

Preparation of STS Report

1. The undergraduate students permitted to carry out the Short Term Studentship (STS) project must prepare detailed report in consultation with their guide.
2. Students are requested to prepare soft copies of their report for ONLINE submission. Reports sent by E-mail/ hard copy/ post will not be accepted.
3. The report should detail only the **original work** carried out by the students under their Guide as part of STS 2011 studentship highlighting their achievements. The report should not give results of earlier Guides' research/ other students' research (MD/Ph.D thesis)/ or from other sources in which student was not a part of research.
4. The STS report should **NOT HAVE ANY IDENTIFYING INFORMATION** about the student, guide or medical college. The name of the student or the Guide and their contact details should be removed from the report and only the reference ID may be provided. The identifying information should be provided separately in the ONLINE submission form. The report should have no identifiers of student/ guide for unbiased review by reviewers. Please remove the following information from the text of STS report:
 - (a) Names of student/ guide
 - (b) Address / contact details
 - (c) Name of Medical College & address
 - (d) Tel number/s
 - (e) Email ID's
5. The report must be in **ICMR's format** and should have the following sections :
 - (a) Reference ID
 - (b) Title
 - (c) Introduction
 - (d) Review of literature
 - (e) Aims & Objectives
 - (f) Material & Methods
 - (g) Observations & Results
 - (h) Discussion
 - (i) Conclusion
 - (j) Summary
 - (k) References

Optional sections

 - (l) Questionnaire/ Study Tool
 - (m) Informed Consent Form or Waiver of Consent
 - (n) Suggestions (if any)
6. Results must be presented well in the form of graphs, figures, tables. The different sections of report should not be combined. (for e.g., Results and Discussion should not be combined). Incomplete reports/ reports not in prescribed ICMR format will be

automatically rejected. Before submitting the report and other enclosures to ICMR please refer to the STS self checklist to see if the report is complete in all aspects.

7. Report should be prepared as a **PDF** of 20-40 pages **with file size upto a maximum of 2 Mb**. All graphs/figures/tables should be included in the same file. Please avoid Photographs/ pictures, as they may need more space.
8. The report may also include soft copy format of any Proforma/ questionnaire/ case record forms/ any other tools/ format of data collection sheet used for research.
9. Kindly give a file name to your report as “**Your Full Name_ Reference ID_ State**”.
10. Guide must take overall responsibility for the conduct of the research project, preparation and submission of complete report & the required enclosures within the stipulated time period.

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