

Name: *(your name here)*

Institute: *(Name of your institute here)*

Examination: *(mention part 1 or 2, month & year of examination here)*

Important instructions for completing and submitting ECG Section

1. **COLOR XEROX** of ECG must be posted to College office along with logbook and CD/DVD.
2. In addition, scanned copy of ECG (atleast 300dpi resolution) must also be sent on the CD/DVD.
3. Use font as "Times Roman" font size 10.
4. **Your material must be typed strictly in appropriate columns as in the template provided.**
5. Each ECG must be saved as separate document in format: "your name_ ECG _ECG number" eg. First ECG will be saved as "Hemant shah_ ECG_ 1.doc" and second ECG as "Hemant shah_ ECG_ 2.doc"
6. All ECG to be stored in ECG folder on CD. All photograph images must also be saved in same folder with name of image correctly written in the row provided. Preferable give same name.
7. Structure of Folders on CD/DVD (clearly write your name, institute and examination, year appearing with CD writer pen)

CD: Logbook of Hemant Shah Part 1 Feb 2012

a. ECG folder

- Hemant shah_ ECG_ 1.doc
- Hemant shah_ ECG_ 1.jpg
- Hemant shah_ ECG_ 2.doc
- Hemant shah_ ECG_ 2. jpg
- Hemant shah_ ECG_ 9.doc
- Hemant shah_ ECG_ 9. jpg
- Hemant shah_ ECG_ 10.doc
- Hemant shah_ ECG_ 10. jpg

b. ABG Folder

c. Xray Folder

d. CT folder

e. Hematology Folder

f. Biochemistry Folder

8. Print out of each document must be submitted in Hard Copy of Logbook with each ECG starting on new page.