



College of Physicians and Surgeons of Mumbai

ENROLLMENT AND EXAMINATION RULES

College of Physicians and Surgeons of Mumbai

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ENROLLMENT AND EXAMINATION RULES

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IMPORTANT NOTE

These Rules are amended and approved by CPS Council in July 2019. This cancels and supersedes all previous rules and regulations published by CPS prior to this date.

Recognition by MoHFW-Government of India and Various State Governments

Sr. No.	Recognised by MoHFW / MCI - Govt. of India	Maharashtra	Gujarat - GR	Dadra & Nagar Haveli - Silvassa	Rajasthan	Odisha	Madhya Pradesh	Chhattisgarh - Raipur	Karnataka - Bangalore	Tripura - Agartala
1	MCPS	MCPS	MCPS	MCPS	MCPS	MCPS	MCPS	MCPS	MCPS	MCPS
2	FCPS-MED	FCPS-MED	FCPS-MED	FCPS-MED	FCPS-MED	FCPS-MED	FCPS-MED	FCPS-MED	FCPS-MED	FCPS-MED
3	FCPS-SURG	FCPS-SURG	FCPS-SURG	FCPS-SURG	FCPS-SURG	FCPS-SURG	FCPS-SURG	FCPS-SURG	FCPS-SURG	FCPS-SURG
4	FCPS-MID & GYN	FCPS-MID & GYN	FCPS-MID & GYN	FCPS-MID & GYN	FCPS-MID & GYN	FCPS-MID & GYN	FCPS-MID & GYN	FCPS-MID & GYN	FCPS-MID & GYN	FCPS-MID & GYN
5	FCPS-OPTHL	FCPS-OPTHL	FCPS-OPTHL	FCPS-OPTHL	FCPS-OPTHL	FCPS-OPTHL	FCPS-OPTHL	FCPS-OPTHL	FCPS-OPTHL	FCPS-OPTHL
6	-	FCPS-CH	FCPS-CH	-	FCPS-CH	FCPS-CH	-	-	-	-
7	FCPS-DERMT	FCPS-DERMT	FCPS-DERMT	FCPS-DERMT	FCPS-DERMT	FCPS-DERMT	FCPS-DERMT	FCPS-DERMT	FCPS-DERMT	FCPS-DERMT
8	-	FCPS-ORL (ENT)	FCPS-ORL (ENT)	-	-	FCPS-ORL (ENT)	-	-	-	-
9	-	-	FCPS-ORTHO	-	-	FCPS-ORTHO	-	-	-	-
10	-	FCPS-(ANAES)	FCPS-(ANAES)	-	FCPS-(ANAES)	FCPS-(ANAES)	-	-	-	-
11	FCPS-PATHO	FCPS-PATHO	FCPS-PATHO	FCPS-PATHO	FCPS-PATHO	FCPS-PATHO	FCPS-PATHO	FCPS-PATHO	FCPS-PATHO	FCPS-PATHO
12	-	DOMS	DOMS	DOMS	DOMS	DOMS	-	-	-	DOMS
13	DGO	DGO	DGO	DGO	DGO	DGO	DGO	DGO	DGO	DGO
14	DCH	DCH	DCH	DCH	DCH	DCH	DCH	DCH	DCH	DCH
15	DPB	DPB	DPB	DPB	DPB	DPB	DPB	DPB	DPB	DPB
16	-	DDV	DDV	DDV	DDV	DDV	-	-	-	-
17	-	DA	DA	DA	DA	DA	DA	-	-	-
18	-	DORL	DORL	DORL	DORL	DORL	-	-	-	DORL
19	-	DORTHO	DORTHO	-	DORTHO	DORTHO	-	-	-	-
20	-	DPM	DPM	DPM	DPM	DPM	DPM	-	-	-
21	-	DMRE	DMRE	DMRE	DMRE	DMRE	DMRE	-	-	-
22	-	TDD	TDD	TDD	TDD	TDD	-	-	-	-
23	-	DFP	DFP	-	-	DFP	-	-	-	-
24	-	DPH	DPH	DPH	DPH	DPH	-	-	-	-
25	-	DTM	-	-	DTM	-	-	-	-	-
26	-	DTMH	-	DTMH	-	-	-	-	-	-
27	-	DGP	-	-	-	-	-	-	-	-
28	-	-	CDIAB	-	DDIAB	DDIAB	-	-	-	-
29	-	-	-	-	DGM	DGM	DGM	-	-	DGM
30	-	-	-	-	DGS	DGS	DGS	-	-	-
31	-	-	-	-	DCARD	DCARD	-	-	-	-
32	-	-	-	-	DIART	DIART	-	-	-	-
33	-	-	-	-	DICU	DICU	-	-	-	-
34	-	-	-	-	-	DNEU	-	-	-	-
35	-	-	-	-	DNEP	DNEP	-	-	-	-
36	-	-	-	-	-	DPORTHO	-	-	-	-
37	-	-	-	-	DPICU	DPICU	-	-	-	-
38	-	-	-	-	-	DPNE	-	-	-	-
39	-	-	-	-	-	DNEO	-	-	-	-
40	-	-	-	-	-	DPN	-	-	-	-
41	-	-	-	-	-	-	DEME	-	-	-
42	-	-	-	-	-	DHON	-	-	-	-
43	-	-	-	-	-	DPDM	-	-	-	-
44	-	-	-	-	-	DIMM	-	-	-	-

DISCLAIMER

Please note that no candidate should join any of the institution unless he / she is selected **by counseling process and he / she holds the valid selection letter for the same.**

Information content herein is propriety to the College of Physicians and Surgeons of Mumbai.

It is hereby notified that any use, distribution, transmission, printing, coping or defamation of this information in any way or in any manner is strictly prohibited.

(1)

IMPORTANT TERMS AND DEFINITIONS

mentioned hereafter

- 1.1. **"CPS"** hereafter mentioned in this rule book refers to "**College of Physicians and Surgeons of Mumbai**".
- 1.2. **A "CPS recognized institution"** means
The Institution recognized by CPS after inspection and approval of the inspection report by CPS council for the said duration.
- 1.3. **A "CPS Recognized PG Seat / Post"** means
The Seat / Post recognized by CPS for undergoing PG training of CPS Fellowship/Diploma/Certificate Course under a CPS recognized teacher in the CPS recognized institution.
- 1.4. **A "CPS recognized Faculty"** means
One who possesses minimum qualifications for Faculty as specified by CPS rules and regulations from time to time and is attached to the CPS recognized institution.
- 1.5. **A "CPS recognized Post Graduate Student"** means
One who has secured CPS recognized PG Seat/Post for the desired Certificate Course / Diploma / Fellowship / Membership in the CPS recognized department and Institution and who has enrolled for the said post.
- 1.6. **The "Academic Term"** means
A Six months training period of stipendiary resident post/ term. The period of six months of any stipendiary resident house post can be in two parts, provided no part of the post is less than six weeks duration. **However, the entire completion of the post in parts must be within one year.**
- 1.7. **"Enrollment"** means
To apply as a PG student for confirmation of eligibility and admission to Certificate Course / Diploma / Fellowship / Membership in the specialty. The application for the enrollment shall be made online and / or in prescribed form, along with the requisite documents and fees to the CPS Office within prescribed time limit as defined from time to time. This enrollment process shall be mandatory for all the admitted students, failure of which within the time limit shall lead to the cancellation of admission.
- 1.8. **"Post holding Certificate"** means
Letter issued to the selected student by the Dean/Principal/Head of the Institution, countersigned by CPS recognized unit head stating the period for which the candidate is allotted the CPS recognized post under a CPS recognized faculty.

1.9. “Post Completion Certificate” means

Letter issued to the CPS student by the Dean/Principal/Head of the Institution, countersigned by CPS recognized unit head after completion of academic term.

1.10. “Plain post” means

Any resident / full time stipendiary post which is not recognized by CPS as PG seat for CPS post graduate training. Plain posts are not considered for any academic purpose.

1.11. “Eligibility Certificate” means

A certificate issued by CPS to enrolled candidate who aspires for training of desired enrolled course, to certify as “eligible” to undertake the training at the CPS recognized institution after scrutiny of his/her enrollment form along with all the requisite documents. Without this certificate, the candidate shall not be permitted to pursue the course and appear for the examination.

(2)

CPS ADMISSION PROCESS

- 2.1. Admission to all CPS diploma and fellowship courses shall be strictly based on the Post Graduate National Eligibility cum Entrance Test (PG – NEET).
- 2.2. All the seats for diploma and fellowship courses shall be filled by the central admission / counselling process conducted by CPS.
- 2.3. The detailed information brochure for the admission process will be published by CPS, at the requisite time.
- 2.4. The brochure will contain information about provisional available seats, fee structure, procedure for online registration, details about timeline, details about the admission procedure etc.
- 2.5. Whole admission process shall be conducted as per the procedure defined in the brochure.

(3)

GENERAL RULES FOR CPS PG COURSES

- 3.1 A student desirous of joining a Post-Graduate Course must have taken a basic qualification of MBBS or its equivalent qualification recognized by the Medical Council of India.
 - 3.2 Prior to the enrollment, candidate must hold Permanent Registration with the State Medical Council where he / she has been admitted to the CPS courses. The original registration certificate must be produced by the candidate at the time of enrollment.
- 3.3
- A. Students shall have confirmation of holding four CPS recognized stipendiary resident posts in the main subject for the Diploma course, and six CPS recognized stipendiary resident posts in the main subject for the fellowship course at the CPS recognized institutions.

B. The post holding certificate in the main subject and the proof of future placement of entire tenure of the course should be attached along with the enrollment form. Actual working of the candidate at the institution is liable to be checked by Surprise visits of the CPS affiliated institution by officials appointed by CPS.

C. All resident posts recognized by CPS shall be stipendiary in nature. The student should be paid a minimum stipend of Rs. 15,000/- per month for first year and a minimum stipend of Rs. 20,000/- per month for the second year and third year with bachelor accommodation housed within the hospital premises or nearby so as to reach and attend emergency at the earliest. The student has to pay Rs. 5,000/- per month to the institution for the accommodation.

3.4 Selected candidates should enroll themselves within prescribed time limit after joining the selected institute. The selected candidates are required to follow the enrollment procedure as defined in this book.

3.5 Selected candidate shall get the appointment letter after accepting all the rules and regulations to work in that institution. The appointed student at the affiliated institution for any course must abide by the rules and regulations of the institution during their residency period.

3.6 All students of Diploma / FCPS have to attend two lecture series scheduled by CPS In person/online. Minimum of **80% attendance for both the lecture series is mandatory**. In case, any candidate has to attend extra lectures to complete their attendance quota, he/she will have to pay additional fees for such lecture(s) at the rate of Rs.150/- per lecture. However, the lecture series must be completed prior to examination.

3.7 **All students of Diploma / FCPS have to complete online training programmes as specified from time to time.**

3.8 All students of Certificate course have to attend one lecture series arranged by CPS with minimum 80% attendance of lecture series, which is mandatory.

3.9 In case, any candidate has to attend any extra lecture(s) to complete their attendance quota, he/she will have to pay additional fees for such lecture(s) at the rate of Rs.150/- per lecture. However, the lecture series must be completed prior to examination.

3.10 The period of Diploma shall be twenty four months (2 years) and period of fellowship shall be thirty six months (3 years); excluding the period of examination (Theory and Practical)

3.11 In care of any mishap/complication during treatment of any patient not amounting to negligence during the training period of the student, the responsibility shall be borne by the entire unit and the institution at large.

3.12 It is mandatory for every institution head to ensure that every CPS student in the institution should be adequately covered by Professional Indemnity insurance, the cost of which has to be borne by the student.

3.13 After allotment no request for transfer and/or change of course (except during the specific period of upgrading mentioned in information brochure of admission for that particular year and as per the preferences mentioned in online submitted preference form by the student) shall be entertained by CPS under any circumstances.

(4)

PROCEDURE OF ENROLLMENT

- 4.1 Selected candidate shall join the allotted institution by depositing all the original documents and paying the requisite fees by DD. Candidate shall obtain the post holding certificate, appointment order after completing the joining formalities at the selected institution.
- 4.2 Online enrollment forms will be made available by CPS at the end of admission process and as per the schedule declared by CPS for enrollment process. Joined candidates shall fill online enrollment form available through their login and upload the requisite documents.
- 4.3 Joined candidate shall temporarily take back the original documents deposited with the institutes for verification by CPS during enrollment. Joined candidate shall personally visit the CPS office for verification of documents after filling online enrollment form. Candidate must bring following documents for verification.
 1. Original Post holding certificate.
 2. Original Appointment order.
 3. Original and two sets of self-attested photocopies of following documents.
 - i. MBBS or equivalent qualification passing certificate, (recognized by MCI)
 - ii. Internship completion certificate (University and College),
 - iii. Permanent registration certificate of MMC / State Medical Council where the candidate has joined.
 - iv. Any other certificate to prove the eligibility such as result of screening test for foreign graduates etc.
 - v. Identity proof viz. State Medical Council ID card / Passport / Adhaar card / Election ID card.
 - vi.
 - a) Caste certificate, if applicable.
 - b) Validity certificate, by appropriate authority.
 - c) Valid Non creamy layer certificate, if applicable.
 - vii. Receipt of the enrollment fees / DD of enrollment fee, if not paid.
- 4.4 If the candidate is found eligible after verification of the documents, an “eligibility” certificate shall be issued to the candidate, which shall be required for completion of training of desired

enrolled course; without eligibility certificate, the candidate shall not be allowed to complete the training and also to appear for the examination.

- 4.5 After verification of the original documents at CPS office, candidate shall deposit all the documents back to the institution. The original documents shall be returned to the candidate, after successful completion of the enrolled course.
- 4.6 The candidates will be conferred the degree/diploma in the name in which the candidate has enrolled for the said course, after he/she has successfully passed both, theory and practical examinations simultaneously.

(5)

ADDITIONAL RULES

- 5.1. **Rules for all Diploma courses:**
- A. The training period of Diploma course will be twenty four months (2 years); excluding the period of examination after completion of compulsory rotating internship after MBBS degree or equivalent qualification (recognized by MCI).
 - B. Candidate has to complete four recognized resident stipendiary post each of six months in main subject approved by CPS for the completion of the training period.
- 5.2. **Rules for all FCPS courses**
- A. The training period of FCPS course will be thirty six months (3 years); excluding the period of examination after completion of compulsory rotating internship after his MBBS degree or equivalent qualification (recognized by MCI).
 - B. Candidate has to complete six recognized resident stipendiary post each of six months in main subject approved by CPS for the completion of the training period.
- 5.3. **Additional Rules for DFP for Post DGO/FCPS (Mid. & Gyn) /MD (ObGY)/MS (ObGy):**
- A. The candidate has to enroll for DFP within one year after passing the DGO/FCPS (Mid. & Gyn) /MD (ObGY)/MS (ObGy) examination.
 - B. Post DGO / FCPS (Mid. & Gynaec) / MD/MS (Obst. & Gynaec) candidates have to attend one lecture series in Family Planning arranged by CPS after enrollment for DFP.
 - C. Such candidate can appear for theory and practical examination together after completing the requirements of DFP course.

- D. In case, the candidate does not pass theory and practical examination together, for DFP, within one year of enrollment of DFP, the candidate has to re-enroll for Diploma in Family Planning and attend a lecture series to reappear for examination.
- E. A candidate after passing the DGO and is continuing to do the stipendiary house post for the course of FCPS (Mid. & Gyn.) can enroll for DFP simultaneously, by paying an additional fees stipulated for enrollment for DFP.

5.4. Additional Rules of enrollment of FCPS for post MD/MS candidates.

A candidate who has successfully passed MCI recognized Post Graduate MD/MS examination and wish to enroll and appear for FCPS examination in his respective subject after passing his MD/MS shall write to Registrar, CPS with all the documents. The CPS Council shall decide about the same. The decision of CPS Council shall be binding to the candidate.

5.5. Rules of enrollment for FCPS, post CPS Diploma candidates.

Any candidate who has passed CPS Diploma examination and is desirous of enrolling for Fellowship in the respective subject can be enrolled for FCPS in the subject on the basis of his/her NEET score of the same academic year. The four posts done during the Diploma course shall be taken into consideration for the Fellowship. The fees for enrollment of FCPS will be charged separately.

5.6. Rules for enrollment of candidate for FCPS & Diploma simultaneously.

- A) A candidate who has been allotted and allowed enrollment for FCPS (included in schedule-I of IMC Act 1956) which is three year course, may be allowed to enroll for diploma course in that subject only. He/she has to pass in the diploma examination before appearing for fellowship examination.
- B) A candidate who has been allotted and allowed enrollment for Diploma (whether included or not included in schedule-I of IMC Act 1956) which is two year course, may allowed to enrolled for FCPS course in that subjects after being NEET eligible in that year (year of enrollment for FCPS).
- C) A candidate who has been allotted and allowed enrollment for FCPS (not included in schedule-I of IMC Act 1956) which is three year course, may be allowed to enroll for diploma (not included in schedule-I of IMC Act 1956) course in that subject only. He/she has to pass in the diploma examination before appearing for fellowship examination.

Fees for enrollment for diploma and FCPS courses will charged separately. Amendment just effective from 11-01-2019. (as resolved in the College Council Meeting dt. 11-01-2019)

5.7. Rules of enrollment of Certificate course.

The candidate after enrollment has to complete two resident stipendiary posts in the subject of his/her enrollment.

5.8. Rules of enrollment of M.C.P.S. course.

- A. There shall not be separate admission process for the MCPS course. Candidates who have passed final MBBS examination from MCI recognized Institution, will be permitted to enroll and appear directly for MCPS Examination as these students have obtained their MBBS admission through NEET hence are not required to give NEET Separately to appear for MCPS Examination as MCPS is equivalent to MBBS.
- B. The candidate has to enroll and appear for MCPS examination within 12 months after passing the final MBBS examination.
- C. Candidate can appear for next MCPS examination after enrollment. The level of MCPS examination shall be equal to the final MBBS examination (Part I and II). The details of the MCPS examination are provided in the relevant section in this brochure.

(6)

RENEWAL OF ENROLLMENT
(Re-fresh Enrollment)

6.1 Renewal of enrollment within six month of last attempt.

- A. The candidate who have exhausted his attempts i.e., could not clear his examination within 2 years (4 attempts) after completion of his regular 2 years residency after enrollment or as mentioned in rule 9.1 (B) within 4 years from the date of enrollment, will have to renew (refresh) the enrollment by paying the fees prescribed for refresh enrollment by College Council from time to time.
- B. Such student (s) shall apply for their renewal (refresh enrollment) within six (6) months of last attempt (hereafter shall be called as prescribed period).
- C. The students shall attend one immediate lecture series after enrollment renewal.
(The students are not entitled to claim any exemption from lecture series on account of their attended lecture series prior to enrollment renewal)
- D. It is mandatory for the student to purchase an Electronic Paperless Device-EPD (Study Material) at the time of refresh enrollment.
- E. The students are entitled for two consecutive attempts on completion of lecture series.

6.2 Enrollment renewal after the expiry of prescribed period.

- A. The candidate who have exhausted his attempts i.e., could not clear his examination within 2 years (4 attempts) after completion of his regular 2 years residency after enrollment or as mentioned in rule 9.1 (B) within 4 years from the date of enrollment, will have to renew (refresh) the enrollment by paying the fees prescribed for refresh enrollment by College Council from time to time.
- B. The fees and late fees shall be paid as prescribed by college council.
- C. If the College Council decides the student may have to do an addition post of 6 months in the institute (affiliated) allotted by CPS.
- D. For the additional post student may have to pay the prescribed fees for the subject (for period of six months) at allotted institution by DD.
- E. It is mandatory for the students to complete the procedure of refresh enrollment within a period of 1 month from the date of joining the allotted institution.
- F. Paying the stipend for additional post for period of 6 months shall be at discretion of the allotted institution.
- G. It is mandatory for the student to purchase an Electronic Paperless Device-EPD (Study Material) at the time of refresh enrollment.
- H. The students shall attend one immediate lecture series after enrollment renewal.
(The students are not entitled to claim any exemption from lecture series on account of their attended lecture series prior to enrollment renewal)
- I. The students are entitled for two consecutive attempts on completion of lecture series.

6.3 Rules for students who have passed MS/MD /DNB and who have appeared for Diploma/Fellowship examination.

- A. The students, who have cleared MS/MD/DNB, are required to clear Diploma / Fellowship examination within one year of their passing of MS/MD/DNB examination.
- B. The students may apply for enrollment renewal within six months of their last attempt. (hereinafter called as prescribed period) In that case, they are required to pay enrollment renewal fees.
- C. The students may apply for their enrollment renewal after the expiry of prescribed period on payment of additional late fees for every six months delay.
- D. The fees and late fees shall be paid as prescribed by college council.
- E. The students shall attend one lecture series immediately after enrollment renewal.
(The students are not entitled to claim any exemption from lecture series on account of their attended lecture series prior to enrollment renewal)
- F. The students are entitled for two consecutive attempts on completion of lecture series.

- 6.4 Rules for the enrollment renewal for DFP of the students who have passed university diploma (DGO).
- A. The students who have passed university diploma (DGO) and who have applied for DFP are required to clear examination within one year of university diploma.
 - B. If the student fails to clear the DFP examination within one year of Passing University DGO, they shall apply for enrollment renewal.
 - C. The students shall apply for enrollment renewal within six months of their last attempt. (Hereinafter called as prescribed period). In that case the students shall pay the enrollment renewal fees.
 - D. The students may apply for their enrollment renewal after the expiry of prescribed period on payment of additional late fees for every six months delay.
 - E. The fees and late fees shall be paid as prescribed by college council.
 - F. The students shall attend one immediate lecture series after enrollment renewal.
(The students are not entitled to claim any exemption from lecture series on account of their attended lecture series prior to enrollment renewal)
 - G. The students are entitled for two consecutive attempts on completion of lecture series.

(7)
ENROLLMENT FEE STRUCTURE

7.1 Fee Structure:

Type No.	Course	Amount (INR)
A	Diploma (All)	50,200.00
B	Fellowship (All FCPS)	60,200.00
C	DFP (6 months) – After Diploma / Degree	50,200.00
D	MCPS	50,200.00
F	Certificate Course	50,200.00

- 7.2 Such fees may be amended from time to time by College Council without any prior notification.
- 7.3 All fees payable only by Demand Draft in favour of "College of Physicians and Surgeons of Mumbai" payable at Mumbai.
- 7.4 In addition, the candidate has to pay a fee for e-learning as decided by CPS from time to time.

- 7.5 The students have to purchase the Electronic paperless Device (EPD) directly from the CPS Authorized vendor.

(8)

APPLICATION FOR "PERMISSION TO APPEAR" FOR EXAMINATION

- 8.1. All candidates enrolled for any Diploma/ FCPS/Certificate examination are required to obtain Permission from CPS to appear for the examination. Application for permission shall be made by the fresh candidates in the month of May during his/her last post. For example a candidate due to appear in diploma / fellowship / certificate course for September / October 2020 examination, he/she should apply for permission to appear for examination in May 2020. Thus, it is made clear and reiterated that the last date for such application will be 31st May of the last post. If the last date (31st May) is a holiday, as declared by CPS, the next working day shall be the last date for acceptance of forms within office hours.
- 8.2. If any candidate can not appear for regular examination in September / October due to incomplete attendance, incomplete lecture series or any other reason, then such candidate can appear for next examination held in March / April of next year, if the candidate has complied with all the deficiencies. For such candidates, the applications for permission to appear for examination shall be made in the month of November. For example, if any candidate is due to appear for March / April 2020 examination, he should apply for permission to appear for examination in November 2019. If the last date, 30th November, is a holiday, as declared by CPS, the next working day shall be the last date for acceptance of forms within office hours.
For candidate desirous of taking examination in September/October series the last date to apply for permission of examination will be 31st May and for candidate desirous of taking examination in March/April session the last date of application for permission could be 30th November.
- 8.3. Applications will not be accepted after the last date.
- 8.4. A prescribed application form to obtain "Permission" has to be duly filled and submitted to CPS along with following documents:
- i. Permission form (online form print)
 - ii. Post holding certificate (original all 4)
 - iii. Post completion certificates, (original all 3)
 - iv. Eligibility Certificate issued by CPS.
 - v. MBBS or equivalent qualification degree certificate. (recognized by MCI)
 - vi. Photocopy of lecture card.
 - vii. Report of completion of online lectures.
 - viii. Enrollment receipt.
 - ix. State Medical Council Certificate

- x. MD / MS passing certificate and certificate for MCI recognition for the said MD / MS degree for candidates directly appearing for FCPS
- 8.5. All candidates including post MD/MS have to pay non-refundable fees as decided by the CPS from time to time.
- 8.6. Fees of Rs.500/- will be charged to issue a duplicate Permission Letter.
- 8.7. The decision of the CPS Council regarding permission to appear in the examination will be final and binding to the candidates.

(9)

EXAMINATION RULES

9.1. General Rules for Submission of Examination Forms:

- A. On receipt of Permission letter from CPS and after fulfillment of compliances (if any) mentioned in the permission letter, a student shall apply and fill up the examination form within stipulated dates along with examination fees and self-attested photocopies of following documents:
 - I. Permission letter (online print)
 - II. Last post completion certificates (original)
 - III. Original lecture card.
 - IV. Completed log book duly signed by the PG teacher
 - V. Enrollment Receipt
 - Students reappearing in examination
 - I. Mark sheets
 - II. Enrollment receipt
 - III. State Medical Council Certificate
 - Refresh enrollment for examination
 - I. Enrollment receipt
 - II. State Medical Council Certificate
 - III. Mark sheets
 - IV. Lecture Card
- B. The verified and certified log book by CPS should be shown at the time of the practical examinations. The candidate will not be allowed to appear for practical examination without the log book and shall be marked as absent.
- C. The FCPS & MCPS examination shall be held twice a year in the fourth week of March and September. The Diploma & Certificate examination shall be held twice a year in the second week of April and October.
- D. The dates for online submission of examination form are as follows:

Examination	March / April	September / October
FCPS / MCPS	1 st Feb to 16 th Feb	1 st Aug to 16 th Aug
DIPLOMA / Certificate	1 st Feb to 5 th Mar	1 st Aug to 5 th Sep

- E. Failure of a candidate for not appearing for theory or practical examination after paying examination fees will be considered as an attempt.
- F. Minimum 80% attendance at the Lecture series conducted by CPS is compulsory and mandatory to be eligible to appear for all the Certificate Course / Diploma/FCPS/MCPS examinations.

9.2. General Rules for all Diploma Examinations:

- A. The candidate will be declared successful in Diploma examination only after he / she has passed in both theory and practical examination simultaneously.
- B. The candidate has to pass the Diploma examination within 4 years from the date of enrollment. If the candidate does not pass within this stipulated period, the candidate will have to renew his/her enrollment by paying the fees for refresh enrollment as decided by council from time to time and attend an additional CPS lecture series to appear for examination. Such candidates will get two more consecutive attempts. (Ref. to point no. 6) after attending the lecture series.

9.3. Examination Rules for DMRE & DPM:

- A. A candidate enrolled for DMRE/DPM will be permitted to appear at DMRE-I/DPM-I for theory and practical examination after completing two stipendiary resident posts each of six months duration (after one year) in CPS recognized institution.
- B. After completion of four stipendiary resident posts each of six months duration in CPS recognized institution and after passing DMRE-I/DPM-I theory and practical examination simultaneously, the candidate can appear for DMRE-II/DPM-II theory & practical examination simultaneously.
- C. The candidate will be declared successful in DMRE/DPM only after passing Part-II theory and practical examinations simultaneously.

9.4. Examination Rules for FCPS:

- A. The FCPS course is of three years.

- B. The enrolled candidate will appear for theory & practical examination simultaneously after thirty-six months (three years) of completion of all six full time stipendiary house posts in the CPS recognized institution.
- C. The candidate will be declared successful in FCPS examination after he has passed in both theory and practical examination simultaneously.
- D. The candidate has to pass the FCPS examination within six years from the date of enrollment. If the candidate does not pass within this stipulated period, the candidate will have to renew his/her enrollment by paying fees for refresh enroll as decided by College Council from time to time and attend an additional CPS lecture series to appear for examination. Such candidates will get two more consecutive attempts. After attending the lecture series.

9.5. Rules for FCPS for Post MD/MS Candidates:

- A. A post MS/MD candidate desires of appearing for FCPS examination has to make an application mentioning the same to College of Physicians and Surgeons of Mumbai. The application shall be presented to the College Council / Executive Council for permission. The decision of the Council shall be final and binding to the student.

A candidate has to appear for FCPS examination both in theory and practical examination simultaneously within one year after enrollment. The candidate will be permitted maximum two consecutive attempts to appear for FCPS examination. In case the candidate does not successfully pass in these two attempts, **he/she will not be permitted to appear for FCPS examination in future unless he/she enrolls for FCPS as fresh candidate.**

- B. The pattern of examination will be same as for the fresh FCPS students.
- C. Candidate has to submit three copies of thesis/dissertations duly accepted at MD/MS examination for its evaluation.

9.6. Rules for FCPS for post CPS Diploma Candidates:

- (A. There will be theory and practical examination simultaneously on completion of three years after diploma of course.
- B. The candidate will be called successful in FCPS examination only after he has passed in theory and practical examination simultaneously.)

- C. The candidate will be permitted two consecutive attempts to appear for FCPS examination, if the candidate does not pass the examination in these two attempts then he/she will have to refresh/renew his/her enrollment.

9.7. Examination Rules of candidates enrolled for Diploma & FCPS together:

- A. The candidate who has enrolled for Diploma and FCPS together, the examination rules of respective subjects of Diploma and FCPS are applicable.
- B. It is compulsory for the candidate to pass diploma prior to appearing for FCPS examination.

9.8. Rules of examination for MCPS Candidates:

- A. The candidate has to appear directly for theory & practical examination together for 3rd MCPS Examination.
- B. The candidate has to pass both theory and practical examination same time to be declared successful in 3rd MCPS Examination.
- C. To pass the examination, a candidate shall obtain 50 percent marks in each subject of theory examination and 50 percent marks in each subject of the practical and viva-voce examination.
- D. MCPS will be conferred to the candidate only after producing internship completion certificate from the MCI recognized institution.

9.9. Rules of examination for Certificate Courses:

- A. A candidate who has enrolled for the certificate course has to complete two stipendiary resident posts of 6 months each and obtain the eligibility certificate prior for applying for the permission to appear for examination.
- B. The candidate has to appear for theory and practical examinations simultaneously.
- C. The candidate is considered to be successfully passed in the certificate course exam when he has passed in theory as well as practical examination together.
- D. The candidate has to pass the certificate course examination within two years after the date of enrollment. In case the candidate does not pass within two years after the date of enrollment he has to register as a fresh candidate.

9.10. Hall tickets:

- A. The hall tickets will be issued one week prior to the examination from CPS office. Hall tickets can be downloaded by the students from their respective login-ID. The hall ticket will not be sent by post / courier in any circumstance. Hall tickets are not issued to any other person than the candidate appearing for the examination.
- B. The candidates must carry the hall tickets during the theory as well as practical examinations. No candidate will be permitted to appear for the examination without the hall ticket.

9.11. Re-totaling of theory papers:

- A. As per the policy for post graduate medical examinations, no revaluation is done in any of the theory papers or practical markings under any circumstances.
- B. A candidate may apply for re-totaling of theory papers with requisite fees within 15 days of declaration of result along with the certified photo-copy of mark list and the prescribed fees for retotaling.
- C. Marks obtained at retotaling will be final and binding.
- D. There is no retotaling for practical examination.

(10)
Examination Pattern

10.1. Pattern for all FCPS Examinations:

- A. There will be theory and practical examination.
- B. Theory examination: There will be 4 theory papers each of 100 marks and the student has to score minimum 40% marks in each paper end an aggregate passing of 50% is required out of total 400 marks.
- C. Practical examination is of 200 marks and aggregate 50% marks are required for passing examination.
- D. A candidate is declared as passed, only if he / she has secured 50 % marks theory as well as 50 % marks in practical examination simultaneously.
- E. If a candidate is failed either in theory or in practical, he / she shall be declared as failed in that FCPS examination. Such candidate has to appear for both in next examination, if eligible otherwise, and secure 50 % marks in theory as well as 50 % marks in practical simultaneously.

10.2. Pattern for all Diploma examination (Except DMRE – I and DPM – I):

- A. There will be theory and practical examination.

- B. Theory examination: There will be 3 theory papers each of 100 marks. Each theory paper will be divided into two sections of 50 marks each. Aggregate 50% marks are required for passing theory examination.
- C. Practical examination is of 300 marks and aggregate 50% marks are required for passing examination.
- D. A candidate is declared as passed, only if he / she has secured 50 % marks theory as well as 50 % marks in practical examination simultaneously.
- E. If a candidate is failed either in theory or in practical, he / she shall be declared as failed in that diploma examination. Such candidate has to appear for both in next examination, if eligible otherwise, and secure 50 % marks in theory as well as 50 % marks in practical simultaneously.

10.3. Pattern for Diploma examination for DMRE - I / DPM - I:

- A. DMRE/DPM (Part-I):
 - I. Theory examination: There will be 2 theory papers each of 100 marks and the student has to score minimum 40% marks in each paper end an aggregate of 50% marks are required for passing examination.
 - II. Practical examination is of 200 marks and aggregate 50% marks are required for passing examination.
 - III. If a candidate is failed either in theory or in practical, he / she shall be declared as failed in that diploma examination. Such candidate has to appear for both in next examination, if eligible otherwise, and secure 50 % marks in theory as well as 50 % marks in practical simultaneously.

10.4. Pattern for MCPS (3rd year) examination:

- A. There will be 5 theory papers of 500 marks and 5 practical examinations of 500 marks.
- B. Aggregate 50% marks will be required in each subject in theory and practical examinations simultaneously for passing.
- C. To pass in any of these 5 subjects, a candidate has to secure 50% marks in theory as well as 50 % marks in practical simultaneously. (whether the 40% rule of PG also applies to MCPS)
- D. To pass in MCPS examination, a candidate has to pass in all 5 subjects.

10.5. Pattern for Certificate course examination:

- A. Theory examination: There will be 2 theory papers each of 100 marks and combined aggregate of 50% marks, with minimum of 40% marks in each paper are required for passing examination.

- B. Practical examination is of 200 marks and aggregate 50% marks are required for passing examination.

(11)
Examination Fees

11.1. Theory & Practical Examination fees:

Subject	Fees (INR)
DOMS/DGO/DCH/DDV/DA/DORL/DORTHO/TDD/DFP/DTM/DTMH	15,200.00
DPH / DPB	20,200.00
DPM & DMRE (Part I & Part II each)	15,200.00
All FCPS except FCPS (Patho)	20,200.00
FCPS (Patho)	22,200.00
MCPS	10,200.00
Certificate Courses	15,200.00

- 11.2. Fees to be paid by **Demand Draft** only in favour of "**College of Physicians & Surgeons of Mumbai**" payable at Mumbai.
- 11.3. Fees once paid shall not be refunded or will not be held in reserve for a future examination.

(12)
STANDARD OF PASSING

- 12.1. There will be no grace marks for passing at any FCPS/ Diploma/ MCPS/ Certificate Course examination of CPS.
- 12.2. All theory papers together will be considered as one separate head as "Theory" and will require aggregate 50% marks in total for passing.
- 12.3. All sub-heads of practical examination together will be considered as one separate head as "Practical" and will require aggregate 50% marks in total for passing.
- 12.4. A candidate is considered successfully passed only when the candidate has passed both in theory and practical examination simultaneously.

(13)
THESIS/DISSERTATIONS & LOG BOOK

13.1. Rules related to thesis for FCPS students:

- A. FCPS Candidates will have to submit three type written copies of their Thesis/Dissertation in book form with not less than 30 cases well in advance at the time of submission of permission form with a fee of Rs. 2,000/- (Rupees Two Thousand only). Late submission will not be accepted.
- B. FCPS enrolled candidates have to submit an affidavit on Rs. 100/- stamp paper stating that the work done in the said thesis/dissertation is original work done by the candidate only

and he/she is liable for the disciplinary action if it is found that the thesis / dissertation is plagiarized. It is also necessary for the candidates to submit the synopsis of the thesis / dissertation within three months of enrolment for FCPS. Further if he/she feels to change the Section of the Thesis/dissertation, he/she has to submit the change of Section within three months of submission of Section of the Thesis/dissertation or within the period of six months of enrolment for the FCPS course.

- C. Thesis should be based on original work in the subject of the examination in which he/she presents himself/herself or a dissertation of cases personally observed by candidate, except that in the subject of Pathology and Bacteriology, it shall be a thesis based on original observation, duly certified.
- D. No part of the thesis should be copied from any thesis / research article / review article submitted at any other examinations / journal either by the candidate or by any other person. If found so, the candidate shall be debarred permanently. If required, the candidate is liable for legal action.
- E. Candidates can appear at the examination only if the Thesis/ Dissertation is accepted by the examiners.
- F. Non acceptance of Thesis/Dissertation shall be considered as an attempt and there shall be no refund of fees.

13.2. Rules related to thesis of FCPS candidates post MD/MS

The candidate who has passed MD/MS and is appearing for FCPS examination should submit 3 copies of their thesis/dissertation of MD/MS along with payment of Rs. 2,000/- (Rupees Two Thousand only) along with the enrollment form. All other rules related to thesis / dissertation for FCPS will be applicable for such candidates.

13.3. Guidelines for Presentation of Thesis/Dissertation:

- A Title: Should be brief, clear and focus on the relevance of the Section.
- B Introduction: Should state the purpose of study, mention lacunae in current knowledge and enunciate the Hypothesis, if any.
- C Review of Literature: Should be relevant, complete and current to date.
- D Materials and Methods: should include

13.3.1. Structure of the Research Paper:

- i. Type of Study [observational, descriptive, prospective, retrospective, controlled, double blind]
 - ii. Study settings
 - iii. Sampling method and sample size
 - iv. Research question and hypothesis, if applicable
 - v. Procedure used for data collection and statistical methods employed.
 - vi. Statement of Limitations
 - vii. Ethical issues involved.
- E Observations:
- i. Have correct analysis of data.
 - ii. Presented in appropriate charts, table, graphs, figures.
 - iii. Be statistically interpreted.
- F Discussion: Observations of the study should be discussed and compared with observations of other worker's study. Should mention unanswered questions and list new questions raised.
- G Summary and Conclusions.
- H Bibliography
- i. Vancouver style
- I Proformas, questionnaires, etc. should be appended

Candidates must ensure that he/she does not display his or identity.

13.4. Log book:

- A. Students enrolling for the CPS course are required to maintain the log book. The log book is intended to be a record of your basic training and experience.
- B. Enrolled students are requested to record details in chronological order separately for each post about routine work and academic activities. All operations / procedures seen, assisted and performed should be recorded on daily basis. A consolidated sheet to be filled at the end of each post.
- C. Routine academic activities such as lecture, case discussion, journal club, guest lecturers, paper presentation are required to be recorded.
- D. A student will be held responsible for all entries in this log-book.

- E. All the students appearing for the examination shall compulsorily present the completed log book duly signed by the teacher and the head of the institution at the time of submission of examination form otherwise the examination form will not be accepted.
- F. The verified and certified log book by CPS should be shown at the time of the practical examinations.
- G. The candidate will not be allowed to appear for practical examination without the log book and shall be marked as absent. No excuses will be permitted and the student will be treated as failed in the practical examination.

(14)

LECTURE SERIES

- 14.1. Minimum 80% attendance at the lecture series amongst two lecture series is compulsory and mandatory to be eligible to appear for examination.
- 14.2. Lectures are held at the Lecture Halls of CPS House at Mumbai & Lecture schedule as at present :

SUBJECT	Session I	Session II
FCPS (Medicine), DGM & DTMH	16th-30th June	16th-30th December
FCPS (Surgery)	1st-15th June	1st-15th December
FCPS (Obs. & Gynaec) & DGO	16th-30th June	16th-30th December
FCPS (Ophthal.) & DOMS	16th-31st July	16th-31st January
FCPS (Child Health) & DCH	1st-15th June	1st-15th December
FCPS (Dermat.) & DDV	1st-15th July	1st-15th January
FCPS (Ot-Rh-Lar/ENT) & DORL	16th-31st July	16th-31st January
FCPS (Ortho) & DORTHO	1st-14th August	1st-14th February
FCPS (Anaes) & DA	16th-31st August	16th-29th February
FCPS (Patho) & DPB	1st-15th July	1st-15th January
DPM I & II	16th-31st July	16th-31st January
DMRE - I	1st-14th August	1st-14th February
DMRE - II	1st-15th July	1st-15th January
TDD & DFP	16th-31st August	16th-29th February
DPH & DIAB	1st-14th August	1st-14th February

- 14.3. Changes if any in the above schedule will be displayed on notice board from time to time. The candidates are expected to notice the change in schedule prior to their lecture series.
- 14.4. Time table of lecture series can be altered and the students are directed to check the correct dates of Lecture Series with CPS office.

(15)

CONVOCATION

- 15.1. Convocation for conferring Diplomas & Fellowships will be in the Convocation hall of CPS House on 2nd Friday of January and July.
- 15.2. The seal of the College shall be affixed to every Diploma / FCPS.
- 15.3. Candidates entitled to Diplomas / Fellowships and desirous of receiving them on the above occasion are required to submit their application and fees to the CPS office not later than the declared date.
- 15.4. The convocation fees is to be paid by Demand Draft in favour of "College of Physicians & Surgeons of Mumbai"
- 15.5. Candidates who intends to receive diploma and Fellowship in the same subject (after being quailed in the examination) at the convocation should submit separate application along with fees for each certificate.
- 15.6. Rules for convocation for conferring degree in Person
 - i. Candidates receiving their diploma / fellowship in person will be required to make the necessary declaration as required by the by-laws of CPS between 11:30 am to 04:00 pm two days prior to convocation.
 - ii. Candidates who apply for receiving their diplomas in person are required to be in attendance at the college at 02:00 pm punctually on the convocation day.
 - iii. They must provide themselves with the full academic costume both gown and hood prescribed for the diploma/fellowship to which they seek admission. Candidates who are not in their proper academic costume will not be permitted to receive their diplomas / fellowships in person.
- 15.7. Absence in Convocation Ceremony on applying In-Person:
 - i. If a candidate remains absent at the convocation ceremony on applying to receive the degree/diploma in person; the fees paid for the receipt of certificate in the convocation ceremony in person will be forfeited.
 - ii. Such candidate has to pay Rs. 1,000/- as an additional fees to receive the certificate.
- 15.8. Rules for convocation for conferring degree in Absentia:

- i. Candidate granted diploma/fellowship in Absentia has to give a declaration signed by him in our prescribed format as required under the Bye-laws of constitution with the signature duly witnessed in English by a fellow of this college or a first class magistrate under his seal after the convocation.
- ii. The receipt of such an attested declaration will be necessary prerequisite for sending the diploma/fellowship to the candidate by registered post for which necessary postal charges should be paid to CPS.

15.9. Eligibility for Medals:

- i. The candidate has to secure highest marks combined in theory and practical examinations with more than 60% marks in each head of theory and practical examination
- ii. The candidate should have passed the examination at first attempt.

(16)
SERVICE POSTS

- 16.1. Service posts means and include appointments of a recognized post such as Resident Medical Officer in a recognized Medical College for a period less than six months without confirmation of any further extension. Such post holders are not entitled for enrolment.
- 16.2. Any Resident post in a MCI recognised Medical College which is not recognized by MCI for undertaking the PG courses in the respective subject and which is neither inspected nor recognised by CPS for FCPS/Diploma will be considered as either service post or plain post and these candidates will not be entitled to PG courses of CPS.

(17)
TRANSFER OF STUDENTS DURING RESIDENCY

For the Postgraduate studies, candidate enrolled with CPS for the allotted diploma/fellowship from particular affiliated institution under the PG guide (faculty) approved by CPS, shall not be deputed/transferred to other institution under any circumstances for the given period.

(18)
DISCIPLINE

- 18.1. Every student, has to observe ethical practices and follow the rules, regulations and discipline of the institution allotted to him/her.
- 18.2. Every student shall submit a bond to the admitted institution stating that he will observe and follow all the rules, regulations of the CPS and admitting institute. He shall also declare that he is liable for the disciplinary action in case of any breach of discipline.
- 18.3. Every institute shall have a disciplinary committee consisting of a senior PG teacher as chairperson and three to five members which shall include female teachers, assistant teachers etc.

- 18.4. Every institute shall have a student redressal committee, which shall handle the matters related to student grievances. It should consist of head of the institution, management representative; if any, senior PG teachers and female teacher.

(19)

UNFAIR MEANS

- 19.1. Any candidate if found adopting any unfair means practices in the process of examination; his/her result will be withheld under unfair means and he has to appear before the Unfair Means Inquiry Committee as and when called.
- 19.2. The punishment given by the committee / CPS Council to such students is binding on the student.

(20)

LEAVE DURING RESIDENT POSTING

- 20.1 A student will be allowed a maximum of 8 days casual leave with prior permission of unit head and institution head countersigned by co-resident during 12 months duration. The scanned copy of the leave application be sent to CPS office by email on the same day and a photocopy be sent by post/speed post.
- 20.2 No carry forward/accumulation of leave will be permitted for further postings.
- 20.3 Attendance at lecture series at CPS will be considered to be 'on duty'.
- 20.4 The hospital authorities shall make an alternate arrangement on leave.
- 20.5 Any leave without application will be considered as absence. Any such absence shall attract disciplinary action as deemed fit by Institute and the period of course will be extended by that many days of absence.
- 20.6 The appointment given to student shall be for the period of 24 months only. If the student remains absent for more than the permitted days (as per rule no 20.1 of enrollment rule book) and his posting has to be extended, the student shall be liable to pay the additional institution fees for the extended period (except for the sanctioned leave by CPS). During the extended period of course the payment of stipend to the student shall be at the discretion of institution.
- 20.7 Any student with genuine reason on health grounds or a pregnant candidate with prior permission from CPS (applied through proper channel) may remain absent for permitted period or a period equal to applicable maternity leave in that state as per the prevailing rules. **But such period of absence will not be considered for completion of training.** To complete the training period, such candidate has to extend the duration of posts equal to the period of absence. In such permitted cases by CPS the student may not have to pay additional fees to the training institution and shall be liable for stipend from institution whenever working in the institution to fulfill the training period as per curriculum.

Notwithstanding anything written here above the period of training for fellowship student (FCPS) is 3 years (36 months), for diploma courses is 2 years (24 months) and for certificate course is 1 year (12 months).

(21)
MISCELLANEOUS

21.1. Fees for various Documents/certificates :

Description	Charges (in Rs.)
Verification Charges	1200.00
Searching of record for verification (previous years)	200.00/year
List of recognized Institutions	500.00
Enrolment & Examination Rules	1,000.00
Syllabus & allied book (per subject)	500.00
Eligibility Certificate	1200.00
Permission Letter	1,000.00
Mark Sheet (Duplicate)	1,000.00
Passing Certificate	300.00
Attempt Certificate	300.00
Transcript Certificate	5,000.00
Duplicate Degree	10,000.00
Forms (Enrolment, Permission, Examination, Convocation)	200.00

The above mentioned fees may be amended from time to time by CPS.

- 21.2. Candidates are hereby informed that as per notified rules for selection of Post-Graduate student, CPS does not accept any donation directly or indirectly from any candidate/institution.
- 21.3. Any candidate violating the above mentioned rules/regulations is liable to get his/ her Enrolment cancelled.
- 21.4. All the mentioned Rules for Enrollment & Examinations of all the courses may be altered / amended / cancelled / updated / corrected by the CPS College Council without any notice from time to time and such will be notified.**

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