

Distance Learning Prospectus

Session: 2013-2014

Diploma
In
Health and Family Welfare Management
(Approved by Distance Education Council)



आशेषम् सुखसम्पदा

National Institute of Health and Family Welfare
Munirka, New Delhi -110067.

DATES TO REMEMBER

SL NO.	ITEM SUBMISSION	LAST DATE	LAST DATE (With late fee of Rs.500/-)
1	Completed application form with fees	17 th June, 2013	15 th July, 2013
2	Assignments I	31 st January, 2014	28 th Feb,2014
3	Assignments II	31 st May, 2014	27 th June, 2014
4	Project Report	13 th June, 2014	27 th June 2014

- a. Application form without enclosing requisite course fee of Rs.10,000/- (Rupees ten thousands) only in Bank draft, will be rejected.
- b. Late fee of Rs.500/- (Rupees five hundred) only for each item to be submitted separately in the form of Demand Draft, in favor of Director, NIHFV, payable at New Delhi.
- c. Submission of the above items at Nos. 2, 3, 4, after last date will not be valid for eligibility to sit in the examination in the current year, under any circumstances. However they will be eligible to sit in the examination in subsequent years.
- d. If the last date happens to be an unexpected Govt. holiday, the last date will automatically be extended to the next working day.

SL NO.	ACTIVITY	TENTATIVE DATE
1	1 st Contact Session	Nov / Dec 2013
2	2 nd Contact Session	April / May 2014
3	Final Examination	July / August 2014

- The exact date for the commencement of above activities will be posted at the Web site: nihfw.org
- All are directed to visit the NIHFV web site regularly to keep them up to date with latest information on the distance learning courses.

1. Introduction and Rationale

About the Institute

With the adoption of new strategy of delivering both Health and Family Welfare Services as an integrated package during the Fifth Five Year Plan period, Government of India recognized the need for an independent agency which could act as an apex technical institution, both in the field of Health and Family Welfare. Consequently on March 9, 1977 the National Institute of Health and Family Welfare (NIHFW) came in to existence by the merger of two erstwhile autonomous organizations previously named as National Institute of Family Planning (NIFP) and National Institute of Health Administration and Education (NIHAE) which were established in the year 1962 and 1964 respectively. NIHFW since then has been functioning as a multi-disciplinary Institute under the Ministry of Health and Family Welfare, Government of India.

NIHFW has been engaged in providing Education and Training to managerial physicians since last two decades through its regular courses of MD (CHA), DHA and other in service training programs. The Post Graduate Diploma in Public Health Management started in 2008-09 in collaboration with MOHFW has gained popularity nationwide. However the in service training arrangements have not been able to meet the demands expeditiously. Moreover, there is a need for continuous and consistent training in management especially for management of complex modern hospitals.

In order to facilitate continuous up gradation of knowledge and skills of various health personnel across the country, the NIHFW conducts the following courses through distance learning mode:

- (i) Diploma in Health and Family Welfare Management
- (ii) Diploma in Hospital Management
- (iii) Diploma in Health Promotion

2. About The Course

2.1. Diploma Course in Health and Family Welfare Management:

There had been a growing recognition of the need to provide management education to health and family welfare personnel at all levels. NIHFW and other State training institutions had been organizing short-term in-service courses to meet the requirement but could not cope up with the need. Hence, NIHFW with the financial assistance of WHO, made an effort to develop a course through Distance Learning for the District Level Health Administrators and conducted a trial course in

1991-92 in close collaboration with the Indian Institutes of Management and other premier health and family welfare institutes in the country under the aegis of National Consortium of Institutions in Health and Family Welfare Management. From 1992-93 onwards NIHFW is offering this course on a regular basis.

3. Details of the Course

- i. The Diploma course is recognized by Distance Education Council.
- ii. The total duration of the course is one year.
- iii. The course comprises of theory and practical components.
- iv. Once admitted to the course, the candidate will get an opportunity to appear for the examination in four successive years including the year of admission without payment of the course fee again. However, he/she has to deposit a continuation fee of Rs.500/- (Rupees five hundred) only.
- v. After 4 years the candidate has to re-enroll as a fresh candidate again with the re-submission of application and requisite course fee. However the credits for the assignments given, contact program attendance and project submitted will be carried forward to subsequent years.

4. Medium of Study

The medium of study is English. The course is imparted by means of supplying printed study materials and through two contact programs. The final dates for contact programs will be announced in Institute's web site: <www.nihfw.org>

5. Eligibility

SL No.	QUALIFICATION	ELIGIBILITY
1	MBBS / BDS / Bachelor of AYUSH / B.Sc. (Nursing) / M. Pharma	<ol style="list-style-type: none"> i. Must be registered with respective State/ National Council. Candidates having degrees from abroad must clear the MCI test. ii. 2 years experience in a Govt./NGO/ Private or Corporate Institution as on 15.07. 2013

* NIHFW has requested Distance Education Council to also consider Post Graduate qualification in Science / Behavioral Science / Management / Commerce / Accounts as eligibility for diploma in H&FW Management. If the request is approved it will be informed through NIHFW website www.nihfw.org.

6. Objectives of the Course

The candidates at the end of the programme will be able to:

- Describe the existing structure and functioning of the health system in the country;
- Identify the managerial problems and processes associated with the system;
- Utilize various management concepts/techniques/tools and resources to improve the functioning of the system; and
- Apply the managerial skills to develop the health system.

7. Course Design

The entire course has been divided into four parts.

- (i) Self reading by students:
 - Each student must devote at least 600 hours for the course study materials in the year
 - Test question practice at the end of each chapter (Check your progress) to assess your knowledge gain.
- (ii) Theory Component
 - Term end Theory examination
 - Writing Assignments (Internal assessment)
- (iii) Practical Component
 - Term end practical from Practical Module
 - Evaluation during contact session
 - Grand Viva
- (iv) Project Work

8. The Curriculum

The curriculum is divided into 4 Themes consisting of 19 blocks. The fourth theme gives the guidelines for the project work. The break-up of the curriculum is given below:

THEME-I	Principles of Management
Block-1	Health Care Services Management
Block-2	Human Resources Management <i>Part-A: Human Resource Management and its Overview</i> <i>Part-B: Qualitative skills for building organizational culture</i>

Block-3	Financial Management
Block-4	Material Management (Procurement and Equipment Management)
Block-5	Information Technology (IT) & Management Information System
Block-6	Quality of Care
Block-7	Practical Manual
THEME-II	Health Care Services
Block-1	Health Care Delivery System
Block-2	Planning, Implementation, Monitoring & Evaluation of Health Care Services
Block-3	Applied Epidemiology
Block-4	Management of Hospitals
Block-5	Disaster Management
Block-6	Practical Manual
THEME-III	Health Care Programme Management
Block-1	National Health Programmes
Block-2	Health Sector Reforms
Block-3	Programme Management
Block-4	Public Health Nutrition
Block-5	Practical Manual
THEME-IV	Project Work

TOTAL= 19 BLOCKS

9. The Project Work

- Selection of the topic will be done in 1st contact session.
- Project should ordinarily not exceed 15000 words. For details, please refer to detailed guide lines in the project module.
- The project should be submitted as per last date notified, failing which the candidate will be debarred from appearing in final examination of the current session; however he/she can appear in subsequent years after submitting the project.
- The date of submission of project is 13th June, 2014, extended up to 27th June 2014 with late fees of Rs.500/- (Rupees five hundred) only.

10. Contact Programs

Two contact programmes, each of five days duration will be held during the course. **Each contact programme carries a weight age of maximum 20 marks, in terms of attendance followed by a feedback.** Thus a candidate can score a maximum of 40 marks from the two contact programmes.

Attendance in both the contact programmes and taking part in the feedback is mandatory.

The candidates are to attend the contact programmes at their own cost at the identified centres. The 1st contact programme will be held in the month of Nov / Dec, 2013 and the 2nd contact programme will be held in April/May, 2014. The allocation of the centres for the contact programmes will be notified as per the student's enrolment, region wise. This will be notified in the website well in advance.

Efforts will be made to provide reference / other study materials during the contact programmes. However, the cost if any, for these materials has to be borne by the candidate.

The course covered in the contact programmes are:

1 st Contact Program	Theme I: Blocks(1-7) Theme II: Blocks(1 & 2) Theme IV: Selection of project topic and guidance for writing assignments, projects and practical examinations.
2 nd Contact program	Theme II: Blocks(3-6) Theme III: Blocks(1-5) Theme IV: Project discussion with the course coordinator

The venue of contact programmes will be intimated in due course in the institute's website: www.nihfw.org

- Each contact program carries a weightage of 20 marks. 10 marks for attendance and 10 marks for assessment of feedback during contact session.
- Full attendance in contact classes is compulsory
- Students may bring with them the queries on the relevant topics for discussion during contact session.
- The candidates have to attend the contact programs at their own cost at the identified center.
- In Delhi contact classes will be held in the teaching block within the premises of NIHFV, Munirka
- Efforts will be made to provide references/ other study materials during contact programs. However the extra cost if any for these study materials during

contact program has to be paid in cash at the study centre by the student after obtaining a receipt.

11. Assignments

- Students are required to write 2 sets of assignments.
- The assignment question papers will be posted on the institute web site (www.nihfw.org) one month prior to the contact sessions.
- All the assignments will be **hand written** in A-4 size paper.
- Illustration with diagrams, tables, examples will help to get good marks.
- Each assignment should be written in separate note book.
- Photocopy of any printed material in the assignment or **typed assignments will be rejected.**
- Assignments received after due date will debar the candidate to sit in the final examination of the current year. However he/she can appear in the subsequent year.
- Each assignment will carry a weightage of 30 marks. It will be included in theory internal assessment.
- A photo copy of each assignment is to be retained by the student for future reference.

Item	Due date of Submission	With late fees. of Rs.500/- by DD
Assignment - 1	31 st Jan, 2014	28 th Feb, 2014
Assignment - 2	31 st May, 2014	27 th June, 2014

If the last date happens to be an unexpected Government Holiday, the period will automatically extend to the following working day.

Assignments should be sent by registered post along with a self addressed post card for acknowledgement in the following address.

HEALTH & FAMILY WELFARE MANAGEMENT UNIT
Distance Learning Cell
Room No. 417, 4th Floor,
Academic Block,
NIHFW,
Baba Gangnath Marg Munirka,
New Delhi-110067.

12. Course Evaluation

The diploma course has two tiers of evaluation.

- (i) Formative
- (ii) Terminal

(i) Formative Evaluation (During the course)

- (A) Internal Assessment (Theory) (Assignment Writing)
- (B) Internal Assessment (Practical) (during Contact Session)
- (C) Project work

(ii) Terminal Evaluation (Final Exam.)

- (A) Theory Paper-I
Theory Paper-II
- (B) Practical will comprise of problem solving tests in respect of various issues in health and family welfare management from the practical manual.
Note: The details about Practical will be discussed during contact session.
- (C) Grand Viva

13. Qualification for appearing in Final Examination

- (i) For Theory:
 - Submission of assignment on time.
 - Scoring more than 50% marks in assignment.
- (ii) For Practical:
 - Scoring 50% marks given during contact sessions.
- (iii) Project work:
 - Submission on time and Scoring 50% marks in Project work

14. Distribution of Marks

- (a) Distribution of Marks for Theory

COURSE DETAIL	Assignment (Internal)	Term End Exam	TOTAL
Theory-I	30	100	130
Theory-II	30	100	130
Total	60	200	260

(b) Distribution of Marks for Practical

COURSE DETAIL	Contact Session (Internal)	Term End Exam	Total
Contact session-I	20	-	20
Contact session -II	20	-	20
Practical	-	50	50
Viva-Voce	-	50	50
Total	40	100	140

(c) Marks for Project Work

COURSE DETAIL	Contact Session (Internal)	Term End Exam	Total
Project	-	50	50
Total	-	50	50

(d) Grand total of Theory, Practical and Project Work

1	Theory Marks	260
2	Practical Marks	140
3	Project work	50
	Grand Total	450

To qualify for final examination a candidate must obtain 50% aggregate in assignments and 50% aggregate in contact sessions and 50% marks in project, with over all aggregate of 50% of total formative evaluation marks.

Note:

- Any candidate caught using unfair means during examination will be debarred from appearing in examination for a period of three years
- Any request for appearing for final examination after the extended period of 4years including the year of admission will not be entertained with the same course fees.

15. Re-Evaluation

There is no provision for re-evaluation.

16. Examination Result

If a candidate passes in theory and fails in practical component he or she will appear in practical component only.

If a candidate fails in theory and passes in practical component, he/ she will appear for theory only.

Results for theory and practical components will be declared separately.

17. Best Student Award

One student in each course who will obtain highest aggregate marks be honored with 'Best student award" (A medal with certificate) on 9th March (Annual day of the Institute) of the following year.

18. Examination Venue

The final examination will be held in the NIHFW campus, New- Delhi. If there is change in center, it will be up loaded to NIHFW Web site in time.

19. Type of Fees

- Course admission fee - Rs.10,000/- (Rupees ten thousand) only (including 1st year examination fee)
- Prospectus fee - Rs.200/- (Rupees two hundred) only
- In case the where the candidates download the prospectus and admission form from the web site they will deposit a fee of Rs.10200/- (Rupees ten thousand and two hundred) only (Fee for course and prospectus) along with admission form.
- Once the application with requisite fees is received in this office, no request for with drawl is permissible and fees deposited will not be refunded under any circumstances.
- The fee will be refunded only to those, who have not been selected for the course by the screening committee.
- Those who fail to complete the course in the same year will have to deposit again a continuation fee of Rs.500/- (Rupees five hundred) only in subsequent years.
- All types of fees are to be deposited separately by Demand draft drawn in favor of "Director, NIHFW" payable at New- Delhi.

20. Duplicate Certificate

For successful candidates a duplicate certificate can only be issued under following conditions:

- A written request for duplicate certificate giving valid reasons

- A penalty fee of Rs.500/- (Rupees five hundred) only in the form of demand draft.
- An undertaking to the effect that the original certificate has been lost to best of his knowledge attested by a Notary or copy of police FIR.

21. How to Apply

- a. A candidate seeking admission to the course is required to send his/her application in the prescribed format, given at the end of the prospectus duly completed, along with requisite fees.
- b. Following enclosures must be attached along with the application form:
 - Demand draft of requisite amount.
 - Attested copy of certificate of Birth.
 - Attested copy of Degree of MBBS / BDS / Becloud of AYUSH / B.Sc. (Nursing) / M. Pharma as applicable.
 - Copy of Registration certificate with respective National / State council.
 - Experience certificate from the Employer.
 - No objection certificate from the employer, for those in Govt. services.
 - A list of enclosures.
 - One self addressed post card for acknowledgement of receipt of application.
 - Candidates are requested not to attach any other documents.

Incomplete application in any respect is likely to be rejected.

The duly completed, legible application form along with enclosures should be submitted by hand / or through registered/Speed post to:

**HEALTH & FAMILY WELFARE MANAGEMENT UNIT
Distance Learning Cell, Room No.417,
Academic Block,
National Institute of Health & Family Welfare,
Baba Gang Nath Marg, Munirka,
New Delhi-110067.**

On or before the following dates:

- (i) **17th June, 2013** without late fee.
- (ii) **15th July, 2013** with late fee of **Rs.500/-** (Rupees five hundreds) only in the form of demand draft.

22. Selection

- a. Selection will be made by a selection / screening committee of NIHFW and only the selected candidates will be informed accordingly.
- b. The list of selected candidates will be up loaded in the institute web site.
- c. The decision of the committee will be final and binding. No correspondence in this regard will be entertained.

All communications may be mailed to:

HEALTH & FAMILY WELFARE MANAGEMENT UNIT
Distance Learning Cell, Room No.417, Academic Block
National Institute of H&FW,
Baba Gang Nath Marg, Munirka
New-Delhi-110067
Web Site: www.nihfw.org
E-mail: dlc@nihfw.org
Phone Direct: 91-11-26183416
Phone EPBX: 91-11-26165959, 26166441, 26188485, 26107773
Ext: 336, 239, 240
FAX: 91-11-26183416

7. Mailing Address	
	District:
	State:
	Pin Code:

8. Telephone No.	Residential	
	Official	
	Mobile	

9. E- Mail ID	
	@

10. Nationality	
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11. Whether belongs to SC/ST/OBC/PH	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

12. Examination Passed Graduate in any discipline (Mention the discipline in the column)	Examination Passed	Subject / Discipline	Board / University & College	Year	Division
	H.Sc./10+2				

13. Total experience of working (in years)	Years	<input type="checkbox"/>	<input type="checkbox"/>
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14. Kindly enclose the experience certificates (present/past) and all the attested copies of testimonials mentioned in the application form, duly signed by Competent Authorities.	Service Record (starting from present employment)			
	Designation	Organization/Institution	From	To
	1.			
	2.			

15. From where did you get to know about this course?	Newspaper	<input type="checkbox"/>	Institutional website	<input type="checkbox"/>	Journals	<input type="checkbox"/>	Others	<input type="checkbox"/>
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Declaration by the Applicant

I declare that the particulars given above are all correct to the best of my knowledge and belief. I will, on admission, adhere to the rules and discipline of NIHFV, New Delhi.

_____	_____	_____
Name	Signature	Date