



NO: KMU/IBMS/ 2016/9130

Date: 16/03/2016

Graduate Studies Committee (GSC)-Rules of Business

The Graduate Studies Committee meeting was held on 15 March 2016 at 09:00 am in the IBMS committee room of Khyber Medical University, Peshawar. The meeting was chaired by Professor Dr. Jawad Ahmed. The following members of GSC and colleagues attended the meeting.

1. Prof. Dr. Jawad Ahmed (Chair)
2. Prof. Dr. Abid Sohail Taj (Member)
3. Dr Asif Ali (Member cum Secretary)
4. Dr. Inayat Shah (Member)
5. Dr. Muhammad Jaffar Khan (Member)
6. Dr. Sami Siraj (Member)
7. Dr Zille Huma (Member)
8. Dr Walayat Shah
9. Dr Shafiq Ahmed Tariq
10. Dr Tayyab Ur Rehman

A presentation was made by Dr. Asif Ali, which was followed by open discussion. Minutes were noted, compiled and agreed as follows,

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 research.
- 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.

2) The Role of GSC

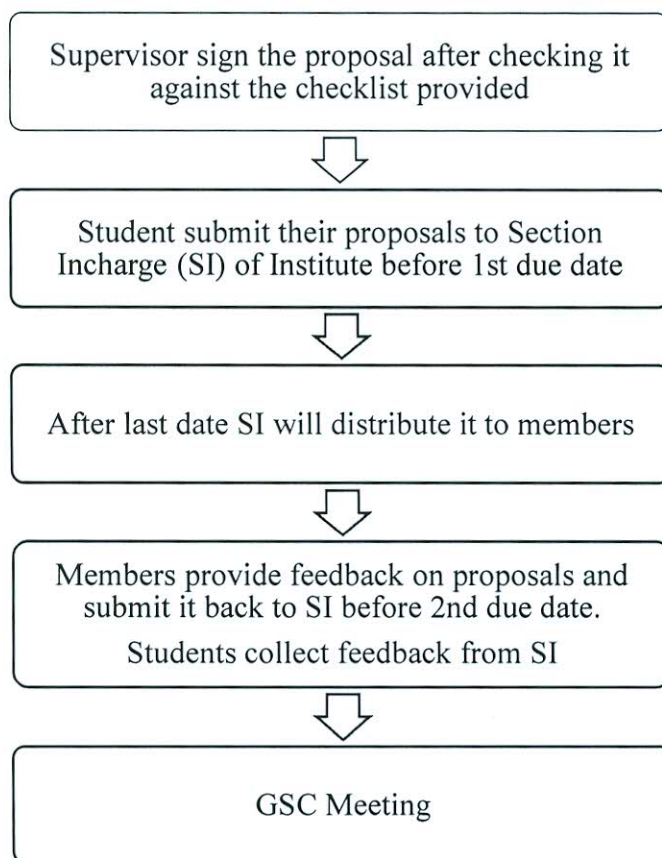
- To judge the scientific quality of research projects through positive feedback.
- Formal assessment of research potential of institutes through, the type and quality of research generated at the institutes based on the available facilities.
- Availability of current facilities at the institutes vs. expectations
- To provide recommendations to the Director of Institute on improving the research potentials through,
 - *Training Need Assessment* of faculty, staff and students.
 - Improvement of laboratory and other facilities for quality research.
 - Equipment, lab consumables, staffing, softwares.

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3) 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.

4) The Conduct of GSC**Part 1: Proposal Submission and Feedback**

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For supervisors: Kindly fill this form and attach it at the top of research proposals. Proposals will not be entertained without filled and signed form by supervisors.

CHECKLIST FOR THE SUPERVISOR FOR PROPOSAL PRESENTED TO GSC

- 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 Plagiarism report: Is this report attached with the document and is the similarity index less than 20%?
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:

- 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 2016

Student submission to Section In-charge		Member feedback submission to Section In-charge		GSC Meeting IBMS Committee Room	
08-Apr	Friday	11-Apr	Monday	13-Apr	Wednesday
06-May	Friday	09-May	Monday	11-May	Wednesday
10-Jun	Friday	13-Jun	Monday	15-Jun	Wednesday
08-Jul	Friday	11-Jul	Monday	13-Jul	Wednesday
05-Aug	Friday	08-Aug	Monday	10-Aug	Wednesday
09-Sep	Friday	12-Sep	Monday	14-Sep	Wednesday
07-Oct	Friday	10-Oct	Monday	12-Oct	Wednesday
04-Nov	Friday	07-Nov	Monday	09-Nov	Wednesday
09-Dec	Friday	12-Dec	Monday	14-Dec	Wednesday

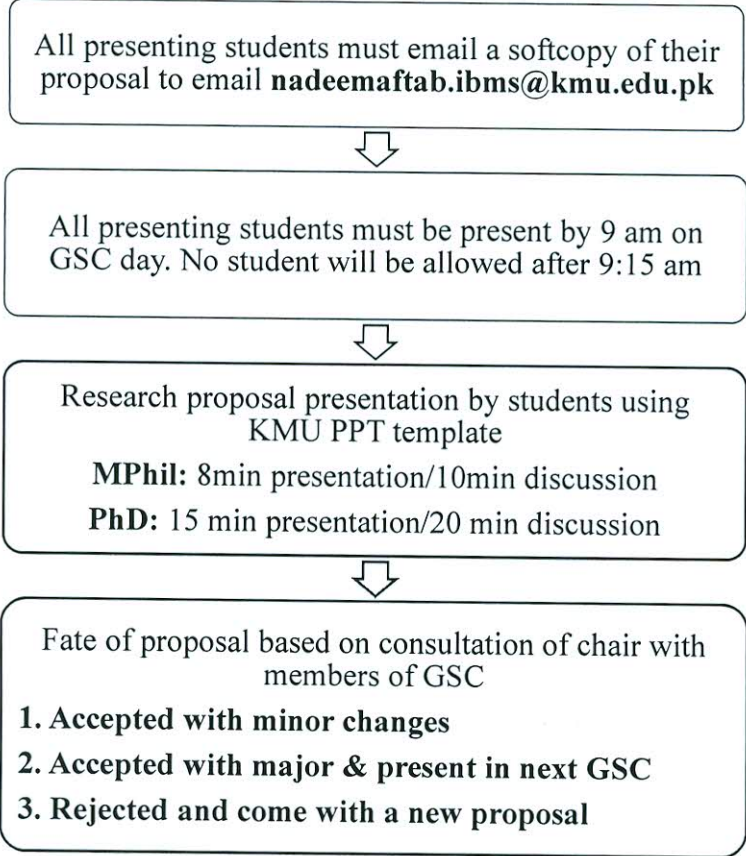
• *Students should then collect the member feedback from Section In-charge on Monday at 12:00 PM*
 • *and send the final PPT to nadeemaftab.ibms@kmu.edu.pk one day before GSC meeting*

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 template is available on KMU/IBMS webpage.

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Part 2: GSC Meeting Day



Prepared by,

Dr. Asif Ali

Secretary cum member GSC, IBMS

Approved by,

Prof. Dr. Jawad Ahmed

Director IBMS

c/c

- Director ORIC
- Director Academics
- Director QEC
- Section In-charge, IBMS
- Computer Operator, IBMS
- Computer lab manager, IBMS

* P.S to Vice Chancellor