



भारतसरकार/ Government of India
स्वास्थ्य एवंपरिवारकल्याणमंत्रालय /Ministry of Health and Family Welfare

अटल बिहारी वाजपेयीआयुर्विज्ञान संस्थानएवंडॉ. राम मनोहर लोहिया अस्पताल,नई दिल्ली

ATAL BIHARI VAJPAYEE INSTITUTE OF MEDICAL SCIENCES&

Dr. RML HOSPITAL, NEW DELHI



F. No. PGS-12/40/2025-PGS-ABVIMS

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Dated: 22/04/2025

OFFICE ORDER

Institutional Review of the Thesis Protocol of Broad Speciality postgraduate students (2024-2027 Batch) and M.Phil students (2024-2026 Batch) by the IRB

The IRB for the Broad Speciality postgraduate students (2024-2027 Batch) and M.Phil students (2024-2026 Batch) will be held as per the following schedule:-

DATE	VENUE AND TIME	REVIEWEE DEPARTMENT WHOSE PG PROTOCOLS WILL BE REVIEWED
30.04.25	Room No. 413, Administrative Block, ABVIMS – 09.30 am – 1 pm	Biochemistry (7 students), Microbiology (10 students)
01.05.25	Room No. 304, Administrative Block, ABVIMS – 01.30 pm – 5 pm	Pathology (9 students), ENT (5 students)
30.04.25	Room No. 304, Administrative Block, ABVIMS – 09.30 am – 1 pm	Medicine (15 students)
01.05.25	Room No. 413, Administrative Block, ABVIMS – 01.30 pm – 5 pm	Medicine (15 students)
30.04.25	Room No. 304, Administrative Block, ABVIMS – 01.30 pm – 5 pm	Surgery (15 students)
02.05.25	Room No. 413, Administrative Block, ABVIMS – 09.30 am – 1 pm	Medicine (9 students), Surgery (5 students)
30.04.25	Room No. 413, Administrative Block, ABVIMS – 01.30 pm – 5 pm	Psychiatry (7 students), Obstetrics and Gynaecology (10 students)
02.05.25	Room No. 304, Administrative Block, ABVIMS – 09.30 am – 1 pm	Anaesthesiology (15 students)
01.05.25	Room No. 413, Administrative Block, ABVIMS – 09.30 am – 1 pm	Anaesthesiology (18 students)
02.05.25	Room No. 304, Administrative Block, ABVIMS – 01.30 pm – 5 pm	Paediatrics (13 students)
01.05.25	Room No. 304, Administrative Block, ABVIMS – 09.30 am – 1 pm	Paediatrics (7 students), Dermatology (5 students), Ophthalmology (5 students)

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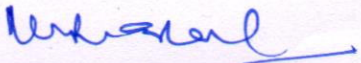
02.05.25	Room No. 413, Administrative Block, ABVIMS – 01.30 pm – 5 pm	Radiodiagnosis (15 students)
03.05.25	Room No. 413, Administrative Block, ABVIMS – 09.30 am – 2 pm	Orthopaedics (10 students), PMR (3 students), M.Phil (10 students)

Guidelines for the Heads of Department (HODs), Supervisors/ Co-supervisors and PGs:-

1. **Three hard copies** of each students's Protocol must be **submitted to the PG Cell, 2nd Floor, Administrative Block by 25th April, 11 am**. The copies must have sign of the Supervisor, Co-supervisor/s (if any) and the HOD. **A soft copy (pdf format) of the Protocol** must be **submitted via e-mail to pgimer.dyregistrar8@gmail.com** by the **same date and time**.
2. All the Heads must ensure that all the Supervisors along with the PGs whose protocols are to be reviewed on a particular date **MUST** be present in the IRB. In case a Supervisor is on leave, the Head must submit a letter from the Supervisor regarding the reason for absence same and name of the substitute Faculty who will attend on behalf of the Supervisor. This letter must also be duly signed by the HOD. The substitute Faculty can be the Co-supervisor of the project/ any other Faculty from the Department. In case a PG is on leave, this also needs to be intimated by the HOD via a letter to the Chairperson of the Sub-Committee clearly mentioning the reason for the absence.
3. Departments whose presentation is on more than one date (refer schedule above) are to provide a **list of students along with names of respective Supervisors that will present the protocols on a particular date clearly mentioning the Sub-Committee Name** to whom these will be presented. **The soft copies of these lists must reach the PG Cell by 25th April, 2025, 11 am**. Lists to be sent on pgimer.dyregistrar8@gmail.com
4. **The PGs must present their Protocol as a POWERPOINT (PPT) Presentation.**
The PPT to have Slides covering the following:-
 - A. Title of the Project, Name of the Department, Name of the Student, Name of the Supervisor, Name/s of Co-Supervisor/s (if any) with name/s of their department
 - B. Lacunae in Existing Knowledge
 - C. Research Question
 - D. Hypothesis (if required)
 - E. Aim
 - F. Objectives (Primary and Objective)
 - G. Methodology [Place of Study, Duration of Study, Type of Study, Sample Size full calculation, Inclusion Criteria, Exclusion Criteria (if any), Methodology (preferably in the form of an algorithm), Outcomes (Primary and Secondary) and Plan of Statistical Analysis]
 - H. Informed Consent Form (Bilingual)
 - I. Patient Information Sheet (Bilingual)

Supervisors to ensure that the students present their protocol in this above mentioned format.

5. HODs must ensure that the PGs to present their Protocol must upload their presentation at the venue before the meeting starts. Presentation from whats app or google link WILL NOT BE ALLOWED.
6. After final approval by the IRB and IEC, the student MUST submit ONE HARD COPY of the completed protocol that is duly signed by all the stakeholders (Student, Supervisor, Co-Supervisor/s (if any), Head of Department, Dean, Director and MS) and is having signed IRB and IEC Certificate to the PG Cell within 5 days of the IEC Meeting. A soft copy also needs to be submitted within the stipulated time in PDF format to pgimer.dyregistrar8@gmail.com
7. This issues with the approval of the Director & Medical Superintendent, ABVIMS & Dr. RML Hospital.


(Murari Lal Sharma)
Registrar

Copy To:-

1. Director & Medical Superintendent, ABVIMS & Dr. RML Hospital
2. Dean, ABVIMS & Dr. RML Hospital
3. Heads of all the Departments involved in PG Teaching to further circulate to their Faculty and PG Students, ABVIMS & Dr. RML Hospital
4. Registrar, ABVIMS & Dr. RML Hospital
5. All Associate Deans, ABVIMS & Dr. RML Hospital
6. Deputy Registrar, ABVIMS & Dr. RML Hospital
7. PG Cell, ABVIMS & Dr. RML Hospital
8. Chairman E-governance, ABVIMS & Dr. RML Hospital - with a request to upload on Institute website and e-office notice board.