Institute of basic medical sciences peshawar

NO: KMU/IBMS/ 2017/**9860** Date: 12/01/2017

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

The Graduate Studies Committee meeting was held on 12th Jan 2017 at 09:00 am in the IBMS committee room of Khyber Medical University, Peshawar. The meeting was chaired by Professor Dr. Abid Sohail Taj. The following members of GSC and colleagues attended the meeting.

1. Prof. Dr. Abid Sohail Taj (Chair and Member)
2. Dr. Asif Ali (Member cum Secretary)
3. Dr. Inayat Shah (Member)
4. Dr. Tayyab Rehman (Member)
5. Dr. Zille Huma (Member)
6. Dr. Walayat Shah
7. Dr. Shafiq Ahmed Tariq
8. Prof. Niaz Ali
9. Dr. Tahir Sarwar
10. Dr. Sadia Fatima
11. Dr. Nazish Farooq

A presentation was made by Dr. Asif Ali, which was followed by open discussion. The rest of the rules will remain the same except that changes were made in the checklist and making it paperless i.e. online submission. 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.
* 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,
	+ ***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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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** | 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 2017**

|  |  |
| --- | --- |
| **Student submission to Section In-charge** | **GSC Meeting** **IBMS Committee Room** |
| 03-Feb | Friday | 08-Feb | Wednesday |
| 03-March | Friday | 8-March | Wednesday |
| 07-April | Friday | 12-April | Wednesday |
| 05-May | Friday | 10-May | Wednesday |
| 02-June | Friday | 07-June | Wednesday |
| 07-July | Friday | 12-July | Wednesday |
| 4-August | Friday | 9-August | Wednesday |
| 1-Sept | Friday | 6-Sept | Wednesday |
| 6-Oct | Friday | 11-Oct | Wednesday |
| 3-Nov | Friday | 8-Nov | Wednesday |
| 01-Dec | Friday | 06-Dec | Wednesday |
| ***One day before GSC, students must send the final PPT to*** **nadeemaftab.ibms@kmu.edu.pk** |

**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***

*** ***

**Dr. Asif Ali Prof. Dr. Jawad Ahmed**

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

**C/C**

* Director ORIC
* PS to VC
* Director AA & QA
* Director QEC
* Section In-charge, IBMS
* Computer Operator, IBMS
* Computer lab manager, IBMS