

**Guidelines for Writing and Submission of the PG Dissertation/Thesis
(In Partial Fulfillment of the Requirements for the Degree of)**

MD-MS

Dated 16th September 2025

Malla Reddy Vishwavidyapeeth (Deemed to be University) , Suraram,
Hyderabad 500055

Guidelines for Writing & Submission of the PG Dissertation

1.General rules of submission

1. 1. All the postgraduates who are admitted into MD/MS courses are required to carry out work on a selected research project under the guidance of a recognized postgraduate teacher.

1. 2. They must apply to register the topic of their dissertation work with the university in the prescribed proforma (available with IEC), within 6 months from the date of commencement of their course, and obtain approval of the same from the university. The application for registration of their work should be properly submitted through the Guide, HOD and the Principal of the institution, along with approval from respective Institutional Ethical Committee (IEC), upon receiving a call to submit the Dissertation Synopsis from Controller of Examinations, Malla Reddy Vishwavidyapeeth (MRV). The Dissertation Synopsis format, as sent by COE be adopted and followed. Any additions to the format has to be done as per the Respective IEC Guidelines.

Please note : Co-Guide from within the department / outside the University can be included after due permission from Guide, HOD & Principal of Institution, if it's a Collaborative research.

1.3. No change in the dissertation topic or guide shall be made without prior approval of the university. No such change is permitted after 18months from date of commencement of the course. Request for change of topic should be as per 1.2

1. 4. Any change in the topic of dissertation work should be applied to the university with sufficient reasons for the change, within 1 year. After 1 year, up to 1½ year, change of the topic will be permitted by payment of fine of Rs.10,000/-. No change will be permitted after this time.

1. 5 Regular Update of the dissertation on a half-yearly basis has to be submitted to the University, as per the Template given by NMC (Annexure 1) with regards to Thesis

Update.

1. 6. Two copies of the completed dissertation books, certified by the Guide, HOD and the Head of the Institution will be submitted to the University 6 months along with a softcopy (CD) before final examination on or before the dates notified by the university.

1. 7. Approval of dissertation work is an essential precondition for a candidate to appear in the university examination.

1.8. If the dissertation is approved with minor correction, it will be communicated to the candidate through the concerned Principal and HOD and they have to be resubmitted after making necessary correction within the prescribed time notified by COE and it should be approved, at least 45 days before Final MD-MS Theory Exam before commencement of theory examination.

**** Important Post Major Correction/ Rejection after External Evaluation of thesis, the candidate has to resubmit the thesis again as mentioned in 1.6, as Approval of thesis work is an essential precondition for a candidate to appear for Final Exam.

1. If the candidate fails in the university theory/practical examination but his/ her dissertation is approved, the dissertation will be carried over for the subsequent examination(s).

2. Important Guidelines for PG Dissertation as related to Final Examination

2.1 Every postgraduate student shall carry out work on an assigned research project under the guidance of a recognised Post Graduate Teacher, the result of which shall be written up and submitted in the form of a thesis as mentioned in Points 1.1 to 1.9. Work for writing the Thesis is aimed at contributing to the development of a spirit of enquiry, besides exposing the postgraduate student to the techniques of research, critical analysis, acquaintance with the latest advances in medical science and the manner of identifying and consulting available literature. The thesis shall be submitted at least six months before the Theory and Clinical / Practical examination.

2.2 The Research taken up by the PG should be an Original Research work. All materials & methods and subjects for the thesis should abide to the Respective IEC Guidelines of Constituent Unit of MRV & Research Policy Guidelines stipulated by the MRV as displayed and updated regularly on the University Website. <https://mrvv.edu.in/wpcontent/uploads/2025/03/MRV-Research-Policy-final-.pdf>

2.3 The Research work, should be presented in a **National conference** as a paper or exhibit or poster.

2.4 MRV follows a strict anti-plagiarism policy. Please refer University website mrvv.edu.in for regular updates on Anti-Plagiarism Policy, and Evaluation protocols, which will be sent by COE at the time of submission of the final Dissertation to be sent for evaluation.

2.5 The thesis shall be examined by a minimum of three examiners; one internal and two external examiners, who shall not be the examiners for Theory and Clinical examination.

2.6 There should be one publication or letter of Acceptance from the Editor of peer-reviewed journal that contains the research or part of this thesis research, before appearing for the Final Exam

2.7 A postgraduate student shall be allowed to appear for the Theory and Practical/Clinical examination only after the acceptance of the Thesis by the examiners as mentioned in 1.8, 2.5 & 2.6.

3. General rules of formatting

Paper and size: bond paper, A4 size

Cover: Tan/ Black, waterproof bind

Number of pages: not less than 60 and not more than 100 (including references, questionnaires and other annexures)

Page margins: 1" on all sides

Line spacing: double line

Font: Arial

Page numbering: footer References:
Vancouver style

Binding: hard bind (spiral binding will not be accepted)

3. Parts of the dissertation:

Page 1. Should contain the title of the dissertation on the top of the page with

quotation, name of the candidate, department, institution and the university to which affiliated.

Title

- a. **What is it for?** More than just an arbitrary label for naming your work, a dissertation title serves as the first summary of what your piece is all about. A good dissertation title must communicate the essence of your research project and give an accurate sense of what follows.
- b. **Language.** Take time and effort to formulate a dissertation title in good English. Consult a language specialist if needed.
- c. **Clarity.** Ambivalence and ambiguity have no place here; a clear, lucid and descriptive title is the best way to make a confident opening statement to the person who will eventually mark the work.
- d. **Categorisation.** Dissertations come in many forms and are guided by different purposes, even within the same field. Consider therefore the value of signalling from the very outset whether your dissertation is of one type or another. Make clear what the reader can hope to expect in reading the entire text.
- e. **Focus. Keep the title short and relevant** to the aims of your research. There is no room whatsoever for extraneous material and padding. The specificity of your title will indicate the focus of your approach as a whole, and therefore demonstrate a certain clarity of thought.
- f. **Scope.** The full extent of the reach of your research will be discussed in the introductory chapter of your dissertation, but in an impressionistic sense the title can serve to give an idea as to the breadth of your purview. Indicate the span of your dissertation if possible.
- g. **Distinctiveness.** A good dissertation title will be instantly recognisable and distinct from those of other extended pieces of writing on the same or related topics. To this end it is advisable to avoid dry and generic vocabulary where possible and mark out your dissertation as being

somewhat unique.

- h. **Avoidance of proper names of the persons or institutions.** Do not include proper names of individuals or institutions involved in the research.

Page 2. Certificate : The certificate should contain the following.

- i. Name of the candidate
- ii. Registration number
- iii. Period of registration for the postgraduate course
- iv. Branch of study
- v. Institution where the work was carried out
- vi. Title of dissertation
- vii. Name and designation of the guide
- viii. Name of the HOD
- ix. Certificate that this is an original work done by the candidate and no part of this work was used as basis for obtaining any other degree or publication or part thereof.

The certificate has to be signed by: the candidate, the Guide, and the Principal of the institution.

Page 3. Acknowledgements

Generally, all help and assistance, like guidance, inspiration, moral support etc., can be acknowledged in this order.

- ✚ Scientific, theoretical, and practical guidance
- ✚ Encouragement-both authoritative and inspirational
- ✚ Support with recording data and statistical analysis
- ✚ Help with graphics, charts, and tables
- ✚ Insightful comments and corrections
- ✚ Cooperation from peers/seniors/other faculty

✚ Technical, instrumental laboratory support

✚ Broad institutional support

The order, therefore, would be:

Guide

Co-guides by seniority

Head of the department, if different

Senior faculty

Senior postgraduates

Patients/subjects

Statistician

Sponsors if any

Technicians

Head of the institution.

Acknowledgements to one's family and friends are out of place in a dissertation, as it is an official document.

Page 4. Index/table of contents: This should contain the names of sections and page numbers against them.

Introduction

Aims and objectives of the study

Review of literature

Methodology: Materials and Methods (pre and para-clinical)/Patients and Methods (Clinical)

Observations and results

Discussion

Conclusions & Summary

References

Tables Annexures

Page 5. List of abbreviations used in the text

This avoids the need to explain the full terminology at every step. Abbreviations should be taken from standard terminology so that the need to consult this page is reduced to a minimum.

6. Introduction:

- **Give a brief review of the current status.**
- **Discuss the motivation for the work**
- **Be specific about what the work is trying to achieve.**

This section should contain the following paragraphs.

Para 1. Brief description of the problem/issue taken for study, how important and how common the disease/problem is, how it affects people and morbidity/mortality issues, or health consequences.

Para 2. Epidemiological importance of the subject of study

Para 3. Why has the topic been chosen? Whether the topic is least explored in that region, or the state/country, or whether the available information published to date is insufficient to conclude progress further in the management of patients/diagnosis of disease.

Para 4. Justify the infrastructural facilities, materials (patient /samples), and the proposed outcome of your study in all probability.

7. Aims and objectives of the study:

This should be expressed as points. Brief about what you want to do, point by point (including number of patients/samples), and what result do you expect to achieve.

8. Review of literature

This should not be more than 20 pages. The review should be comprehensive and should be confined to the topic of study, and should compulsorily include the most recent articles published in relation to your study. Every effort must be made to collect as much information as possible. One or two of the most relevant pictures may be included. A table containing a comparison of similar studies done earlier may also be included.

The author cannot put forward his/her ideas/ suggestions, or use their derivations in the review of literature. The section should contain only the facts of already done research in this area.

9. Methodology :

This section may be named as 'materials and methods' when it refers to laboratory work, and 'patients and methods ' when it refers to clinical work. It should contain the

sample number, type of study, control group if any, inclusion and exclusion criteria, and every detail of how the work is undertaken. Minute details of standard procedures may be omitted and are given at the end of the book under annexure. Mention ethical issues and methods adopted for statistical analysis.

10. Observations and Results:

The findings of the study should be analysed and should be arranged in tables, charts and diagrams. The photographs of observations taken during the course of study should also be included. The text in this chapter should explain the observations, table wise.

11. Discussion:

- Analyze data and relate them to other studies.
- Possible explanations for any variation in the results
- Significance of results in terms of hypothesis and their practical implications
- Evaluate strengths and weaknesses of work
- Recommendations for further work
- Avoid using personal pronouns(I, We)

This section should be in more than 20 pages. The findings of the study should be analysed along with the already known information about the problem studied. The implications of the observations of the study should be projected. The limitations of the study, and recommendations for areas for further study in future can also be discussed.

The author can use his ideas and derivations based on the findings of his/her study. He/she can also project the difficulties faced by him/her during the course of study, and suggest methods to overcome them.

12. Conclusions & Summary

This section should contain, in points, the net result of the study.

13. References

The word 'references' is appropriate for dissertations, rather than 'bibliography'. The references may be arranged in Vancouver style.

14. Tables:

Tables should be serially numbered, accurately named with reference to the data presented and the statistical analysis (if any) presented at the bottom of the table.

15. Annexures

This section contains: the proforma used for the study, ethical clearance certificate, consent forms used in the study, master chart of all the data, details of the standard procedures used (which are avoided in materials and methods),and any other information which is relevant.

Introduction	Why did you do it?
Aims and Objectives	What do you want to achieve?
Review of literature	What have others done?
Methods	How did you do it?
Results	What did you find?
Discussion	What does it mean?
Summary and Conclusions	What do you want to say now?
Tail	The raw material employed in the study

Guidelines for Submission of Library Dissertation

MRV Guidelines for Submission of Library Dissertation (LD)

- 1. Topic Selection Format:** The Library Dissertation must be structured either as a Systematic Review or a Meta-Analysis, ensuring a scholarly and evidence-based approach to literature synthesis.
- 2. Submission Requirements:** Both a hard copy and a soft copy (PDF format) of the Library Dissertation must be submitted.
- 3. Registration and Approval:** The Library dissertation topic must be registered with the University within 3 months of course commencement by intimating the title of LD with Approval, routed through the Guide, HOD, Principal, and IEC.
- 4. Change of Topic:** No Topic changes for LD are allowed once submitted.
- 5. Progress Reporting:** Students must submit Quartely-yearly progress reports on the LD using the template provided by NMC/University.
- 6. Final Submission Deadline:**, duly certified by the Guide, HOD, and Principal. The

soft copy should be submitted in university-specified online platforms before the due date which is 18months from the date of Joining. However, a Manuscript of the same should be submitted to Research Co-ordinator MRV & PG Exam Co-ordinator notified by COE MRV within 6 to a maximum of 9 months after the date of joining prospectively after the publication of these guidelines. For students admitted to batch of 2024-25, both the LD and Manuscript be submitted by the due date ie 18months from the date of joining.

7. **Presentation and Publication:** Such an LD (even in presubmission stage), be presented at a national conference (poster/paper) and preferred to have at least one publication or acceptance letter from a peer-reviewed journal before 18months from the date of joining.

8. **Formatting Guidelines:**

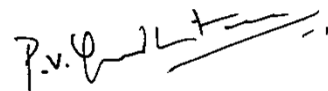
- Paper: A4 size
- Line spacing: Double
- Font: Arial
- Page limit: 60–100 pages (including annexures)
- Style: Vancouver referencing, hard binding required

9. **Anti-Plagiarism Policy:** A strict anti-plagiarism policy is followed. Students must ensure originality and adhere to the University's plagiarism check protocols before submission.

10. **Components of LD:** The dissertation should include:

- Title page
- Certificate
- Acknowledgements
- Table of contents
- Abbreviations
- Introduction, Aims & Objectives
- Review of Literature
- Methodology

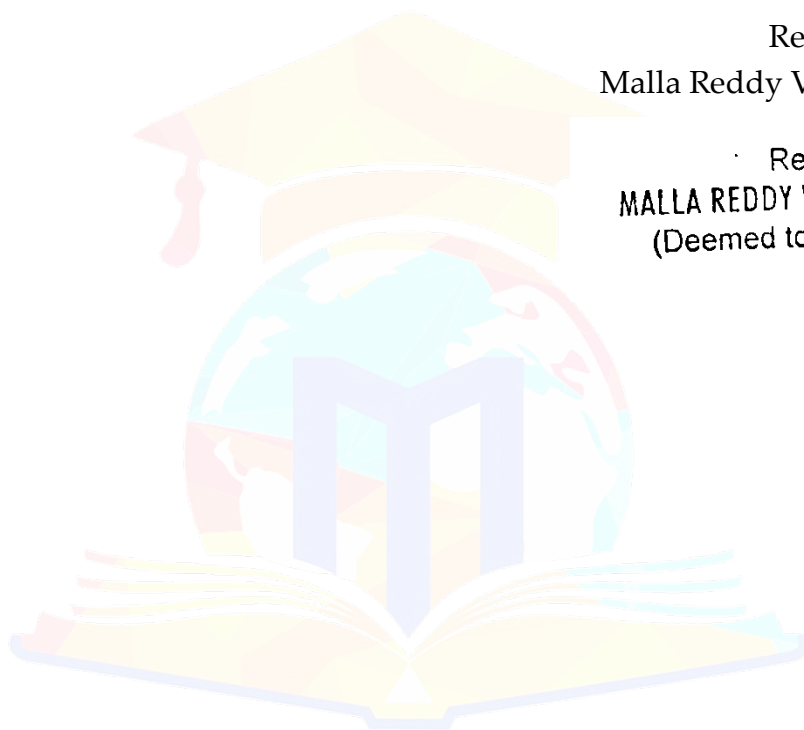
- **Observations & Results**
- **Discussion**
- **Conclusion & Summary**
- **References and Annexures**



P.V. Subrahmanyam

Registrar
Malla Reddy Vishwavidyapeeth

Registrar
MALLA REDDY VISHWAVIDYAPEETH
(Deemed to be University)



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Postgraduate Students Appraisal Form
Pre / Para /Clinical Disciplines

Name of the Department/Unit :

Name of the PG Student :

Period of Training : FROM.....TO.....

Sr. No.	PARTICULARS	Not Satisfactory	Satisfactory	More Than Satisfactory	Remarks
		1 2 3	4 5 6	7 8 9	
1.	Journal based / recent advances learning				
2.	Patient based /Laboratory or Skill based learning				
3.	Self directed learning and teaching				
4.	Departmental and interdepartmental learning activity				
5.	External and Outreach Activities / CMEs				
6.	Thesis / Research work				
7.	Log Book Maintenance				

Publications Yes/ No

Remarks* _____

*REMARKS: Any significant positive or negative attributes of a postgraduate student to be mentioned. For score less than 4 in any category, remediation must be suggested. Individual feedback to postgraduate student is strongly recommended.

SIGNATURE OF ASSESSEE SIGNATURE OF CONSULTANT SIGNATURE OF HOD