Institute of basic medical sciences peshawar

NO: KMU/IBMS/ 2018/ Date: 13/12/2017

**Graduate Studies Committee (GSC)-Rules of Business**

The Graduate Studies Committee meeting was held on 13th Dec 2018 at 09:00 am in the IBMS committee room of Khyber Medical University, Peshawar. The meeting was chaired by Dr. Zille Huma, Director IBMS. The members of GSC and colleagues attended the meeting. Through consensus the rules of conduct for GSC 2018 are as follows:

 Following will be the list of GSC members and subject experts of GSC.

**Members of GSC**

**Subject Experts of GSC**

1. Dr. Sadia Fatima (Biochemistry)
2. Dr. Shafiq Ahmed Tariq (Pharmacology)
3. Dr. Inayat Shah (Physiology)
4. Dr. Najma Baseer (Anatomy)
5. Dr. Yasar Yousafzai (Hematology)
6. Dr. Asif Ali (Histopathology)
7. Prof Dr. Jawad Ahmad (Microbiology)
8. Dr. Tayyab Ur Rehman (Molecular Biology)
9. Prof Dr. Jawad Ahmad
10. Dr. Zille Huma
11. Dr. Asif Ali
12. Dr. Inayat Shah
13. Dr. Tayyab Ur Rehman
14. Dr. Yasar Yousafzai
15. Dr. Sadia Fatima

The subject experts will be the first signing authority before the proposal goes to ASRB and they will judge the proposal against the minutes. The other 2 signatory on accepted proposals before ASRB will be Director IBMS and Secretary GSC.

1. **The Mission Statement of GSC**
* To encourage and support quality research through positive feedback.
* To promote basic, innovative and applied research; inter-and multi-disciplinary.
* To recognize the crucial importance of freedom of thought and expression in achieving research excellence by adhering to high standards of research ethics, integrity and conduct.
1. **The Role of GSC**
* To judge the scientific quality of research projects through positive feedback.
* Formal assessment of research potential of institutes through, the type and quality of research generated at the institutes based on the available facilities.
* Availability of current facilities at the institutes vs. expectations.
* To provide recommendations to the Director of Institute on improving the research potentials through,

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* + ***Training Need Assessment*** of faculty, staff and students.
	+ Improvement of laboratory and other facilities for quality research.
1. **The Members of GSC**
* The Director of Institute
* One member from each department
* Conflict of interest (in case a student of a member is presenting) Co-opted members shall be subject specialists appointed for a particular meeting
* A clinician interested in research (from Tertiary Care Hospital). Duration=1 Year,
* An academic from a Medical School, Duration=1 Year

**Note:** Membership will be terminated if any member fails to attend 3 consecutive meetings.

1. **The Conduct of GSC**

**Part 1: Proposal Submission and Feedback**

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**For supervisors:** Kindly fill this form and attach it on the **2nd page** of research proposals. Proposals will not be entertained without filled and signed form by supervisors. Send this checklist in the email **yasirbmytech@gmail.com**along with proposal.

|  |  |  |
| --- | --- | --- |
| **1** | Has the basic editing of the proposal been done to a satisfactory level (font, spelling mistakes, English grammar and basic editing of the proposal)? |   |
| **2** | Has the supervisor signed the document before submitting to the committee members? |   |
| **3** | Has the rationale of the study been clearly discussed? |   |
| **4** | Has the sample size been justified for the selected research question? |   |
| **5** | Statistics; Have statistics been appropriately explained in the context of the proposal to answer the research question? |   |
| **6** | Are references complete, consistent and uniform? Are references in Vancouver style? |   |
| **7** | Has the budget been elaborated with cost break-ups? |   |
| **8** | Has the Gantt chart been included in the document? |   |
| **9** | Has the supervisor seen and approved the PowerPoint Presentation of the student? |   |
| **10** |  Consent form (English/Urdu) and patient information sheet attached? (if required) |   |
| **11** |  Plagiarism report: Is this report attached with the document and is the similarity index less than 20%? |   |
| **12** | Has the Biosafety Registration Form been attached? |  |
| **13** | Has the supervisory contract been attached? |  |
| **14** | For reports with similarity index less than 20%, has it been checked that no more than 7% similarity is from a single source? |   |

Supervisor Name:

Supervisor signature:

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* The deadlines will be mapped for the whole year, however, the GSC meeting day will be kept tentative.
* The members should provide feedback on all submitted proposals, however, members ***must*** provide feedback on proposals submitted from their respective departments.

**Map of GSC for the Year 2018**

|  |  |
| --- | --- |
| **Student submission to Yasir (lab technician) via email** | **GSC Meeting** **IBMS Committee Room** |
| 5 Jan 18 | Friday | 10 Jan 18 | Wednesday |
| 2 Feb 18 | Friday | 7 Feb 18 | Wednesday |
| 2 Mar 18 | Friday | 7 Mar 18 | Wednesday |
| 6 April 18 | Friday | 11 April 18 | Wednesday |
| 4 May 18 | Friday | 9 May 18 | Wednesday |
| 1 June 18 | Friday | 6 June 18 | Wednesday |
| 6 July 18 | Friday | 11 July 18 | Wednesday |
| 7 Sep 18 | Friday | 12 Sep 18 | Wednesday |
| 5 Oct 18 | Friday | 10 Oct 18 | Wednesday |
| 2 Nov 18 | Friday | 7 Nov 18 | Wednesday |
| 7 Dec 18 | Friday | 12 Dec 18 | Wednesday |
| ***One day before GSC, students must send the final PPT to*** **nadeemaftab.ibms@kmu.edu.pk****. Nadeem: Please put all PPTs in the morning before GSC.** |

**Part 2:** A KMU/IBMS Power Point template with all information was approved. This template must be used by students for their GSC and ASRB presentations. The templates and these minutes are available on KMU/IBMS webpage.

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**Part 2: GSC Meeting Day**

***Prepared by, Approved by***

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**Dr. Asif Ali Dr. Zille Huma**

**Secretary cum member GSC, IBMS Director IBMS**

**C/C**

* Dean BMS
* Director ORIC
* PS to VC
* PS to Registrar
* Director AA & QA
* Director QEC
* Office Manager, IBMS, Computer Operator, IBMS, Computer lab manager, IBMS