. Methods
- C. Results & Discussion
- D. Conclusion
- E. Keywords

Max. 10; chosen preferably from MeSH (Medical Subject Headings); Each keyword shall be separated by semicolon.

