

General guidelines for Dissertation / Project work (Internal/External students)

Laboratories under MGMSBS, Navi Mumbai & MGM Medical College providing services to Researchers of Industries and Academia in three different ways:

- A. Research Project
- B. Analytical instrumentation facility
- C. Training

A. *Research Project:* The Programme is specially designed in a way to provide necessary opportunity to the students of science and technology discipline to work in valuable research projects which is a part of their curriculum.

A.1 Salient features of Programme

- Students Joining for research projects will be mentored with essential research and implementing in sights
- Students joining for research project can avail research facility 8 hours per day during their project period
- Project students will be given access to Standard operating procedures during the project period which helps them to finish the experiments in timely manner.
- Project students will also be assisted with the closed or selective access articles from reputed publishing bodies for improving their research standard
- Project student will be guided to write his/her own dissertation as per the university norms.
- Project students will be assisted in writing research papers and assistance will also be extended in peer reviewed journal communication. The authorship will also be given for project student's internal guide and department head, with necessary inputs from their end.
- Internet facility shall be provided for outstation learners for literature studies at our central library.
- Our institute will provide infrastructure and intellectual inputs, rest all will be borne by the student (consumables/travel/additional test to do neat other locations) in addition to the project charges (institutional fees) that will be charged by us.

A.2 Applicants

The following are eligible to apply:

- In house Students
- Research Organization
- Researchers from National and International Institute
- Ph.D. Scholar/M.Sc. students from other institutes/UG students in related research are as who are currently working at institute in India

An applicant must not submit more than one application.

A.3 Proposalcategory

- You can propose any research topics related to current 'Research Areas with reference to facilities presently available at MGMSBS, MGMIHS'.
- The collaborating institute (MGMSBS) will provide only infrastructure and intellectual inputs, rest all will be borne by the student (consumables/travel/additional test to do neat other locations) in addition to the project charges (institutional fees) that will be charged by us.
- Proposer is required to formulate an NOC/MOU/MOA/Etc. from the parent institute to carryout work at MGM.
- We welcome interdisciplinary research projects in areas, such as Pharmacology, Toxicology, Phytochemistry, Nanotechnology, Molecular Biology, Biochemistry, Microbiology, Biotechnology Agro technology, Genomics etc.

A.4 Duration of project: Duration/starting date: 1 month internship, project / dissertation up to 6 months to 1year for students as well as industry.

A.5 Proposalformat

Proposals should be written in English with full details of the project.

The proposal should be typed in Arial font with font size of 10pt., one & half- line spacing and in Word format. (**Annexure1**)

Proposals that do not meet these requirements will be automatically excluded from consideration.

A.5 RegulatoryApprovals

The researcher is responsible for application, correspondence, co-ordination and seeking approval (ethical wherever needed) of selected project. (**Annexure 2**)

A.6 Submission of proposal

Submity our proposal and supply requested information through mail at below mentioned id. sbsnm@mgmuhs.com

A.7 Fee structure: The laboratory fee charged for the programme is nominal. The fee may varybased on the duration and stream. Hence you are requested to apply for the programme in order toopta in the right fee. (**Annexure 3**)

B. AnalyticalTestingFacility

MGM Central Research Laboratory houses a variety of major analytical instruments which areoperated and maintained by a dedicated and qualified group of Scientists and technicians.It is anintegral part of MGMIHS, and is operates with an "open access policy". The result of this policyis that all can benefit from the services. The Institute has a well setup infrastructure which can under take various testing and research. The testing jobs can be initiated by faculty once request is received for the testing job. The procedure for overall operation of the project is similar like that of consultancy project. (**Annexure 4**)

The main objectives of MGMIHS facilities are:

» To provide guidance and acquisition of data using Sophisticated Instruments for students, teachers and personnel from other Laboratories, Universities and Industries for R & D work.

General Guidelines

1. All the users are required to submit MSDS (Material Safety Data Sheets) for each sample they submit and a certificate stating that the samples submitted are non-toxic / non-hazardous and that the sample does not require special precaution while handling

C. Training: Salient features

- Our training covers individual techniques as well as complete job role
- Our training programmes develop the candidates with effective practical skills in the respective module.
- Our training programmes improve the vision of applying the learned– Duration of training one week
- List of training programs
 - a) Zebrafish housing and care
 - b) Dissertation / thesis / project work / internship / training
 - c) Basics of hydroponics
 - d) Microbiology techniques
 - e) RT-PCR
 - f) Basics of Bioinformatics
 - g) Clinical Nutrition
 - h) Molecular biology techniques
 - i) Histopathology techniques

Admission policy

MGMSBS accepts application for any of the above programs. The applicant must be duly filling the application form and should provide proper and original information.

The selection of the candidate for any programme will be on case to case basis.

If any applicant has been rejected for the course, he/she will not be encouraged for admission verification for the same course for minimum of next 3 months.

Applications of different course by a same applicant will not be considered for processing at the same time. Any one of the application will be taken in to process.

NOTE: These funds can be utilized for maintenance of Instruments/AMC/arranging workshop /seminar/conference or any MGMSBS student development activity.

Publications of Results:

Investigators wishing to publish technical/ scientific papers based on the research work done under the project, should adhere to the guidelines of MGMIHS and Parent organization and acknowledge the assistance received from us in the publications. If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the research results. In all publications of research work, wherein the analytical services of the MGMIHS have been made use of, MGMSBS, MGMIHS shall be duly acknowledged. Kindly send us the publication reference (Journal name/volume number/names of the authors/date of issue of the publication etc) to us.

Annexure 1



MGM SCHOOL OF BIOMEDICAL SCIENCES, NAVI MUMBAI
(A constituent unit of MGM INSTITUTE OF HEALTH SCIENCES)

Dept of Medical Biotechnology/ Central Research Laboratory

(Deemed University u/s 3 of UGC Act 1956)

Grade "A++" Accredited by NAAC

Sector 1, Kamothe Navi Mumbai-410209, Tel.No.:022-27437631,27432890

Format for submission of Research project

1. Name of PI/Guide:
2. Name of Co-PI/Co-Guide:
3. Name of Applicant:
4. Title of project:
5. Duration:
6. Subject area:
7. Classification of project (product/process/device/technology etc.)
8. Summary of the Proposed Research:
(About 200 words)
9. Why do you feel the necessity to under take this
work?(About100 words)
10. Background Information (National):
11. Background Information (International):
12. Lacunae (Rationale)in our Understanding in the related
subject:(About100 words)
13. Objectives:
14. Materials & Methodologies:
15. Ethical consideration: animal/human etc.:
16. Time line and activity:
17. Expected Outcome/industrial perspective:
18. Budget (Consumables, Equipmentetc.):
19. Source of Funding: (self/scholarship/institute/other)
20. Referencescited:

Annexure 2

Proposal Application Form

Title of the project _____

	Name	Designation	Dept.&Inst.
Principal Investigator			
Co-Investigator			
Co-Investigator			
Co-Investigator			

Non-sponsored study **Sponsored study**

If Non-Sponsored Study

Thesis/dissertation ICMR studentship Other Academic

Please mention approx. date of submission of thesis/dissertation (month&year) _____

If Sponsored study whether

1. Indian a) Government b) Industry c) Institutional

2. International a) Government b) Private c) UN Agencies

3. Industry

Address of Sponsor:

Total Budget : Rs. _____

Research Fund will be deposited in: DJST DDF Research Society Other

If other, please specify _____

Please give details of allocation of budget in attachment.

1. Type of Study:

Prospective Retrospective
 Single center Multi centric If multi centric, how many centers _____

2. Does the study involve use of: Drug/Vaccine Device Alternative Medicine

Any other Not Applicable If other, please specify _____

i) **Is the test drug/device marketed in India** Yes No

Is it marketed in other countries: Yes No Specify _____

If marketed in India, please attach package insert

If not marketed in India, please attach Drugs Controller General (India) [DCG(I)] permission.

ii) **Is the test drug an Investigational New Drug (IND)?** Yes No

If yes, please submit Investigator's Brochure which contains data of pre-clinical studies.

If IND, please also attach DCG(I) permission.

iii) **Does the test drug involve a change in use, dosage, route of administration?** Yes No

If yes, please attach copy of DCG(I) permission.

3. Clinical Study is: Phase I Phase II Phase III Phase IV

4. Subject selection:

i) Number of subjects at this centre I multi centric, total number of subjects

ii) Vulnerable subjects Yes No (If yes, tick the appropriate boxes)

pregnant women children elderly fetus illiterate handicapped

seriously/terminally ill mentally challenged economically/socially backward any

other If other, please specify _____

iii) Special group subjects Yes No (If yes, tick the appropriate boxes) employees

students nurses/dependent staff any other If other, please specify _____

4. Does the study involve use of

i) fetal tissue or abortus	Yes	No
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ii) organs or body fluids	Yes	No
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iii) recombinant/genetherapy	Yes	No
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If yes, please submit a copy of Genetic Engineering Advisory Committee (GEAC) permission.

iv) ionizing radiation/radioisotopes	Yes	No
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If yes, please submit a copy of Bhabha Atomic Research Centre (BARC) Permission.

v) infectious/bio hazardous specimens	Yes	No
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vi) Will pre-existing/stored/left over samples be used?	Yes	No
vii) Will samples be collected for banking/future research	Yes	No
viii) Will any sample collected from patient be sent abroad? If yes, please submit a copy of Director General of Foreign Trade (DGFT) permission.	Yes	No
ix) Is there any collaboration with any foreign lab., clinic or hospital ? If yes, please submit a copy of Health Ministry Screening Committee (HMSC) approval.	Yes	No
5. Will any advertising be done for recruitment of Subjects? (Posters, flyers, Brochures, etc.) If yes, kindly attach a copy for ECRHS review.	Yes	No
6. Data Monitoring		
i) Is there a Data & Safety Monitoring Board/Committee (DSMB)?	Yes	No
ii) Is there a plan for interim analysis of data?	Yes	No
iii) For how long will the trial data be stored? _____ years		
7. Is the recompensation for participation? If Yes, Monetary <input type="checkbox"/> In kind <input type="checkbox"/> Specify amount/ type: _____	Yes	No
8. Are there any arrangements for compensation of trial related injury? Yes <input type="checkbox"/> No <input type="checkbox"/> Please submit a copy of the insurance policy if it is available.		
<p>We here by declare the information given above is true and that we do not have any financial or non -financial conflict of interest.</p> <p>Signature of Principal Investigator: _____</p> <p>Signatures of Co-investigators: 1. _____ 2. _____ 3. _____</p> <p>Forwarded by Heads of Department(s) _____</p> <p>Stamp/Seal of the Department(s)</p>		

14.3 Appendix 3:Check List of Documents

Sr.No.	Document	Yes	No
1	Proposal application form		
2	Summary of protocol		
3	Protocol		
4	Amendments to protocol		
5	Informed consent document in English		
6	Informed consent documents in Regional languages (Total No.:)		
7	Back translations of Informed consent documents		
8	Amendments to the informed consent document		
9	Case Record Form/Questionnaire		
10	Principal investigators Current Curriculum Vitae		
10	Subject recruitment procedures: advertisement, letters to doctors, notices		
11	Investigator Brochure		
12	Ethics Committee clearance of other centers (Total No.)		
13	Insurance policy		
14	Drugs Controller General (India) [DCG(I)] clearance		
15	Investigator's agreement with sponsor		
16	Investigator's undertaking to DCG(I)		
17	Health Ministry Screening Committee (HMSC) approval		
18	Bhabha Atomic Research Centre (BARC) approval		
19	Genetic Engineering Advisory Committee (GEAC) approval		
20	Director General of Foreign Trade (DGFT) approval		
21	FD A marketing/manufacturing license for herbal drugs.		
22	Other Documents		

Annexure3

The Online payment through “SBI Collect portal” of "MGM School of Biomedical Sciences"

Institutional fees/charges For Student

Type of work	Charges
Dissertation	Rs. 8000/-per month for not morethan 6 months
Internship/Training	Rs. 8000/-per month
Internship/Training	Rs.4000/-Perweek

Institutional fees/charges ForIndustry candidates

Type of work	Charges
Internship	Rs. 15,000/-per month
Training	Rs. 8000/-Perweek

(check and confirm with the MGMSBS accounts department for payment portal and procedure)

Note:

- *Our institute will provide only infrastructure and intellectual inputs for projects/dissertations, rest all will be borne by the student (experimental expenses/consumables/travel/additional test to done at other locations) in addition to the project charges (institutional fees) that will be charged by us.*
- *Institutional fees once paid are not refundable. In deserving cases, Director, at her/his discretion, may approve refund of partial fees (up to 50%). For projects/training that have commenced and a cancellation is requested post commencement will not be entertained nor the fees will be refunded.*
- *For any damage caused to Institute property by the candidate, he/she will be liable to pay for the same either alone or jointly with others(party to the damage), apart from any disciplinary action taken.*
- *Candidates shall be responsible for the safe keeping of their own property/belongings.*
- *Detection of any breach of trust, submission of misleading document or concealment of information shall lead to termination of application at any stage of a candidate's tenure. In such a case fees already paid shall not be refunded.*

Annexure 4

Online payment through “SBI Collect portal” of
"MGM School of Biomedical Sciences"

No of Samples <input type="text"/>	Instrument	Charges Without Tax		Remarks
		Industry	Students	
1	EVOS Florescent microscope	2500/-	500/-	Per Sample
1	Elisa Spectrophotometer	400/-	100/-	Per Sample
1	RTPCR	2000/-	500/-	Per Sample
1	Wee16	1000/-	250/-	Per Sample
1	Gel Electrophoresis	1000/-	250/-	PerSample
1	Stereomicroscopy	400/-	100/-	Per Sample (4 images)
1	Behaviour monitoring system	2500	500	Perrun/test

Note:

- ***Instruments charges mentioned above are only for data acquisition charges. Charges for sample preparation and analysis will be additional.***
- ***Charges once paid are not refundable. In deserving cases, Director, at her/his discretion, may approve refund of partial charges (up to 50%). Cancellation requested post commencement will not be entertained nor refunded.***
- ***For any damage caused to Institute property by the candidate, he/she will be liable to pay for the same either alone or jointly with others (party to the damage), apart from any disciplinary action taken.***
- ***Candidates shall be responsible for the safe keeping of their own property/belongings.***
- ***Detection of any breach of trust, submission of misleading document or concealment of information shall lead to termination of application at any stage of a candidate's tenure. In such a case fees already paid shall not be refunded.***