



GUIDELINES FOR RESEARCH PROJECT (MHM 517)

1. Registration in the Research Project:

- After the completion of at least 16 courses.
- CGPA: 2.5 or more.

2. Preliminary session with MHM Departmental Head:

- a. Appointment based
- b. Latest Transcript and Research Registration slip has to be shown to the to the HOD / Coordinator (MHM)
- c. Followed by discussion session of 20 to 30 minutes, for the orientation and explanation of the standard procedures to follow while undergoing for the formal thesis project, like:
 - **Topic selection,**
 - **Supervisor selection,**
 - Scheduling mentoring visits and
 - Maintaining a record of attendance of mentoring sessions---etc
- d. The orientation session will answer the queries raised by the pupil.
- e. Attendance of this Orientation is Mandatory.

3. Timelines:

- a. Every student has to register for the research project after the completion of his / her 16th course.
- b. From the date of the registration till the submission of the project, the time **should not exceed 4 to 5 Months** (*it can be a shorter time period but not more than the mentioned limits*), unless there is a genuine reason with documented evidence.

4. Synopsis preparation and approval : Steps to Follow:

- a) **Letter to the proposed supervisor:** for accepting the student's request to be his/her Mentor for MHM Research thesis / project for a period of one semester span.

- b) **First meeting with the supervisor:** Discussion of the topic and synopsis guidelines with the supervisor with the agreed upon date of the submission of the first draft (of synopsis). submission can be electronically done. (emails)
 - c) **Second meeting with the Supervisor:** Analysis and finalization of the final draft of research synopsis and approval (of the supervisor) on the TITLE PAGE.
 - d) **Letter to the Research Coordinator:** Letter for MHM Coordinator / HOD, to accept the approved synopsis and formal permission
5. **THE SUPERVISORS** are supposed to provide, **five to seven “one to one / face to face” mentoring** sessions of at least half an hour each, at the place and time of their own convenience. Record should be maintained on the **attendance log** (kept with the student).
 6. Number of the students per Supervisor should not exceed **5**, in a semester (*except the pre-convocation months*). Only in special genuine cases, this can be allowed with the permission of Executive Director Academics / Rector.
 7. Apart from the MHM Research Faculty, students can also take help from the IT Personnel, and permanent IT faculty of IoBM, on developing the understanding for common health software---- like EPI-INFO. SPSS VEIWER etc.
 8. **Evaluation panel** for the final presentation should include:
 - a) **Advisor MHM Program**
 - b) Research Supervisor,
 - c) HOD / Coordinator MHM,
 - d) **External evaluator** who is a research based faculty (*can be any permanent faculty of IoBM with PhD*)
 9. The panel will evaluate the final presentation collectively and grade it from the new grading system like FINAL EXAM.
 10. Presentation is based on the convenience of the Evaluation Panel to gather at one place on a particular time within the CBM office hours.
 11. **The attendance log (*attached below*) is mandatory** to be given to HOD of the MHM Program before Final Presentation.

SUBMISSION OF THE FINAL REPORT

12. **Submission of the final project report of thesis will be at least 15 days earlier to the final presentation date** ----so that the supervisor gets an ample time to evaluate the project report.
 13. Students are required to STRICTLY follow a **formal book for Research Methodology** (*suggested by your supervisor*) / or the guidelines provided, MHM Department and on the websites of some of the authentic research journals, like JPMA, JCPSP.
 14. Students are required to STRICTLY follow **the binding and printing guidelines** for the hard copy of the thesis, provided by the department.
 15. All registered Research Students ---- (with approved synopsis) can be **silent observers**, in one or two sessions of the final presentation. (*appointment based*)
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MBA HEALTH MANAGEMENT PROGRAM

MHM 517 – Research Project (3 Credit Hours)

Attendance Log

Student Name : _____

ID NO. _____

Research Supervisor: _____

Research Title :

Session No	Date	Time in	Time out	Agenda / Discussion topic	Supervisor's Signature
1				ORIENTATION SESSION <i>(with MHM Departmental Research Coordinator or HOD)</i>	

Note:

- Attendance log is a mandatory tool for final assessment of your research.
- A minimum of 5 to 7 meetings qualify the log for evaluation.
- Time span with your research coordinator should be at least 30 mins / meeting
- The time span covered in an attendance log should not exceed 5 months from the orientation session to the final thesis presentation.
- Final presentation day (visit) is not included in the minimum required limits of the attended sessions.

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