

Programme Guide
PG Diploma in Management
(PGDM)
Applied Epidemiology
Through Distance Learning Mode

Recognized by All India Council of Technical Education (AICTE) and
approved by the Ministry of Health and Family Welfare, Government of India

2022-2023



THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Baba Gangnath Marg, Munirka, New Delhi – 110067
Tel. +91-11-26165959, 26183416
<https://www.nihfw.org>

The programme guide for PG Diploma in management course through distance learning mode is described in three parts:

- A.** Common program guide for all distance learning courses
- B.** Prospectus cum Application form for specific PG Diploma in management course
- C.** Annexures

July 2022

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A. COMMON PROGRAM GUIDE FOR ALL PGDM COURSES

A. ABOUT THE INSTITUTE: The National Institute of Health and Family Welfare (NIHFW) is the premier National Institute of the Government of India for rendering teaching, training and research in Public Health in the country. The details about the institute and distance learning courses are described in the following headings:

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1. THE NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE

1.1 Introduction

The National Institute of Health and Family Welfare (NIHFW), was established on 9th March, 1977 by the merger of two national level institutions, viz. The National Institute of Health Administration and Education (NIHAE) and The National Institute of Family Planning (NIFP). The NIHFW, is an autonomous organization, under the Ministry of Health and Family Welfare, Government of India. It acts as an 'apex technical institute' as well as a 'think tank' for the promotion of public health and family welfare programs in the country.

The Institute addresses a wide range of issues on public health and family welfare through teaching, training and research in public health from a variety of perspectives through the departments of Communication, Community Health Administration, Education and Training, Epidemiology, Management Sciences, Medical Care and Hospital Administration, Planning and Evaluation, Reproductive Bio-Medicine, Statistics and Demography and Social Sciences.

Vision and Mission

VISION

The NIHFW is to be seen as an prime National Institute of global repute in Public Health & Family Welfare Management.

MISSION

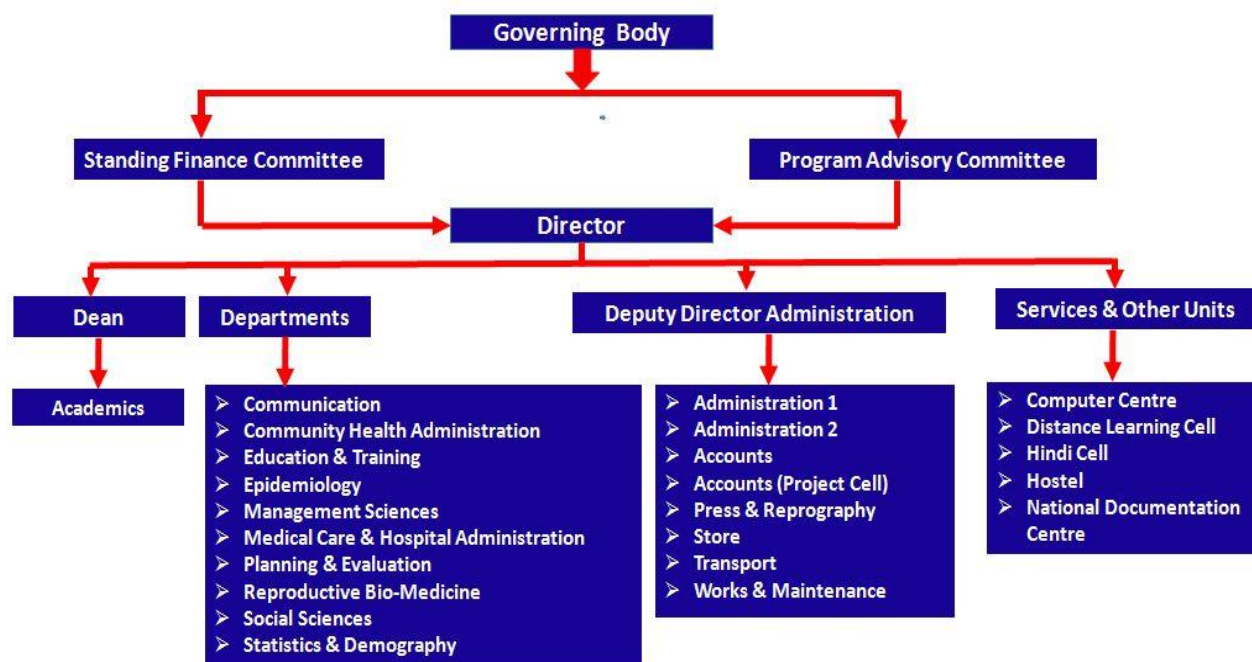
To act as think tank, catalyst & innovator for management of Public Health and related Health and Family Welfare Programs by pursuing multiple functions of Education and Training, Research and Evaluation, Consultancy and Advisory services as well as provision of specialized services through inter-disciplinary teams.

1.2 Prominent Features

The Institute has following thrust areas:

- Health and related Policies
- Public Health Management
- Health Sector Reforms
- Health Economics and Financing
- Demography & Population Studies
- Reproductive Health
- Hospital Management
- Communication for Health
- Training Technology in Health
- National Health Mission

1.3 Organizational Structure



1.3.1 Distance Learning Cell

The Distance Learning Cell was set-up with the objective to facilitate continuous up-gradation of knowledge and skills of various health personnel for delivering better health care across the country with credentials for leadership in Public Health. The courses cater to the increasing demand for Health Professionals in National and International Public Health Organizations, public and private health research institutes, Non-Governmental Organizations (NGOs). The cell provide access to high quality education to all those who seek it irrespective of age, region, religion and gender. The cell is also setting and maintaining standards in Distance education as an apex body.

The main functions of the Distance Learning Cell are to Plan, Develop and launch academic programmes at various levels for different categories of health professionals through the distance learning and e-learning mode.

1.4 Instructional (Teaching and Training) Package

The NIHFW has been engaged in providing Education and Training to health professionals since the last four decades through its regular courses of MD (Community Health Administration), Diploma in Health Administration, Post Graduate Diploma in Public Health Management and other in-service training programmes through regular mode.

There is large cadre of health professionals whose in-service training needs are to be met on a continuous basis. However, the in-service training arrangement are not sufficient to meet the public health demands expeditiously. Moreover, there is a need for continuous and consistent training in management, especially for the managers taking care of the district health system in the country. In order to facilitate continuous up-gradation of knowledge and skills of various health personnel across the country, the National Institute of Health & Family Welfare (NIHFW) with the recognition from All India Council of Technical Education (AICTE) and approved by Ministry of Health and Family Welfare, Government of India, conducts **Post Graduate Diploma in Management (PGDM)** courses through distance learning mode with specialization in:

- (i) Health and Family Welfare Management**
- (ii) Hospital Management**
- (iii) Health Promotion**
- (iv) Public Health Nutrition**
- (v) Applied Epidemiology**
- (vi) Health Communication**

The Institute's mode of providing these distance learning courses comprises of different components such as self-instructional material, contact/interactive counselling sessions along with written assignments and writing Dissertation.

1.5 Learning Materials

Learning material is especially prepared by team of subject experts drawn from different National Level Institutes, Medical Colleges and Universities of all over the country as well as in-house faculty.

1.6 Support Services

The National Documentation Centre (NDC) is a unique information resource centre, which provides an access to documentation on all aspects of the subjects of health, population, family welfare etc. It serves as a bank of information for faculty, students and visitors.

NDC has a rich collection of materials of public health importance like books, journals, monographs, and online journals, government reports, seminar and conference

proceedings, census reports, international publications on Health and Family Welfare and allied disciplines, CD-ROM and online databases, like POPLINE, DELNET.

1.7 Evaluation System of Distance Learning Course

The evaluation of learners depends upon various instructional activities undertaken by them. It is compulsory for the learner to write two assignments before taking final examination to complete an academic programme. The system of evaluation comprises of:

1. Self-assessment exercises at the end of each unit of study.
2. Continuous evaluation mainly through assignments which are tutor-marked, contact programmes and its feed-back evaluation.
3. Dissertation works
4. The final examinations.

A learner has to submit Assignments/Dissertation to the Coordinator of the concerned course to which she/he is enrolled as a part of course requirements. The Final examination is usually conducted at the NIHFV and its satellite centre in the month of November/December after a completion of study period of 15 months.

1.8 Implementation Plan

The two Contact programmes are held primarily at the NIHFV, New Delhi for all admitted candidates or at the satellite centers, if identified by the NIHFV located in State Health and Family Welfare Institutes (SIHFV) or Regional Centers provided that state sponsors their candidates (more than 25 candidates) in a specific course. These centers facilitate the state sponsored candidates.

The self-sponsored candidates may opt for the nearby established satellite centre if available. Whereas, it will be the sole discretion of the institute to accommodate them in contact programme and examination. Hence prior permission from the NIHFV is mandatory for attending the course related activities at satellite centre for self-sponsored candidates due to the limitation of facilities at satellite centre.

The technical sessions in two contact programmes are taken by a team of trained faculty. This involves face-to-face interaction/consultation. Coordinators/consultants will help in Dissertation work. Self-learning activities are carried out by the learner at their workplace. The Administrative control is through the NIHFV- HQ at New Delhi.

1.9 Common Terminologies used in Distance Learning

As a distance learning candidate, it is important for one to familiarize with the following terminologies which would be commonly used while pursuing this programme:

Programme

Programme, means the curriculum or course in a particular field of study. For example, Post Graduate Diploma in Management- Applied Epidemiology.

Course

The programme is divided into '**Course**' and further into '**Blocks**'. It is used to describe the teaching materials and other components of the study. A typical distance education course will, for example, have a few printed booklets called blocks.

Block

A course is divided into some blocks and further divided into various '**units**'. The block appears in the form of a booklet of around 60-80 printed pages. Generally, each block represent one titled course e.g. course 1 – **Principles and methods of Epidemiologic practice** has 3 blocks and title for block – 1, Introduction to Epidemiology.

The printed text material is sent to the learners in the form of blocks as a learner may feel a greater sense of achievement each time she/he completes a block.

Remember that each course consists of a few blocks which appear as Booklets.

Unit

The term unit, of course, is used to denote a division of a block, in terms of the topic used to frame the topic. Each unit is broken into sections and sub-sections in the forms of chapter/Lessons for the clarity of the presentation of concepts, information, illustrations etc. Each unit is, thus an individual lesson/chapters and fits into the topic relevant to the block it belongs.

Contact Programme

Although the Distance Learning mode demands a candidate to work mainly at home, face-to-face interaction is equally essential. This face-to-face interaction serves to solve administrative as well as academic problems faced by the candidates. In order to facilitate this, the NIHFV organizes two contact programmes, each of 5 days duration for all the candidates at identified teaching center.

Remember: It is compulsory to attend both the contact programs of 5 days each.

Study Centre

For all the administrative as well as academic purpose the NIHFV, New Delhi will be the Study Center for all the candidates.

Satellite Centres

If a State sponsors more than 25 Candidates (1 Batch) in a specific PG diploma programme, the State Institute of Health and Family Welfare (SIHFW) of the respective state will act as a Satellite centre for those sponsored candidates. For the state sponsored candidates, the contact programme/examination will be organized at the SIHFW. The self-sponsored candidates from the same states or nearby states may attend the same with prior permission from NIHFW

Resource Faculty

Internal and External Faculty/Resource Person/experts are identified in the programme offered by the NIHFW to guide the candidates for theory and practical training.

Academic Consultation

All types of faculty-learner interaction that are aimed at facilitating learning is promoted. These interactions may mainly be discussion/orientation in nature with guidance and unit presentation. However, sometimes interaction may exclusively be in the nature of consultation. Such consultation may be at

- (i) the pre-enrollment or pre-entry stage,
- (ii) the stage of induction into a programme,
- (iii) the stage of submitting the assignments,
- (iv) the stage of initiation into any new activity such as a synopsis approval, preparation of a Dissertation-report etc.
- (v) the pre-exam stage and
- (vi) the post-programme stage.

While consultation is subject-centered (Centering around presentation, exposition, explanation, illustration, demonstration and other pedagogical activities related to the course-content), consultation is learner-centered seeking to help learners identify their individual problems, the causes behind such problems and the means and ways of overcoming such problems so as to enhance the possibilities of effective learning. Academic consultation may be provided in face to face situation, through faculty comments on assignment-response, through correspondence or interact over telephone where possible.

Assignment

It is a learning task (consisting of essay type questions, or short answer questions, or a Dissertation, etc.) that a distance learner undertakes during his/her studies. At NIHFW, it is used as an instrument of continuous assessment that carries weightage in final score. The assignments are used for two purposes: to provide guidance and to assess learner achievement through grading/marking.

1.10 Institute Rules

Reservation

The institute provides reservation of seats as per the Government of India Rules.

Contact Programmes

The candidates are required to attend both the contact programmes before appearing in the final examination in the academic year.

Final Examination

The NIHFWS will conduct final Examination once a year in the months of November/December. The candidates are required to complete the final examination in the academic year of admission itself. Whereas, the candidate will get opportunity to appear for the examination in three chances including the year of admission without paying the course fee again. However, the candidate has to deposit a nominal continuation fee in the subsequent academic year in which they wish to appear in the examination.

Note: Candidate will be permitted to appear in the final examination subject to the conditions that she/he has attended Two Contact Programmes, submitted two Assignments and Dissertation Report within stipulated date.

Candidates are advised to:

- Remain in touch with the Institute's website for schedule of submission of examination form and any other issue related to the course.
- Fill up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form; and
- Retain proof of mailing/submission of examination form till receipt of examination hall ticket.

Examination Centre

The NIHFWS, New Delhi will be the examination centre for all self-sponsored candidates whereas, for state sponsored candidates the satellite centers will act as examination center. If the State does not sponsor required number of candidates for the next batch in a specific course, the NIHFWS will be the centre for all examination of the course for the leftover candidates.

Self-Sponsored: The candidates who are paying their fees themselves will be called as self-sponsored candidates.

State Sponsored: These candidates who are sponsored by the State Health and Family Welfare Department.

Issue of Examination Hall Ticket

The Institute issues Examination Hall Ticket to the candidates one day before the commencement of Final Examination,

Change or Correction of Address

There is a printed Proforma for a change/correction of address given in Annexure – 7. In case there is any correction or change in your address, you are directed to make use of that printed proforma only. The contact address for submitting the same ***The NIHFw, Distance Learning Cell (DLC), Room No. 417, Baba Gangnath Marg, Munirka, New Delhi-110 067.***

You are advised not to write letters to any other officer in the Institute in this regard.

Issue of Study material and assignment

The NIHFw dispatches the study material and assignment to the candidates. Candidates can download the assignment questions from the NIHFw website and for this open **www.nihfw.org** then click Distance Learning Cell click respective programme and then click Assignments. Application form for non-receipt of study material and assignments are given in Annexure-3.

Submission of Assignments

Dates are notified on the front page of each assignment. Normally the dates are 15th April, 2023 for 1st Assignment (with late fee 30th April, 2023) and 31st July, 2023 for 2nd Assignment (with late fee 16th August, 2023). Distance Learning Cell (DLC) will provide an assignment acknowledgment slip by email or by hand.

Submission of Dissertation

Synopsis of the Dissertation need to be approved within one month after completion of first contact programme by the respective course coordinators. Dates for submitting the final Dissertation report is 15th October, 2023 (with late fee 31st October, 2023). Distance Learning Cell (DLC) will provide Dissertation acknowledgment slip by email or by hand.

The Late fee charges are payable by DD/RTGS/NEFT is Rs. 500/- in favour of “DIRECTOR NIHFw DLC”, New Delhi

If the last date happens to be a Government Holiday, the period will be automatically extended to the next working day. Assignments/Dissertations should be sent by registered post/speed post only. Sending through courier service will not be entertained. However, the same can also be submitted directly by hand at the address given below:

The National Institute of Health and Family Welfare
Distance Learning Cell (Room No. 417)
Baba Gangnath Marg, Munirka, New Delhi - 110067

PART B
PROSPECTUS AND APPLICATION FORM

**POST GRADUATE DIPLOMA IN MANAGEMENT (PGDM)-
APPLIED EPIDEMIOLOGY**

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1.1 Importance of the course

A pragmatic approach with a focus on issues of major health and socio-economic concern is vital for the development of successful public health services. Striking a balance between different service providers after taking into account overall resource constraints, efficacy of service delivery and welfare gains is a key challenge. Among the other challenges facing the public health community is the need for coordinated multi-sectoral approaches to preventing and controlling complex disease problems.

Epidemiology—once viewed by health care executives as a fringe element of public health is in fact an essential discipline for the management of contemporary health systems. Knowledge of health and disease in a population is as important to the health care executive as it is to the public health officer. The on-going evolution of health care administration requires additional disciplines and tools. Epidemiology has a wealth of principles and applications that will affect planning, marketing, quality control, and policy formulation, which are fully dependent on epidemiologic data. It is now however, increasingly becoming evident that Epidemiology needs to move beyond the traditional biomedical sciences based approaches to the study of socio-cultural determinants, impact of disasters and climate change.

To enhance the capacity of health systems of the states in the shortest possible time; the National Institute of Health and Family Welfare (NIHFW) developed a Post Graduate Diploma in **Applied Epidemiology**; which is now sought to be delivered through Distance Learning.

NIHFW, with the financial assistance from The Institutional and Technical Strengthening Project (ITS) a part of the European Union and Government of India (EU-GoI) Sector Policy Support Programme to the National Rural Health Mission (NRHM) and the Reproductive and Child Health II (RCH-II), developed this course. This programme endeavours to build capacity in using analytic tools and processes to critically analyse information received thereby adapting a pro-active approach to decision making whenever public health action is warranted.

1.2 Objectives of the Course

The candidates on successful completion of the course will be able to:

- Acquire knowledge of various epidemiological techniques and uses of Epidemiology.
- Conduct Epidemiological investigation into disease causation and outbreak.
- Demonstrate ability to use the skills related to epidemiology for improvement in health system.

1.3 Nature of the PG Diploma Management Course

This course has been designed keeping in mind the requirement of personnel who practices various applications of epidemiology to prioritise health issues, plan for their mitigation and implement the same in the field. It will also help the participants acquire skills to operate and strengthen the public health surveillance and response systems for *both communicable and non-communicable diseases* and disasters and use the information for more effective detection, control, and prevention.

The course is continued in distance learning mode. The course is imparted by means of supplying printed study materials for self-study and through two contact programs, submission of assignments and Dissertation report.

1.4 Details about the Course

- The total duration of the course is 15 months.
- The course comprises of theory and practical components.
- Once admitted to the course, the candidate will get three opportunities to appear for the final examination including the year of admission. If candidate is unable to complete the course in the academic year of admission, he/she can complete the course in the two subsequent academic years by depositing a continuation fee.
- After three academic years, the candidate has to re-enroll as a fresh candidate again with the re-submission of application and requisite course fee.

1.5 Medium of Study

The medium of study is English. A candidate may appear the final examination in Hindi also.

1.6 Number of Seats – 150 Nos.

1.7 Eligibility

SL No.	QUALIFICATION	ELIGIBILITY
1.	All Medical Graduates, Graduate in Science/Social Sciences, Master in Public Health, Graduation in Epidemiology and Statistics	Must be registered with respective national council (wherever applicable)

1.8 Type of Fees

- **Course admission fee** - Rs.21,000/- [Rupees twenty one thousand only] including 1st year examination fee and admission form.

- Prospectus along with the application form has to be downloaded from the institute web site www.nihfw.org.
- Once the application with requisite fees is received in this office, the request for withdrawal is permissible if request is placed within one month of submission. On withdrawal a cancellation fee of Rs.1000/- will be charged. This cancellation fee will be deducted from the total course fee and the balance amount will be refunded to the candidate at her/his address mentioned in the application form by way of Demand Draft drawn in their name or RTGS to candidate's account.
- The full fee will also be refunded to those, who have not been selected for the course by the screening committee after deducting Rs 1000/- as processing fee.
- Those who fail to complete the course in the same year will have to deposit a continuation fee of Rs.500/- in subsequent years (within next two years) in which candidates wanted to complete the course.
- **All types of fees is to be deposited separately by different Demand drafts drawn in favor of "DIRECTOR NIHFW DLC" payable at New Delhi or by NEFT/RTGS as per the details given as below.**

Details for Payment by NEFT/RTGS:

Beneficiary/Account Name : **DIRECTOR NIHFW DLC**

Bank Name & Branch : State Bank of India, NIHFW Branch
Baba Gangnath Marg,
Munirka, New Delhi – 110 067

Bank A/C No. : Account No. 40577822142

IFSC/NEFT/RTGS Code : IFSC: SBIN0010439

Note: Copy of the receipt of NEFT/RTGS is required to be sent along-with the application form as a proof.

2 CURRICULUM OF THE COURSE

2.1 Curriculum of the Course

The curriculum is divided into 5 Courses consisting of 20 blocks. The curriculum is divided into 6 Courses consisting of 20 blocks. The sixth course gives the guidelines for the project work. The break-up of the curriculum is given below:

Course	Block	Unit No.	Unit Title
Course 1: Principles and methods of Epidemiologic practice	I. Introduction to Epidemiology	1.	Advent of Epidemiology in the arena of Public Health
		2.	Epidemiology in public health practice
		3.	Measuring Health and Disease
		4.	Measuring Disease Frequency
	II. Epidemiologic Study Designs	5.	Observational Studies: A. Descriptive Studies; B. Ecological Studies
		6.	Analytic Studies Designs: Cohort Studies
		7.	Analytic Studies Designs: Case-control Studies
		8.	Interventional Studies: Experimental Studies
	III. Ethics	9.	Ethics in Human Research
		10.	Ethics in Bio-medical Research Publications
Course 2: Basic BioStatistics	I. Scales of Measurement	11.	Measurement Scales
		12.	Measures of Central Location and Dispersion
		13.	Normal distribution
	II. Tests of Significance	14.	Measures of Association and Effect
		15.	Confidence interval
		16.	Parametric tests of significance
	III. Sampling	17.	Sample Size
		18.	Sampling Techniques
	IV. Interpretation of epidemiologic study data	19.	Interpretation of Statistical Analysis
		20.	Causality
		21.	Data Analysis
	V. Use of Routine Data for Epidemiologic Purpose	22.	HMIS
		23.	Data Analysis
		24.	Data Triangulation

Course 3A: Epidemiology of Diseases of Public Health importance: Communicable diseases – control and prevention	I. Infectious Diseases: Epidemiology and, Control and Prevention	25.	Epidemiology of communicable diseases
		26.	Control of communicable diseases
Course 3 B: Epidemiology of Diseases of Public Health importance: Non- Communicable diseases – control and prevention	I. Recent Trends of Non-communicable Diseases (NCDs)	27.	Major types of Non-communicable diseases (NCDs)
		28.	Morbidity and Mortality due to NCDs
	II. NCD Prevention	29.	Levels of Prevention of NCDs
		30.	Concept and Criteria for Screening of NCDs
		31.	Programs for Prevention of Non- communicable diseases in the country
	III. Emerging Challenges	32.	Diseases due to changing demographics and lifestyles
		33.	Newer Emerging Infectious Diseases
34.		Disease prioritization	
Course 4 A: Public Health Surveillance, Disasters and Response	I. Surveillance – Why?	35.	Introduction to Surveillance in Public Health
		36.	Surveillance system in the country
	II. Establish and Manage a Public Health Surveillance System	37.	Establish a surveillance system
		38.	Operationalize Surveillance System
		39.	Surveillance data collection and analysis
	III. Outbreak Detection and Response	40.	Investigation of an Outbreak
		41.	Causal and Support Hypothesis
		42.	Public Health Response to an Outbreak
	IV. Disasters	43.	Types of Disasters
		44.	Bioterrorism Warfare
45.		Emergency preparedness and response	
Course 4 B: Working with Public Health Laboratories	I. Public Health Laboratories	46.	Laboratory structure
		47.	Diagnostic functions
	II. Validate Field Findings	48.	Analyze and interpret laboratory data
		49.	Specimen collection and management in the field

Course 5: Health Research Methodology	I. Health Systems Research	50.	Concept of Health Systems Research
		51.	Write a problem statement
	II. Scientific Manuscripts	52.	Writing an abstract
		53.	Creating Scientific reports
	54.	Writing a grant application	
Course 6: Project Work			
Practical Manual	I. Problem Solving Exercises	55 - 64 (10 Units)	Will include exercises on surveillance, outbreak investigation, demonstrations on laboratory management and guided sessions on how to conduct a health research.
	II. Data Analysis		
	III. Training on Statistical Packages		
	IV. Case Studies		

3. PROGRAMME PACKAGE

3.1 Course Design

The printed study material for both theory and practical component of the programme will be supplied to the candidates.

The entire course has been divided into four parts.

I. Self reading by candidates

- Each candidate must devote at least 600 hrs 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 from the module.

II. Internal assessment

- Writing two assignments
- Attendance in the two contact programmes
- Dissertation Work

III. Theory Component

- Final Theory examination

IV. Practical Component

- Final Practical Examination

3.2 Contact Programme

There will be two contact programmes of 5 days duration each in the months:

- (i) February/ March 2023
- (ii) June/July, 2023

The final dates will be given in the Institute web site

The contact programs will be held at The NIHF, New Delhi. The exact date and place of contact sessions will be put in the Institute's Web site. The themes covered in contact program are:

1 st Contact Program	Course 1, 2, 3,
2 nd Contact program	Course 4, 5,

- Each contact program carries a weightage of 20 marks. Attendance and assessment of feedback by candidates in contact session will be considered for this weightage in internal assessment.
- Full attendance in contact classes is compulsory.
- Candidates may bring with them the queries and blocks 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.
- Limited hostel accommodation on payment may be made available on prior request.
- No TA/DA or free accommodation will be provided during contact sessions/final examination.

4. HOW WILL YOU STUDY THE COURSE MATERIAL

The candidates of distance education system are adult learners. Hence, the self-instructional materials are written with the objective and style so as to make the reading interesting and easily understandable. A schematic representation of the design of units is given below to facilitate your access to the contents.

Unit X*

X.0 Objectives

X.1 Introduction

X.2 Section (Main Theme)

X2.1 Sub-section 1 of Section 2

X2.2 Sub-section 2 of Section 2

.....
.....

Check Your Progress

X.3 Section 2 (Main Theme)

X3.1 Sub-section 1 of Section 3

X3.2 Sub-section 2 of Section 3

..... Check Your Progress
.....

- Check your Progress
- X.m Let Us Sum Up
- X.n Keywords
- X.o Suggested Readings

* “X” stands for the serial number of the unit concerned.

Please start reading from the very beginning of the block, i.e. Block Introduction which give you an idea of contents of a block and then go through the units. In each unit read the objectives, introduction and then the text. The objectives explain briefly:

- What we have presented in the unit and
- What we expect from you once you complete working on the unit.

After going through the unit you should be able to:

- 1) Learn about the title presented in each unit, under each sub sections.
- 2) The unit introduction tells you about the content of the unit. The text gives you the content that you need to learn.
- 3) The last section of each unit under the heading ‘Let Us Sum Up’ summarizes the whole unit and giving a brief summary and revision of the entire unit.

Further there are self-check exercises under the caption ‘Check Your Progress’ at a few places in each unit. Do not skip these exercises. This exercise further enhances your learning of topic and revision helps in better grasping of knowledge.

Broad margins in the booklets are there for you to write your notes on. Do use these margins. This will help you prepare for the examination.

5. EVALUATION

5.1 Course Evaluation

The diploma course has two tiers of evaluation.

- (i) Formative or Internal assessment
- (ii) Terminal or final examination.

(i) **Formative Evaluation (During the course)**

Internal Assessment.

- (A) Attendance with feedback in the contact program.
- (B) Submission of assignment within stipulated date.
- (C) Submission of Dissertation report within stipulated date.

(ii) **Terminal Evaluation (Final Exam.)**

- (A) Theory Paper-I comprising of Course 1, 2,3
Theory Paper-II comprising of Course 4,5,
Practical will comprise of problem solving tests in respect of various issues in applied epidemiology from the practical manual and spotting.

Note: The details about Practical will be discussed during contact session.

- (B) Viva voce
 - Dissertation Viva
 - Grand Viva

5.2 Assignments

- Candidates are required to write 2 sets of assignments.
- The assignment will be sent along with Study material and introductory letter.
- The assignment is also posted on the institute's web site (www.nihfw.org).
- 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 bunch of papers.
- Each answer in the assignment must start from a fresh page.
- Photocopy of any printed material in the assignment or '**typed assignments**' will **not be accepted**.
- Assignments received after due date will debar the candidate to sit in the final examination of the current academic year, however he/she can appear in the subsequent years.
- Each assignment will carry a weightage of 30 marks. It will be included in internal assessment.
- A photo copy of each assignment is to be retained by the candidate for future reference.
- Assignment can also be written in Hindi.

Item	Due date of Submission	With late fees. of Rs. 500/- by DD
Assignment - 1	15 th April, 2023	30 th April, 2023

Assignment - 2	31 st July, 2023	16 th August, 2023
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If the last date happens to be Government Holiday, the period will automatically extended to the next working day. Assignments/Dissertations should be sent by registered post/speed post only. However, the same can also be submitted directly by hand in the Distance Learning Cell, NIHFW, New Delhi.

5.3 The Dissertation Work

- Selection of the topic will be done in the 1st contact programme.
- Synopsis of one to two pages inclusive of title, objectives review of literature & methodology to be submitted before start of Dissertation work for approval within one month after first contact program. After a stipulated time the synopsis will not be entertained for the current year.
- Dissertation should ordinarily not exceed 15000 words and as per the guide lines.
- The Dissertation 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 Dissertation.
- The date of submission of Dissertation is **15th October, 2023** extended up to **31st October, 2023** with late fine of Rs.500/- (Rupees five hundred) only.

5.4 Eligibility for appearing in Final Examination

- I. Submission of assignments on time.
- II. Submission of Dissertation Work on time.
- III. Full attendance in both the contact session.

50% marks of aggregate marks of Internal Assessment i.e. from Assignments, Contact programs & Dissertation

5.5 Final Examination

The final examination will be held in the Teaching Block of the **NIHFW campus**, New- Delhi/ Satellite centers.

- Examination date sheets (schedule which indicates the date and time of examination for each course) will be displayed on our website www.nihfw.org in advance. The same will also notified through Email from time to time. The date sheet for December 2023/January, 2024 examination will be available on our website usually in the month of October, 2023.

- It is essential to submit the Examination form for taking examination. Copies of the examination forms will be available on our website. A copy is also enclosed here at Annexure-2.
- The filled-in examination form is to be submitted to the **Nodal Officer, Distance Learning Cell, NIHFWS, Baba Gangnath Marg, Munirka, New Delhi -110 067**. The last date for submission of examination forms are 15th November, 2023.
- After receiving the examination form, the DLC will send intimation by email within 15 days. If one does not receive the intimation or email 15 days before the commencement of the examination, the candidate may contact Distance Learning Cell.
- Any candidate caught using unfair means during examination will be debarred from appearing in examination.
- Any request for appearing for final examination after the extended period of 3 years including the year of admission will not be entertained with the same course fees.
- The Institute issues Admit Card to the candidates before the commencement of Final Examination.

5.6 Distribution of Marks

Course Code and Name	Contact Programme		Assignment		Dissertation	Theory		Practical	Viva-Voce	
	1 st	2 nd	1 st	2 nd		1 st	2 nd		1 st	2 nd
Post Graduate Diploma in Management Applied Epidemiology	20	20	30	30	100	100	100	50	25	25
	Internal Assessment					Theory			Practical	
	200					200			100	

5.7 Examination Result

A candidate will be declared pass if he/she secures:

- ▶ 50% in aggregate = 250 Out of 500 subjected to:-
- ▶ 50% in aggregate in Theory Paper = 100 out of 200 and
- ▶ 50% in aggregate in Practical & viva= 50 out of 100
- ▶ 50% in aggregate of internal assessment 100 out of 200 (for eligibility)

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

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

Results for theory and practical components will be declared separately on the web site.

5.8 Certificate

One has to complete the programme within minimum stipulated period of 15 months or within a maximum period of three academic years. After successful completion the candidate are awarded a Mark sheet and Certificate for the programme by the NIHFV.

5.9 Duplicate Certificate/ Mark sheet

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

- Fill the application form for issue of duplicate Mark sheet/Certificate as given in the Annexure 6 of the prospectus.
- A fee of Rs.500/- each separately to be paid for duplicate Certificate and/or Mark sheet in the form of demand draft in favour of "**Director NIHFV DLC**" payable at **New Delhi.**

5.10 Best Student Award

The candidate who obtains highest aggregate marks in the academic year of examination will be honored with 'Best student award' (A medal with certificate) on 9th March (Annual day of the Institute) of the following year. However, it will be applicable only to the candidates enrolled and passing out in the current academic year.

6 HOW TO APPLY

- a. A candidate seeking admission to Post Graduate Diploma in Management-Applied Epidemiology course is required to send his/her application in the prescribed format, as given at the end of the prospectus duly completed, along with ***Draft for requisite fees or RTGS/NEFT Receipt.***
- b. Following enclosures must be attached along with the application form:
 - Demand draft or receipt of RTGS/NEFT of requisite amount.
 - Self-attested copy of certificate of Birth.
 - Self-attested copy of qualification certificates as applicable.
 - Copy of Registration certificate with respective National/State council.
 - Test pass certificate from NMC for candidates with degree from abroad.

Incomplete application in any respect is likely to be rejected.

The duly completed, legible application form along with enclosures and the draft of requisite amount should be submitted by hand / or through registered/Speed post to:

**Distance Learning Cell,
Applied Epidemiology Programme
Room No.417, Academic Block,
The National Institute of Health & Family Welfare,
Baba Gangnath Marg, Munirka,
New Delhi – 110 067- 02,
Web Site: <www.nihfw.org>
Phone Direct: 91-11-26183416
Phone EPBX: 91-11-26165959, 26166441, 26188485, 26107773
Ext: 336, 239, 240 FAX: 91-11-26183416
E.mail I.D.: dae@nihfw.org**

On or before the following dates:

- (i) **31st August, 2022 without late fee.**
- (ii) **15th September, 2022 with late fee of Rs.500/- in the form of demand draft/NEFT.**

6.1 Selection

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

DATES TO REMEMBER

	Last Date	Last Date (with Late fee)
Application Last Date	31 st August, 2022	15 th September, 2022
1 st Assignment	15 th April, 2023	30 th April, 2023
Synopsis Approval	31 st March, 2023	-----
2 nd Assignment	31 st July, 2023	16 th August, 2023
Dissertation	15 th October, 2023	31 st October, 2023
Examination Form	15 th November, 2023	-----

PART C

ANNEXURE

Annexure 1 Application form

Annexure 2 Examination form

Annexure 3 Sample of non-receipt of study material

Annexure 4 Willingness form

Annexure 5 Application form for obtaining Medical Transcripts

Annexure 6 Application form for issue of duplicate Mark sheet/Certificate

Annexure 7 Application to correct/change of address

Annexure 8 Application to correct/change in Mark sheet/Certificate



THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Baba Gangnath Marg, Munirka, New Delhi – 110067
(Distance Learning Cell)

Application Form for Final Examination 2022-23 for

PGDM-Applied Epidemiology

through Distance Learning

Date of Exam- _____

**Staple two
recent
passport/
stamp size
Photographs**

Hard Copy of the Application should reach NIHF, **latest by 15th November, 2023**

Choice of Centre for Final Examination: (Please tick in the appropriate box)

- (i) NIHF, New Delhi
- (ii) Satellite Centre (For State Sponsored Candidates)

1. Roll No. **(To be filled by the office)** _____

2. Enrollment No. _____

3. Name of the Candidate _____
(In Block Letters)

4. Present Correspondence address: (To be used for sending Certificates)

Phone: _____ (Mobile) _____

E-mail: _____

5. Attendance at the Contact Programme
(Please give name of Contact Centre, Date and Year)

i. Programme I YES NO _____

ii. Programme II YES NO _____

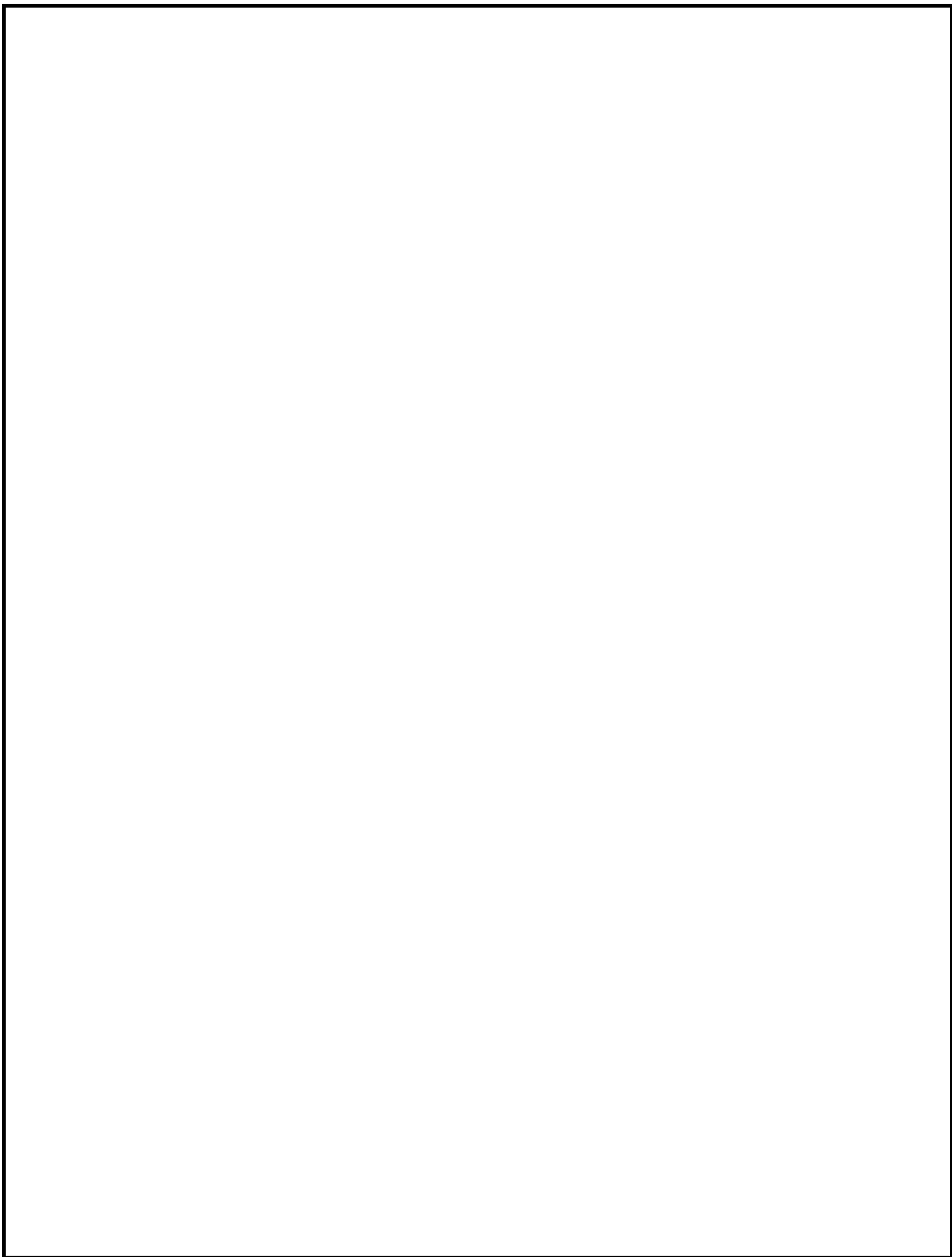
6. Total No. of Assignments sent -

7. Dissertation Report sent
 YES NO (If yes Date) _____

8. Hostel Accommodation is available only for the candidates **(Spouse and Families are not allowed)**

Date _____

Signature of the Candidate





THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE

APPLICATION FORM FOR NON RECEIPT OF STUDY MATERIAL

The Nodal Officer
(Distance Learning Cell)
The National Institute of Health & Family Welfare
Baba Gangnath Marg, Munirka, NEW DELHI-110 067

Sub: Non-receipt of Study Material for PGDM- Applied Epidemiology

Enrolment No. _____ **Candidate Name** _____

Please tick the Block of Theme which you have not received and or received in duplicate.

Course #	Title	Duplicate	Not Received
Course 1:	Principles and methods of Epidemiologic practice		
	1 Introduction to Epidemiology		
	2. Epidemiologic Study Designs		
	3. Ethics		
Course 2:	Basic BioStatistics		
	1.Scales of Measurement		
	2.Tests of Significance		
	3.Sampling		
	4.Interpretation of epidemiologic study data		
	5.Use of Routine Data for Epidemiologic Purpose		
Course 3A:	Epidemiology of Diseases of Public Health importance: Communicable diseases – control and prevention		
	1. Infectious Diseases: Epidemiology and, Control and Prevention		
Course 3 B:	Epidemiology of Diseases of Public Health importance: Non-Communicable diseases – control and prevention		
	1.Recent Trends of Non-communicable Diseases (NCDs)		
	2.NCD Prevention		
	3.Emerging Challenges		
Course 4 A:	Public Health Surveillance, Disasters and Response		
	1. Surveillance – Why?		
	2. Establish and Manage a Public Health Surveillance System		
	3.Outbreak Detection and Response		
	4.Disasters		
Course 4 B:	Working with Public Health Laboratories		
	1.Public Health Laboratories		
	2.Validate Field Findings		
Course 5:	Health Research Methodology		

	1.Health Systems Research		
	2.Scientific Manuscripts		
Course 6	Practical Manual		

(Signature of Candidate)

WILLINGNESS FORM (SESSION 2021-22)

Sub: Willingness to appear in the final examination of Post Graduate Diploma in Management Applied Epidemiology through Distance Learning with the current session 2022-23.

Sir,

I intend to appear in the examination for the Post Graduate Diploma in Management –Applied Epidemiology with the batch _____. I am enclosing a Demand Draft of Rs.500/- as Continuation Fees in favour of “Director, NIHFWDLC”, New Delhi payable at New Delhi.

Enrolment No. : PGDMAE/_____/20____ Demand Draft No. _____ Date _____

Name : Dr./Mrs./Ms./Mr. _____

(In Capital Letters)

Current Mailing

Address:

(In Capital Letters)

City _____ Pin Code _____ State _____

Phone No. : _____ Mobile No. _____

E-mail : _____

1. Attended Contact Programmes

Contact Programme – I: No/Yes (centre’s name) _____ Dates _____

Contact Programme – II: No/Yes (centre’s name) _____ Dates _____

2. Assignments sent: Assignment – I Date _____
Assignment – II Date _____

3. Dissertation Report submitted: No/Yes Date _____

In case you do not fulfil the above mentioned 3 conditions, you are not eligible for the final examination with the current batch.

(Signature with date)

Please mail this page to:

Distance Learning Cell [011-26183416]

Room No.417

National Institute of Health & Family Welfare

Baba Gangnath Marg, Munirka, NEW DELHI-110067

(Please mention your enrolment number on the envelope)



THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE

APPLICATION FORM FOR ISSUE OF MEDICAL TRANSCRIPT

IMPORTANT: FOR INSTRUCTIONS: Please See Reverse

1. Name of Candidate : _____
2. Name of Course : _____
3. Enrollment No.: _____ 4. Roll No.: _____
4. Address: _____

 _____ Pin: _____
5. Contact No.: (Mobile No.) _____ Landline No. _____
 (With STD Code)
6. Fee for the Medical Transcript:
 - i) Rs.500/- per Transcript if required to be sent to candidate/Institute within India.
 - ii) Rs.1000/- per Transcript if required to be sent Institute outside India.
7. No. of Transcript(s) required _____ x Rs. 500/- in India = Total Amount
 Rs. _____
 No. of Transcript(s) required _____ x Rs. 1000/- outside India = Total Amount
 Rs. _____
 Demand Draft No. _____ Date _____ Issuing Bank _____
8. Name and Address of the Candidate/Institution (In capital letters) to whom transcript is required to be sent (Attach a separate list if required):

9. If, the Transcript is required to collect personally/authorized person:
 Name _____ Mobile _____

(Signature of candidate)

Date: _____

INSTRUCTIONS FOR “MEDICAL TRANSCRIPT”

- (A) The filled in form duly signed by the candidate with the requisite fee and documents may be sent to:-
- The Nodal Officer
Distance Learning Cell (Room No.417)
Academic Block
The National Institute of Health & Family Welfare
Baba Gangnath Marg, Munirka
NEW DELHI – 110067
- (B) The candidates are required to enclose same number of legible photocopies of both sides of Mark-sheet/Certificate etc. issued to them as the numbers of transcripts are required. Incomplete application will not be entertained.
- (C) If the candidate has applied for Medical Transcript and wants to collect the same personally by him from the address mentioned at ‘A’ above then he/she is required to mention such information & Mobile No. under Point No.9 in prescribed format and to produce the valid original Identity Card/Voter Card/ Aadhar Card/PAN Card/Driving License or Passport etc. for collection of Transcript.
Note:- If the candidate want to collect his/her Medical Transcript by-hand through any other person from the address mentioned at ‘A’ above then the receiver has to produce all above documents of the candidate along-with “Authorization Letter” of the concerned candidate. The person who want to receive the Medical Transcript has to produce his/her valid Original Identity Proof for signature like Identity Card/Voter Card/Aadhar Card/PAN Card/Driving License etc. and he/she is required to submit the copies of the same to this Cell at the time of collecting the Transcript.
- (D) The Institute has been sending/dispatching the “Medical Transcript(s)” under sealed envelope(s) through Indian Speed Post Services within 3 weeks from the receipt after receiving the Application Form of the candidate at D.L. Cell but after verifications from the records and circumstances of the case.
- (E) As per the requirement, the demand draft of requisite fee should be reached to the D.L. Cell within 15 (Fifteen) days from the date of issue for smooth transaction with the bank.
- (F) Under the existing procedure, the Institute issues the “Medical Transcripts” on A-4 size plain paper duly signed & verified by authorized officer on behalf of the Institute containing the following information therein:-
- i) Attested copy (s) of Mark-sheet/Certificate including detailed information about the “Name of the candidate”/Date of Joining the Course/Date of completing the course/Enrollment No./Contact Programmes attended/ Assignments submitted/Dissertation Report submitted/Position in the Final Examination/Detail of the Course – Block, Unit & their Title/Evaluation. This information is based on the current status of the Mark-sheet/Certificate.



THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE

APPLICATION FORM FOR ISSUE OF DUPLICATE CERTIFICATE/MARK-SHEET

The Nodal Officer
(Distance Learning Cell)
The National Institute of Health & Family Welfare
Baba Gangnath Marg, Munirka
NEW DELHI-110 067

Sir,

I wish to have a duplicate copy of my Certificate/Mark-sheet for the Course _____ Examination for the following reasons:

The prescribed fee of Rs.500/- is submitted in the form of Demand Draft No. _____ Date _____ Issuing Bank _____.

The required particulars are given below:

1. Name of Candidate (in Block letters in English): _____
2. Father's Name (in Block letters): _____
3. Course: _____
4. Enrollment No.: _____ Roll No.: _____
5. Contact No.: (Mobile No.): _____ Landline No.: _____
6. Year of Passing the Examination: _____
7. Result: _____
8. Name of the Centre: _____
9. Full Permanent Address with PIN code of the candidate _____

I solemnly declare that the particulars given above are correct to the best of my knowledge.

Yours faithfully,

Date: _____

(_____)
Signature of the Candidate



THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE

APPLICATION FORM FOR CORRECTION/CHANGE OF ADDRESS

To

The Nodal Officer
(Distance Learning Cell)
The National Institute of Health & Family Welfare
Baba Gangnath Marg
Munirka
NEW DELHI-110 067

Sub: Correction/Change of address

Enrolment No. _____

Course Name _____

I have not received the Study Material. It is mentioned that there are some corrections in the postal address OR change of present address. The new changed address is given as under:

Name and Correction/Changed Address

E-mail ID: _____

Date _____

(Signature of Candidate)



THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE

APPLICATION FORM FOR CORRECTION IN MARK-SHEET/CERTIFICATE

To

The Nodal Officer
(Distance Learning Cell)
The National Institute of Health & Family Welfare
Baba Gangnath Marg
Munirka
NEW DELHI-110 067

Sub: Correction in Mark-sheet/Certificate

Enrolment No. _____

Course Name _____

It is mentioned that there are some corrections in the Mark-sheet/Certificate. The correction is given as under:

Correction

Date _____

(Signature of Candidate)