



Dharmsinh Desai University

Ref: DDU / FMS / 627 / 2026

This Document contains,

- 1) Paper/Publication guidelines
- 2) BLS- ACLS workshop guidelines
- 3) Uniform Dissertation guidelines

(For Post Graduate Medical Specialities MD/MS)

Keeping in view National medical commission guidelines, recommendation of institute academic/curriculum committee and University board of studies/ Academic council, following guidelines are being released from the university which is to be followed by all present and future students taking admission in above mentioned courses. Any guideline which is not part of this document but mandatory by National medical commission is/are to be followed.

- Paper/Publication guidelines for Postgraduate medical courses (MD or MS)

A post-graduate student of a degree course in broad specialty/super specialty will do the following to make him/her eligible to appear in his/her final examination:

- a. Poster presentation or oral paper presentation at a National/Zonal/State conference of his/her speciality
- b. Have one research paper published/accepted for publication in journal of his/her speciality as first author. (PG teacher can be subsequent author)
{Only one PG student (whose name appearing earlier in order) will be counted as author when more than one PG students name appears as author in a research publication}

- BLS- ACLS workshop guidelines for Postgraduate medical courses (MD or MS)

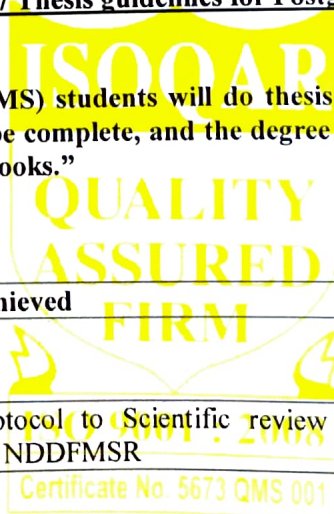
All Students (Irrespective of speciality) are required to undergo BLS-ACLS training and certificate of the same need to be submitted. Such workshop may be conducted in house by certified person.

- Uniform Dissertation/ Thesis guidelines for Postgraduate medical courses (MD or MS)

“All broad-speciality (MD/MS) students will do thesis related research and will write thesis. The course will not be complete, and the degree will not be awarded without the submission of dissertation books.”

Important Timelines:

Major landmarks to be achieved	Timeline
Deciding the topic	Within 1.5months of joining the course
Submission of project protocol to Scientific review committee (SRC) of the Dr. NDDFMSR	Within 3months of joining



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Submission and approval of project protocol by Institute ethics committee (IEC) of the Dr. NDDFMSR	Within 6months of joining
Submission of Print and Soft copy of dissertation to university	6 months prior to university exam

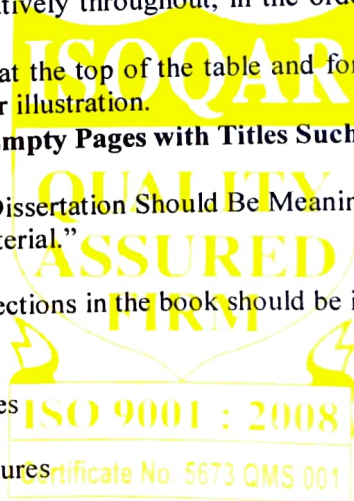
Plagiarism policy:

An undertaking from the candidate that the thesis does not violate the copyright act in any way, is free of plagiarism and that the “questionnaires” or “scores” being used are “copyright free” or that the necessary permission for their usage has been obtained from the copyright holders. The undertaking must be supplemented with a report from any of the commonly used plagiarism software indicating that the submitted thesis has **less than 10%** similarity. This report must be duly signed by the postgraduate student. Students in this regard also advised to follow plagiarism policy of the university, available on university website.

Preparation of dissertation books:

The dissertation books should be prepared as given below:

- Length – minimum 50 pages
 - Font – Times New Roman
 - Size of font – 14 Bold caps for section title [Introduction, Literature Review & Methodology etc].
 - 12 point-Bold for section headings
 - 12 point-Bold Italic for subsections
 - 12 for the text throughout
 - Begin each new section i.e. Introduction, Literature review and Methodology on a new page.
 - Spacing – Single spaced
 - Paper quality: A4 size plain white paper minimum 70GSM, preferably 100GSM
 - Printing - Both sides
 - Margins – Left 1.5”; Right 1” Top 1”; Bottom 1”
 - Continuous pagination
 - Binding – Hard binding/Case binding (once approved by PG teacher and HOD)
 - Each Table and Figures / illustrations should carry a number and caption that clearly describes the nature of data presented.
 - Each table and figures/ illustrations should carry Arabic numbers separately; and number them consecutively throughout, in the order in which they are placed in the text.
 - **Title** must be placed at the top of the table and for figure title must be placed at the bottom of the figure or illustration.
 - **Please Do Not Add Empty Pages with Titles Such As ‘Introduction’, Etc. As Place Holders.**
 - “Every Page of The Dissertation Should Be Meaningful and Should Contain Essential Data or Scientific Material.”
- ❖ The arrangement of sections in the book should be in the following order:
1. Preliminary pages:
 - Title page, Certificates
 - Acknowledgement,
 - List of tables and Figures



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Definitions, Abbreviations

Table of contents

2. Main text:

Introduction, Aims & Objectives, Review of literature,

Methods, Results, Discussion

Limitations, Conclusions, Scope for future studies

Summary

Bibliography (References- Vancouver style only)

3. Annexures (as applicable):

IEC certificate, Plagiarism Checking certificate, declaration, Blank data sheets, Blank consent form(s), Master chart (without any patient identifying information), Additional figures/pictures and photographs. Questionnaires, Permission/License for using illustrations and other copyrighted material.

Submission of dissertation books:

Six hard copies (one copy each for-PG teacher, Department, University, Dean's office, Central library, Student's copy) of the dissertation books, along with a softcopy, should be submitted to the Dean office before the deadline. One soft copy of the entire dissertation book should be submitted through mail to pgdissertation.medical@ddu.ac.in. One hard copy of the book will be returned to the student from the Dean office after the books are inked with signatures.

Dissertation evaluation during university exam:

As per PGMER 2023-24 of NMC, Five per cent of mark of total marks of Clinical/Practical and Viva Voce marks (i.e.20 marks) will be of dissertation/thesis and it will be part of clinical/practical examination marks. External examiner outside the state will evaluate dissertation/ thesis and take viva voce on it and marks will be given on quality of dissertation/thesis and performance on its viva voce.

Change of topic:

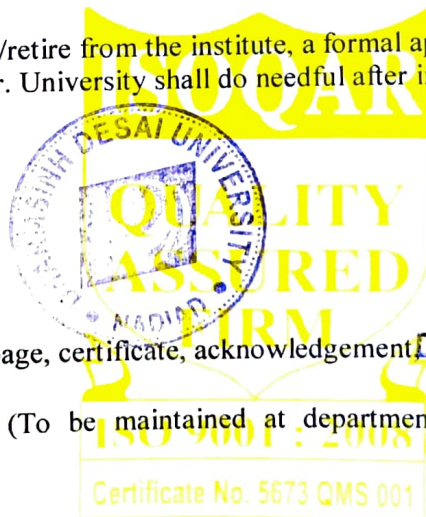
Change of the topic for dissertation work will be allowed only if proper justification is presented. Guide and the HoD, along with the student, should write to the Dean, explaining the need for the same. With the permission of the Dean, a new topic may be given to the student, and it would undergo all the processes of approval of the dissertation protocol. However change of the topic is allowed only within 1 year of approval by IEC.

Change of guide:

In case PG teacher leave/retire from the institute, a formal application is to be written to Dean for change of PG teacher. University shall do needful after investigating the case.

Annexures:

- Format for title page, certificate, acknowledgement, Table of contents, list of figures and declaration.
- Progress report (To be maintained at department level only-it is not a part of dissertation)




Registrar

Dharmsinh Desai University


Prof. M.R. Bhavsar
Registrar

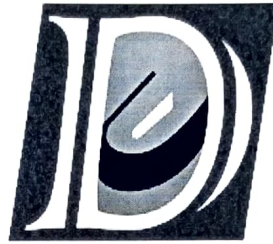
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Nadiad - 387 001 (India)

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(TITLE PAGE- embossed on hard bind)

**THIS IS THE TITLE OF YOUR
DISSERTATION AS GIVEN IN YOUR
APPROVED RESEARCH PROTOCOL**



DR. YOUR NAME IN FULL

A DISSERTATION SUBMITTED TO

DHARMSINH DESAI UNIVERSITY

IN PARTIAL FULFILLMENT FOR THE AWARD OF

DEGREE OF M.D/M.S SPECIALITY

Dr. N. D. DESAI FACULTY OF MEDICAL SCIENCE

AND RESEARCH

NADIAD-387001, GUJARAT, INDIA

MONTH AND YEAR of submission (EG. APRIL 2026)

ISO 9001 : 2008

Certificate No. 5673 QMS 001

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CERTIFICATE

This is to certify that the dissertation entitled "FULL TITLE OF YOUR DISSERTATION AS IT WAS APPROVED IN YOUR RESEARCH PROTOCOL WITHOUT CHANGE" is a *bonafide* record of original work carried out by DR. NAME IN FULL, in the Department of _____, under my/our guidance and supervision during the period of his post graduate study for M.D./M.S. (Radio-diagnosis).

Dr. _____

Designation

Department

Guide

Dr. _____

Designation

Department

Co-Guide (May not be for all)

Dr. _____

Professor and Head

Department

Dr. ARUN H. VYAS

DEAN

Dr. NDDFMSR



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ACKNOWLEDGEMENTS- (Suggestive)

You can start by thanking your Guide & Co-guide(s), broadly for their guidance, inspiration, etc and then narrow down to express your gratitude for specific help or assistance you had received. Indicative and specific mentioning of help rendered is generally considered more attributive, appreciative and thankful.

Gratitude to help received from other staff of MRD, Nursing and various other departments could be mentioned in two or three lines. If the thesis required specific nursing assistance, it would be a good idea to thank the Nursing staff in a separate line.

(if applicable) It is very important, highly recommended and imperative that your Patient Volunteers be profusely thanked for their voluntary participation in your thesis. If the study involved children, their parents can be thanked for their consent to enrol their children in the study.

You may thank people who had helped you with particular jobs, such as formatting, statistics, etc.

I am indebted to my fellow post-graduate residents, my Assistant and Associate Professors for all the help and assistance I have received from them over last two years. I am thankful to the Assistants and Technicians of the Department of Speciality who have gone out of their way to help me.

I thank the Chairman, Vice Chancellor, Dean – Research and Postgraduate Studies, Deputy Director and Medical Superintendent of our Medical College and Hospital for their every help in making this Thesis possible.

Some choose to include family members, spouse and parents in the Acknowledgements: you have the freedom to do so. iii



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ABBREVIATIONS AND ACRONYMS

1
2

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COMMON FORMAT OF DECLARATION

Declaration

I undertook a thesis project entitled “(title of the project)”, to fulfil the essential requirement for the award of degree of {name of the course e.g., Doctor of Medicine (Radio-diagnosis)} from Dharmsinh Desai University, Nadiad, Gujarat.

I hereby declare that the thesis does not violate the copyright act in any way, is free of plagiarism, and that the “questionnaires” or “scores” being used are copyright-free or that the necessary permission has been obtained from the copyright holders. The work does not include any diagrams, figures, tables, and flowcharts which are copied from a journal or book or infringe copyright.

Signatures of the candidate

(Name of the candidate)

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Review of progress of PG dissertation by Review committee of department/ HoD

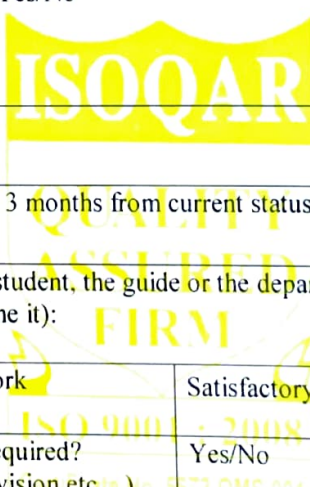
(This is not required to include in hard copies of thesis)

Date:

Note: Entire Progress report is required to present against faculty members of department periodically. Hard copy of the same will be maintained with department.

Identifying information of PG student:	
Name:	
Topic:	
Department:	Date of joining the department:
Email ID:	Phone no:
Identifying information of guide: Name:	
Designation:	Department:
Phone no.:	Email ID:
Details of progress of dissertation work	
Date of approval of IEC:	Date/Not submitted yet/Awaiting approval
Percentage of work completed according to student:	00/25/50/75/90/100
Comment of faculties on % of work completed mentioned by student:	(Detailed feedback by PG teacher and/ or HOD)
Any 'Protocol deviation' or 'Protocol violation'? If yes, give details:	Yes/ No
Was there any change of guide/co-guide/protocol in the last six months?	Yes/No
Current stage of dissertation:	
What progress is likely in next 3 months from current status?	
Problems, if any faced by the student, the guide or the department in making progress: (discussion on how to overcome it):	
Progress of the dissertation work	Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Poor <input type="checkbox"/>
Whether any intervention is required? (eg. Topic change, strategy revision etc...)	Yes/No

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Conduct of the PG student: (To be filled by PG teacher)	Outstanding/Very Good/Good/Poor
Attendance of the PG student (Give details of long leave other than CL taken in last six months):	Regular/Irregular

Any additional Comments:

Sign and Name of Guide with date & seal

Sign and Name of HOD with date & seal

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