

**Information Brochure: Admission to Postgraduate Medical Degree and Diploma courses under the Management Quota for the Academic year 2015-16**

**Narayana Medical College, Nellore**

**Rules and Regulations for Post Graduate Programs**

**Introduction:**

The provisions contained in this set of regulations govern the policies and procedures on the admission of students, imparting instructions of courses, conducting examinations and evaluation, and certification of student's performance leading to the Post Graduate degree.

This set of regulations, shall be in addition to NTR University of Health Sciences stipulated regulations with all the amendments thereto, and shall be binding on all students undergoing the Post Graduate programs. In order to guarantee fairness and justice to all the parties concerned, any specific issues or matters of concern shall be addressed separately, by the appropriate authorities, as and when found necessary.

**Objectives:**

The objectives of the postgraduate programs of Narayana Medical College will be in consonance with those of MCI and NTR University of Health Sciences. In addition, the institute's endeavor shall be

- To provide a deep understanding of the area of specialization,
- To foster innovative ability to solve practical problems,
- To develop capacity to learn continually and interact with multidisciplinary groups.
- To develop the student with a capacity for free and objective enquiry, courage and integrity, and awareness and sensitivity to the needs and aspirations of society.

**Postgraduate Programs at Narayana Medical College:**

**MD**

General Medicine, Pediatrics, Dermatology, Psychiatry, Pulmonary Medicine, Anesthesia, Radio-diagnosis, Emergency Medicine, Hospital Administration, Pathology, Microbiology, Forensic Medicine, Pharmacology, Community Medicine, Anatomy, Physiology, Biochemistry.

**MS**

General Surgery, Ophthalmology, ENT, Obstetrics & Gynecology, Orthopedics.

**Diploma**

Pediatrics, Radio-Diagnosis, Obstetrics & Gynecology, Orthopedics

Application form and the information brochure will be available on the website [www.narayanamedicalcollege.com](http://www.narayanamedicalcollege.com) from 09.00 hrs. on 02<sup>nd</sup> February 2015 to 16.00 hrs. on 09<sup>th</sup> February, 2015.

**1. The candidates seeking admission to PG courses are required to:-**

- 1) Go through Information Brochure carefully and acquaint themselves with all the rules, regulations and requirements for admission to PG degree and diploma courses under the management quota.
- 2) Acquaint themselves with eligibility conditions/criteria prescribed for admission.
- 3) Send application duly filled in the prescribed form, given along with this Information Brochure. Each application form is allotted a serial number. Application submitted on a photocopy of application form will be summarily rejected.
- 4) Candidates should specifically mention the degree/diploma for which he/she is applying under Management Quota.
- 5) A candidate seeking to apply for seat in more than one discipline may do so on separate application forms. A candidate is permitted to apply for a maximum of three courses only.
- 6) Write complete address with Postal Pin Code, Telephone No., Mobile No., Email address if any, in Application Form. The candidate is required to mention in the postal address the district to which he / she belong.
- 7) The candidates applying for admission, if found eligible, will be required to appear before Selection /Counseling Board for interview at their own expenses at Narayana Medical College, Nellore on a date and time fixed by the college.
- 8) Selection of candidates in all the categories shall be subject to production and verification of all the relevant certificates in original.
- 9) No intimation whatsoever about selection will be sent individually and no correspondence in this regard shall be entertained. The result will, however, be available in the offices of the Principal, Narayana Medical College, Nellore, for information and perusal of the candidates. The result will also be available on the website ([www.narayanamedicalcollege.com](http://www.narayanamedicalcollege.com)) and Notice Board of the college.
- 10) The Selection Board shall have the power to review the provisional selection in case of any bonafide error or lapse or mistake or fraud, misrepresentation or glaring injustice that occurs or is brought to its notice before completion of the selection process or after the selection / admission process and the selection list shall be amended accordingly. Mere figuring in the selection list will not confer any right to admission on the candidate if he / she is otherwise found ineligible on detection of such error / mistake / fraud / misrepresentation/ impersonation etc.

**2. Availability of Seats:** Availability of MD/MS/Diploma seats in various disciplines is given in Seat Matrix.

### **3. Eligibility:**

- a. The candidate must possess degree of M.B.B.S. (or its equivalent) of a recognized University for admissions to M.D/MS/PG Diploma Courses.
- b. The candidate should have completed such period of post-examination and pre-degree compulsory housemanship or internship or rotating internship which entitles him to the award of the degree of Bachelor of Medicine and Bachelor of Surgery on or before 31<sup>st</sup> March of the year of admission.
- c. The candidate should have acquired registration as Medical Practitioner according to the rules in force under the Medical Council of India or AP State Medical Council or any other state council, prior to the registration with this University for the post-graduate degree / diploma courses.
- d. The post-graduates students in Faculty of Medicine will not be permitted to register their names simultaneously for Diploma and Degree course of this University or any other University or any other College.

### **4. Certificates to be attached**

Attested Photostat copies (attestation should be done by Gazetted Officer) of the following certificates should be attached with the filled in application form strictly in the order given below.

1. S.S.C. Certificate / Date of Birth Certificate
2. MBBS / Equivalent Degree Certificate
3. P.G.Diploma Certificate (If applicable)
4. All Statement of Marks of MBBS / Equivalent Degree
5. Consolidated Marks during MBBS / Equivalent (Transcripts)
6. Study certificate of MBBS / Equivalent course
7. Permanent Registration from State Medical council
8. Internship completion certificate should be on or before 31.03.2015
9. Conduct and Character Certificate from the college in which last studied
10. Transfer Certificate from the college in which last studied
11. Migration Certificate (If applicable)
12. Verification fee of Rs. 1,000/- in the form of Demand Draft drawn in favour of “ The Registrar, Dr. NTR University of Health Sciences’ payable at Vijayawada for candidates qualified from Universities other than Dr. NTR UHS.
13. Verification fee of Rs. 5,000/- in the form of Demand Draft drawn in favour of “ The Registrar, Dr. NTR University of Health Sciences’ payable at Vijayawada for candidates qualified from Abroad Universities (other than Indian Universities).
14. Passport size Photographs – 4 Nos.
15. Bank Guarantee for the Tuition fee
16. Study Bond to Dr. NTR UHS
17. Service Bond to Government

## **5. How to Submit**

Filled in application form, complete in all respects, shall be submitted personally at the office of the Principal, Narayana Medical College, Chinthareddypalem, Nellore – 524 003 from 9.00 A.M. to 4.00 P.M. against receipt (Acknowledgement Card) on or before the last date fixed for receipt of applications.

## **6. BONDS**

Bonds listed hereunder should be submitted in original at the time of Interview.

1. Bank guarantees in the stipulated format from a nationalized bank.
2. Study bond to NTRUHS
3. Study bond to Management
4. Service bond to Government
5. Code of Conduct & Anti-ragging affidavit

## **7. Selection Criteria for admission – As per G.O. Ms. No. 93, dated 01.07.2013.**

1. Candidates for postgraduate courses shall be selected strictly on the basis of their academic merit.
2. For determining the academic merit,
  - a. The individual's cumulative performance at the first, second and third MBBS examinations shall carry 85% of weightage.
  - b. Marks obtained by the candidate in the interview shall carry 15% weightage.

The interview/selection committee shall prepare a final merit list of candidates on the basis of individual's cumulative performance at the first, second and third MBBS examination and marks obtained by the candidate in the interview.

## **8. Selection Procedure:**

1. The College office will scrutinize all applications received and registered on or before the time & date set for submitting the applications and prepare the list of eligible candidates.
2. The candidates whose names appear in the eligible list referred to above shall appear before the Interview/Counselling Board on a date and time fixed by the college. The date and time for interview/counselling will be displayed on the notice board of the college.
3. Candidates called for counselling/interview shall submit all original certificates, Bank guarantee, bonds, college tuition fee (by demand draft payable to the Principal, Narayana Medical College, Nellore) to the college office three hours before the interview time. Only those candidates who have submitted original documents, bonds, bank guarantee and tuition fee will be eligible to appear before the interview/counselling board. Any attempt by the candidate to influence the decision of the interview board either personally or through any agency / third party will make him / her ineligible for admission.
4. The college interview/counselling board will scrutinize the applications and the documents submitted by the candidates and conduct interview to determine the inter se merit of the candidate in the discipline applied for.

5. Final list of candidates selected for admission under management quota will be prepared and displayed on the website and notice board of the college. A final merit list thus prepared will be sent to Dr NTR University of Health Sciences for approval.
6. The college will admit candidates from the merit list to be approved by Dr NTR University of Health Sciences.

## **9. Fee Structure**

- i) Regarding the fee structure, fee fixed by the Government of A.P. from time to time will be implemented.
- (ii) All candidates selected for admission shall pay the stipend amount equivalent to the total stipend payable for the period of the course at the time of admission .

## **10. General Information:**

### **Period of Training:**

- a. The period of training for M.D./M.S. shall be three years.
- b. The period of training for diploma courses shall be two-years.
- c. In the case of students having a recognized two year postgraduate diploma course in the same subject, the period of training for MD/MS shall be two years.

### **Attendance**

- a) Head of the Department shall maintain attendance record of PG students working in his department. He/She will finalize the attendance within three calendar days after the last instructional day of the course in the semester. Attendance for theory and clinics/practical will be maintained separately.
- b) A student whose attendance is less than 80% of the classes conducted in the course is not eligible to appear for the End – Semester Examination for that course.
- c) The details of all students who have less than 80% attendance in a course will be notified by the HOD with intimation to the Principal before the commencement of the end semester examination by respective department.

### **Leave:**

PG Students are entitled to fifteen days casual leave and fifteen days academic leave in an academic year.

### **Training Program:**

1. All candidates joining the postgraduate training program shall work as full time residents during the period of training and will be given full time responsibility, assignments and participation in all facets of the educational process.
2. Curriculum Committee under the Chairmanship of a senior faculty member shall work out the details of the training program in each specialty in consultation with other departmental faculty and also co-ordinate and monitor the implementation of these training programs.

- a) The training programs will be updated as and when required. The written structured training Program shall be strictly followed to enable the examiners to determine the training undergone by the candidates and the Medical Council of India assessors to assess the same at the time of departmental assessment.
  - b) Lectures, seminars, journal club, group discussion, participation in laboratory & experimental work, research studies in the concerned specialty and clinical work shall form the core of PG training program.
3. Post-Graduate students shall maintain a record (log) book of the work carried out by them and the training program undergone during the period of training including details of procedures/surgical operations/practical work/case presentation/journal review etc.
  - a) The record books shall be checked, assessed, certified and signed by the Faculty members imparting the training.
4. All PG students shall attend training in research methodology and basic medical sciences related to the disciplines concerned.
5. The Post-Graduate students shall be required to participate in the teaching and training programs of the undergraduate students and interns.
6. All Post-graduate students will work in casualty department to get training in emergency medical care and emergency procedures in the allied subjects. The period of such training will be minimum one month and the record of events during this period will be maintained in the Log book/work book.
7. Every candidate shall carry out work on an assigned research project under the guidance of a recognized post graduate teacher, the result of which shall be submitted in the form of dissertation / thesis.
8. All PG students not on essential duties will attend every CME/Update/Conference organized by any department under the banner of Narayana Medical College & General Hospital.
9. Guide of the PG student shall render End-Semester progress report on the student in the proforma annexed to these rules. Initiation of the report is the responsibility of the candidate.
10. An End-Semester examination both in theory & practical/clinics will be held at the end of each semester. Performance at this examination will be taken into account for promoting to the next semester.
11. If the progress of a candidate's work including the thesis work is not satisfactory, the Head of the Institution on recommendation of College Council may not grant that particular term and the period of training will be extended.

**Extramural Training:**

The management of Narayana Medical College on recommendation of curriculum committee may depute PG students for extramural training for a period not exceeding six weeks in any one or more of institution/s of repute with which Narayana Medical College has an academic understanding.

**Thesis/Dissertation:**

1. The thesis / dissertation is compulsory for all Postgraduate degree students. It should include candidates own work under a supervisor qualified for the purpose and recognized as a Post-Graduate teacher by the University.
2. The subject of the dissertation / thesis along with a synopsis (not more than 300 words) countersigned by the guide, Head of the Department and the Head of the Institution should be submitted to the University within four months of registration along with the eligibility form. If student fails to submit the synopsis within specified time his/her admission may be cancelled.
3. The candidate must ensure that work in similar subject and plan has not been submitted by any other student before.
4. All dissertation / thesis topics will require clearance of institutional ethical and research committee before submission to university.
5. The student shall publish at least one research paper based on his work in reputed National/International Journal before he/she submits his/her dissertation for award of MD/MS Degree. He/she should present at least one poster/oral paper in state/national level conferences to be eligible to appear in the university examination.
6. Dissertation / thesis shall be submitted to the university at least six months before the commencement of final University examination.

**Residency:**

All PG students will be residents. Staying on the Narayana Medical College campus is mandatory. All Resident doctors should be available on call at short notice.

**Discipline:**

Discipline, Code of conduct, anti-ragging regulations and MCI Code of medical ethics regulations will be supplied at the time of admission to the college.

Narayana Code of conduct, anti-ragging regulations, MCI Code of medical ethics 2002 and any such regulations applicable to undergraduate medical students will also be applicable to PG students.