



Nizam's Institute of Medical Sciences
(A University established Under the State Act)
Punjagutta :: Hyderabad

Rc.No. AC3/30/2011/PGDCLR

dated 18/11/2011

ADMISSION NOTIFICATION

Applications are invited from the eligible candidates for admission into part time course of Post Graduate Diploma in Clinical Research for the year 2011.

1. Application form and prospectus are available at www.nims.edu.in
2. Application form needs to be filled and sent as a mail attachment to adatnims@gmail.com
3. A copy of the application form, along with the attested copies of supporting documents as detailed in prospectus and a demand draft in favour of Director, NIMS or NIMS Cash Receipt for Rs.1,000/- will have to be submitted to the Associate Dean, Aptitude Testing, 1st floor, Millennium Block, NIMS, Hyderabad 500 082, AP before 5.00 PM of 10-12-2011.

Sd/-
Dean

NIZAM'S INSTITUTE OF MEDICAL SCIENCES
(A UNIVERSITY ESTABLISHED UNDER THE STATE ACT)
PUNJAGUTTA, HYDERABAD- 500 082 (A.P.)



**PROSPECTUS FOR ADMISSION INTO PART TIME PG DIPLOMA IN
CLINICAL RESEARCH COURSE FOR THE YEAR 2011**

I. Introduction

Nizam's Institute of Medical Sciences is a State-wide University as declared by the Presidential Order, 1974. The admissions to the course shall be regulated as per A.P. Educational Institutions (Regulation of Admission) Order, 1974 as issued in G.O.P.No.646 dated 10th July, 1979 of Education (W) Department of Government of Andhra Pradesh and as amended from time to time.

II. Notification

Applications are invited from eligible candidates for admission into the part-time Post Graduate Diploma in Clinical Research course for the year 2011.

III. Number of seats, duration of course and minimum qualification required

Subject	Seats	Duration	Prior Qualification	Desirable
Post Graduate diploma in Clinical Research (PGDCLR)	30	12 months	Candidates who have passed Bachelors degree in Medicine, Dentistry, Pharmacy, Life Sciences with a minimum of 50% aggregate marks in the qualifying examination.	1. Experience in Clinical Research 2. Post Graduate qualification

IV. Application Procedure

1. A Candidate must submit both soft and hard copies of the application form.
2. Application form is available at: www.nims.edu.in
3. The application form may be downloaded and filled online and sent as a mail attachment to adatnims@gmail.com. Please note that all the columns in the application form require to be filled in. Incomplete application forms are liable to be rejected.
4. The filled in application form will have to be printed, signed and sent to Associate Dean, Aptitude Testing, 1st floor, Millennium Block, Nizam's Institute of Medical Sciences, Punjagutta, Hyderabad 500 082 on or before 5.00 PM on 10-12-2011 along with **a)** self-attested copy of the candidate's passport size photograph with name clearly written in capital letters on the reverse side of the photograph **b)** all the documents mentioned in the **annexure I** and **c)** a demand draft (see para 5 below). The candidate's signature will have to be applied in black ink at the appropriate column.
5. A demand draft for Rs.1,000/- (Rupees one thousand only) drawn in favour of the Director, Nizam's Institute of Medical Sciences and dated between 19-11-2011 to 10-12-2011 or for the same amount NIMS cash receipt will have to be submitted simultaneously along with the filled-in application. The candidate must write his/her name and the course applied for on the back side of the Bank Draft/NIMS cash receipt. Application fee is non-refundable even if the application is rejected.
6. The filled in applications received after the prescribed date and time may not be considered. The institute will not be responsible for non-receipt of applications or delay in postal transit.
7. The in-service (NIMS) candidates should have a minimum of five years regular service. Applications should be forwarded by the competent authority.
8. The candidates who are in-service seeking admission into course shall submit service certificate and no objection certificate issued only by the competent authority in original along with application.

V. Screening candidates for interview

1. Percentage of marks in qualifying graduate examination
2. Number of attempts for passing graduate qualifying examination
3. Experience in Clinical Research
4. Preference will be given to the students with Postgraduate qualification.

VI. Method of Selection

1. The selection shall be based on the merit (Percentage of marks in graduate examination +Marks in the oral aptitude (Interview).. No request for postponing the date of interview or request to appear at an earlier date shall be entertained. In the event a candidate fails to report for the interview at the date and time specified the seat shall be offered to the next merit candidate as per the waiting list. In case of any seat falling vacant within one month of starting of the course, shall be filled by the next candidate in waiting list only. Interview letters shall be sent to the candidates for interview.
2. Candidates have to report for admission in person on the date notified with required documents as detailed in Annexure-III. Non-attendance to the admission shall render the candidate forfeiting his/her admission.
3. In case of equality of marks in graduate examination + oral aptitude test, the following criteria will be adopted to resolve the tie:
 - a) The total marks obtained in oral aptitude test (interview) followed by
 - b) Candidate elder in age will be placed higher in the merit list in that order followed by
 - c) The total marks obtained in graduate examination
3. In case of equality of marks in graduate examination + , the total marks obtained in Oral Aptitude Test (Interview) shall be taken into consideration for fixing merit of the candidates, in case of further tie, age shall be taken into consideration, the older candidate being given priority, in case of tie in age, the total marks obtained in graduate examination shall be taken into consideration.
4. The candidates will be called for the interview in 1:3 ratio.
5. For in-service candidates who are pursuing studies and who cannot deposit the original certificates at the time of admission are advised to bring Xerox copies of the original certificates duly attested by the controlling authorities of the Institution. They shall also produce a certificate from the institution that they have no objection to the candidate's admission to the PG Diploma in Clinical Research and in the event of selection of the candidate to the course he/she shall be relieved immediately. Failure to submit the above certificates shall render the candidate being ineligible.
6. Candidate appearing for the Interview test will not be paid any traveling allowance.
7. All those candidates who are selected for admission have to pay the fee as specified at rule XIII (2) and submit the original certificates on the date and time specified. Failure to submit the required certificates or pay the fee shall render the candidate in forfeiting the seat and such seat shall be allotted to the next merit candidate as per admission prospectus.

8. All the candidates joining the course shall execute a bond for an amount of Rs.10,000/- (Rupees ten thousand only) at the time of admission on a non-judicial stamped paper of Rs.100/- value along with two sureties not below the rank of Gazetted Officer to ensure completion of the prescribed period of training. The signature of the surety should be supported by seal/rubber stamp. The format of the bond to be executed may be seen at **annexure II**.

9. In all matters relating to selections and admissions, the decision of the Institute shall be final and binding on the candidates and selection cannot be questioned after admissions are closed.

VII. Main Objectives of the Course

- To impart knowledge and experience and understanding of the basic principles of scientific method as applied to clinical research.
- To provide skills in using the necessary methodology and statistical tools and technique for designing and conducting clinical research.
- To build manpower capacity for clinical research/trial.

VIII. Educational Objective

Upon completion of this course, participants should be able to:

- (i) Distinguish the variety of clinical research/trials
- (ii) Relate clinical trial as it applies in the new drug development process
- (iii) Evaluate the key elements of clinical research design to assure study validity and rigor
- (iv) Understand statistical issues involved in the protocol and data analysis
- (v) Discuss key ethical issues arising in research involving human subjects
- (vi) Outline key Indian DCGI/ICMR and international regulatory requirements governing clinical research/trial.
- (vii) Value the roles of the variety of professionals involved in trial conduct .
- (viii) Critically evaluate clinical research/trial protocol
- (ix) Critically appraise results of published research/trial report.

IX. Benefits to Participants:

- (i) Learn to plan and manage a site as a coordinator
- (ii) Develop and manage comprehensive clinical research/trials budgets

- (iii) Learn to Analyze the initial review of a new protocol
- (iv) Understand why and how to implement a monitoring visit
- (v) Learn and apply basic concepts to protocol development
- (vi) Initiate clinical research, apply monitoring methods, write documents and Prepare reports, while understanding and abiding by regulations, guidelines and Good Clinical Practices.
- (vii) Describe all elements of a new drug application, focusing on clinical areas.
- (viii) Become familiar with the IEC/IRB application process.

X. Course Requirement and Evaluation

The training course will be class room teaching lectures, with group discussions, tutorials and hands-on exercises. The classes will be held once in a week (every Friday between 4.00 PM to 6.00 PM). The curriculum provides comprehensive training across the entire clinical trials process, including courses from the perspective of the clinical study site as well as that of the sponsor or monitor and covers good practices, regulatory requirements and compliance, statistics and writing for clinical research.

XI. About the Course

This course uses the Principles of International Conference on Harmonization (ICH) GCP Guidelines. The course runs over a period of 12 months.. A minimum of 75% attendance for classroom teaching is required for appearing in the final theory examination.

XII. Final Examination

At the end of 12 months of classroom teaching, the final theory + viva examination will be conducted, students who secure minimum 50% marks will be declared successful.. DIPLOMA CERTIFICATE WILL BE AWARDED ONLY TO THOSE CANDIDATES WHO PASSED THE FINAL THEORY + VIVA EXAMINATION.

XIII. Admission

1. The original certificates submitted by the candidates shall not be returned to the candidates till they complete their course of study and appear for the final examination.

2. Fee structure

Annual Fee - Rs.50,000/-
Tuition fee, cost of teaching material, library fee and examination fee

3. The annual fee once paid is not refundable under any circumstances.
4. The course is part time and will be once in a week (every Friday between 4.00 PM to 6.00 PM)
5. The Institute shall fix duties and responsibilities of students from time to time.
6. All selected candidates must maintain a log - book recording their week-to-week academic activities, which are to be submitted to the Dean through Proper Channel once in 2 months
7. The selection of each student will be subject to medical fitness. The Medical Board appointed by the Institute will decide the medical fitness. The decision of the Medical Board shall be final.
8. The students shall maintain strict discipline during the period of study/training programme in terms of conduct rules of the NIMS. Violation of the conduct rules will result in the cancellation of the admission of the candidates apart from invoking the terms and conditions of the bond. The candidate shall not resort to any strikes during the period of their study in dereliction of their duties or air their views criticizing the policies of the Institute either before the print or electronic media or anywhere.
9. Resultant vacancies shall be offered to the next candidate in the merit list.
10. All students shall adhere to the Institutional rules and violation of rules will be viewed seriously.

XIV. Discontinuation of the course

Candidates are permitted to discontinue the course under the following conditions by forfeiting their annual fee and without any penalty against the bond executed by them.

1. Illness certified by the Medical Board of the Institute
2. If a candidate is absent for more than 30 days without approval he/she shall be treated as deemed to have discontinued.

XV. Closure of Admissions

The admissions shall stand closed within one month from the date of commencement of the course. The duration of the course shall be calculated from the date of commencement of the course without any reference to the date of joining of any individual.

XVI. Termination of Training and Dismissal

A candidate admitted to the course shall be liable for dismissal at any time before the completion of the course on account of negligence, failure to attempt to the prescribed studies and duties, insubordination, misconduct or any other offences amounting to moral turpitude on the part of the candidate which in the opinion of the Head of the Institute makes it undesirable to continue the candidate in the Institute.

XVII. Powers of Dean

Notwithstanding anything contained in these prospectus, the Dean of the Faculty of the Institute may at any time before completion of the course either on his/her own motion or on the application of any person after due and proper enquiry and after giving the person 2 weeks time from the date of receipt of the show cause notice to submit the written explanation and on personal hearing order the cancellation of admission to the course, if in his/her opinion, such candidate has furnished incorrect particulars/or false information in the application or in the document attached thereto or in the statements made either before the authority in charge of admissions or the Dean or any other manner. Against any such order of the Dean, the appeal shall be with the Director, NIMS, Punjagutta, Hyderabad.

DIRECTOR
NIMS

Anti Ragging Act: Ragging is prohibited in the Educational Institutions in the State of Andhra Pradesh, vide Act.No.26 of 1997, dated 21-08-1997 and amendments made from to time.

If any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his/her explanation is not found satisfactory, the authority would expel him/her from the Institution.

ANNEXURE-I

List of documents to be submitted in person or by post along with hardcopy of web generated application, duly signed.

1. Original bank demand draft/NIMS cash receipt (please write the name of the candidate and course applied for on the back side of draft/receipt).
2. Attested copy of Marks Memo of 10th class/Proof of date of birth
3. Attested copy of Marks Memo of degree
4. Attested copy of Provisional/Final certificate of Degree
5. Attested copy of Study& Conduct Certificate of degree course issued by the Principal of the college where last studied.
6. Attested copy of Transfer/Migration certificate of degree
7. Service certificate and No Objection Certificate from the employer in original (in case of in-service candidates).
8. Experience certificate (in case of employee) in original
9. Attested copy of Post Graduate degree, if any

-oOo-

ANNEXURE-II**FORM OF BOND TO BE EXECUTED BY A CANDIDATE JOINING PGDCLR COURSE, WITH SURITY (on Non Judicial Stamped paper Rs.100/-)**

This Bond is executed on this ___day of _____2011 by Mr/Ms.._____ S/o/Do
_____ R/o _____ hereafter

called as "STUDENT" in favour of the Executive Registrar, Nizam's Institute of Medical Sciences, (NIMS), Punjagutta, Hyderabad hereafter called as the "NIMS Institute".

WHEREAS the said student selected for the part time course of Post Graduate Diploma in Clinical Research in the NIMS for the Academic year 2011

WHEREAS the NIMS Institute has prescribed/stipulated the condition in admission regulations that the student selected for course have to execute bond for Rs.10,000/- (Rupees ten thousand only) in favour of the Executive Registrar, NIMS promising that he/she will complete the course. In case of cancellation/discontinuance of the said course by the student will be liable to pay the said bond amount.

Whereas the student selected has agreed to the said conditions and executing this bond. The bond will come into force from date of selection.

This Bond is executed in the presence of the following witness.

Witness:1)

Full name with address

2)

Full name with address

signature of the student

We, the gazetted officers/faculty

1) _____ S/o _____ R/o _____
working as _____

2) _____ S/o _____ R/o _____
working as _____

We hereby stand as sureties to the Bond executed by Mr/Ms. _____ in favour of Executive Registrar, NIMS, Punjagutta, Hyderabad. We undertake the liability of the above bond amount to an extent of bond amount as well as the stipend if any received by the student/executor of the Bond. If the student/executor of the said bond fails to discharge his/her obligations under the said bond, we will pay the said amount as and when the NIMS demand.

The Sureties are signed this bond in the presence of the following witness on this day ___ of _____2010

Witness:1

2.

Surities: 1

Surities: 2

NB: Sureties should be not below the rank of two permanent Gazetted Officers. The signature of the surety should be supported by seal/rubber stamp.

ANNEXURE III

List of Original Certificates to be submitted at the time of Admission:

1. Marks Memo of 10th class/Proof of date of birth
2. Marks Memo of degree
3. Provisional/Final certificate of Degree
4. Study& Conduct Certificate of degree course issued by the Principal of the college where last studied.
5. Transfer/Migration certificate of degree
- 6... Relieving order from the employer (in case of in-service candidates).
7. Fee to be paid:

Annual Fee - Rs.50,000/-
Tuition fee, cost of teaching material, library fee and examination fee

8. Post graduate degree certificate, if any
9. .Bond as per annexure II

-oOo-

IMPORTANT DATES TO REMEMBER

1	Last date for receipt of applications	10-12-2011
2	Issue of interview letters for eligible candidates through E-mail	15-12-2011
3	Date of Oral Aptitude Testing/ Interview (venue as indicated in the interview letter)	17-12-2011
4	Display of merit list and names of candidates provisionally selected for admission	20-12-2011
5	Date of admission, payment of fee and submission of certificates and bond	26-12-2011
6	Commencement of classes	02-01-2012
7	Closure of admission	31-01-2012

IMPORTANT NOTE:

1. No individual correspondence will be made for selection/admission. Candidates are requested to follow the instructions/information displayed at NIMS notice board/website: www.nims.edu.in as per the scheduled programme.
2. NIMS is not responsible for any postal delay for the receipt of the completed application after the prescribed closing date.
3. For enquiries contact:
Associate Dean (Aptitude Testing),
1st floor, Millenium block, NIMS
Phone No:040-23489189
Mobile No:9490295019
4. For clarifications mail to: adatnims@gmail.com
5. Candidates are requested to visit the website periodically for any updates.