



## THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE

### PROGRAMME GUIDE

### Distance Learning Courses (2023-2024)

#### POST GRADUATE DIPLOMA IN MANAGEMENT(PGDM) COURSES

- HEALTH AND FAMILY WELFARE
- HOSPITAL MANAGEMENT
- HEALTH PROMOTION
- APPLIED EPIDEMIOLOGY
- PUBLIC HEALTH NUTRITION
- HEALTH COMMUNICATION



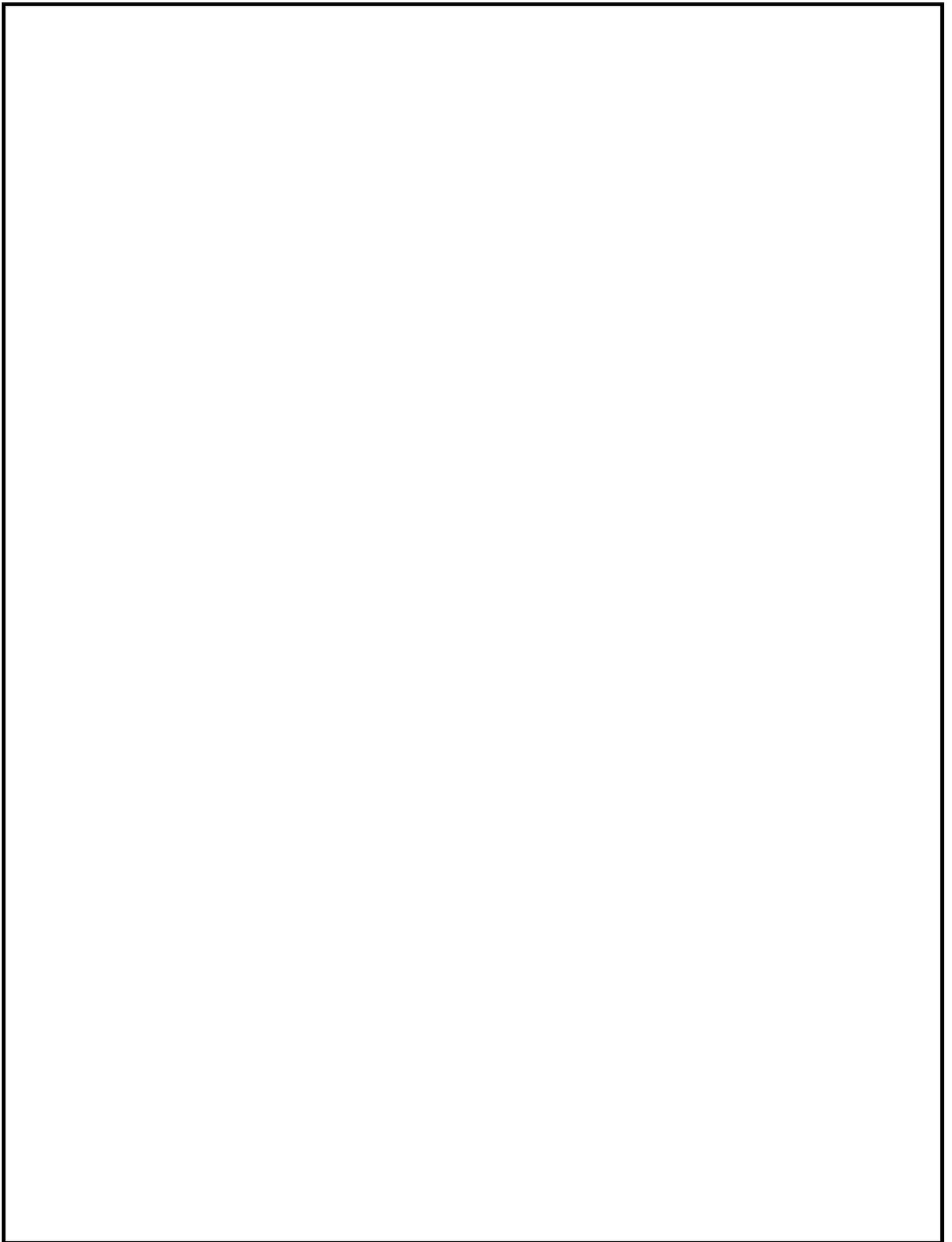
Recognized by All India Council of Technical Education (AICTE) and approved by the Ministry of Health and Family Welfare, Government of India



**Baba Gangnath Marg, Munirka, New Delhi – 110067**

**Tel. +91-11-26165959, 26183416**

**<https://www.nihfw.org>**



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आरोग्यम् सुखसम्पदा

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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

### **Important Links**

**Electronic version of the programme Guide is available for download at:  
<http://www.nihfw.org> or [http://www.nihfw.org/WE\\_Learning.html](http://www.nihfw.org/WE_Learning.html)**

**The link for filling online application form for student:  
<http://dlc.nihfw.ac.in/>**

**All applicants are advised to submit the form by following 2 methods:**

- 1. Download and Print the PDF form given in the website. Fill it and enclose all required documents as mentioned in the application form along with the bank draft of fee payment and send it by Post it to the address mentioned below.**

**Or**

- 2. Open the link for filling online application form. Fill the application form online, upload all the required documents and scanned copy of the bank draft of fee payment. Applicants are requested to print the auto generated acknowledge slip and attach original copy of the bank draft of Fee payment and send it by post to the address mentioned below.**

***Note: Due to technical issues the link for filling online application form will be made available shortly***

**Address: The National Institute of Health and Family Welfare,  
Distance Learning Cell (DLC) (Room No. 417)  
Munirka, New Delhi- 110067**

July 2023

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Printed and Published by The NIHF, New Delhi.

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**A. Common Program Guide for All Distance Learning Courses**

# **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. 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.

## **1.2. DISTANCE LEARNING CELL**

The Distance Learning Cell was set-up with the objective to facilitate continuous up-gradation of knowledge and skill 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 quality education to all those who seek it irrespective of age, region, religion and gender.

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

## **1.3 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 with on 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 mode of providing these distance learning courses comprises of different components such as self-instructional material, contact/interactive sessions along with written assignments and writing Dissertation.

#### **1.4 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.

#### **1.5 SUPPORT SERVICES**

The National Documentation Centre (NDC) is a unique information resource center, which provides an access to documents 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.

#### **1.6. EVALUATION SYSTEM OF DISTANCE LEARNING COURSES**

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 NIHFW and its satellite center in the month of November/December after a completion of study period of 15 months.

### 1.7 IMPLEMENTATION PLAN

The **two Contact programmes** are held primarily at the NIHFW, New Delhi for all admitted candidates or at the satellite centers, if identified by the NIHFW located in State Health and Family Welfare Institutes (SIHFW) 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 center 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 NIHFW is mandatory for attending the course related activities at satellite center for self-sponsored candidates due to the limitation of facilities at satellite center.

The technical sessions in two contact programmes will be 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 NIHFW- HQ at New Delhi. In addition, from this session (2023-2024) there will be one online training/ classes of 3 days' duration on Research Methodology workshop will be organized for all the course participants.

### 1.8 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 - Health Communication.

## Course

The course material 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 represents one titled theme e.g. Course 1 – Health Communication: An introduction has 4 blocks and title for block – 1, Communication – an Overview.

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 and also online workshop.**

## 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 Centre

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.

## 1.9 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 NIHFW 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 NIHFW, New Delhi will be the examination center 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 NIHFW will be the center 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 Performa 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 Performa 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 15<sup>th</sup> April, 2023 for 1<sup>st</sup> Assignment (with late fee 30<sup>th</sup> April, 2023) and 31<sup>st</sup> July, 2023 for 2<sup>nd</sup> Assignment (with late fee 16<sup>th</sup> 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 15<sup>th</sup> October, 2023 (with late fee 31<sup>st</sup> 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**

## **1.10 COURSE FEES**

- **Course admission fee - Rs. 21,000/-** [Rupees Twenty-One Thousand only] including 1<sup>st</sup> year examination fee and admission form.
- Prospectus along with the application form has to be downloaded from the institute web site [www.nihfw.org](http://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 are 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.**

<b>Details for Payment by NEFT/RTGS :</b>	
Beneficiary/Account Name	<b>DIRECTOR NIHFW DLC</b>
Bank Name& Branch	<b>State Bank of India, NIHFW Branch, Baba Gangnath Marg, Munirka, New Delhi – 110 067</b>
Bank A/C No.	<b>Account No. 40577822142</b>
IFSC/NEFT/RTGS Code	<b>IFSC: SBIN0001624</b>
<b>Note: Copy of the receipt of NEFT/RTGS is required to be sent along-with the application form as a proof.</b>	

### **Study Materials:**

The study material will be available in **soft copy or printed copy**. The soft copy will be provided to the candidates free of cost. Those who want **printed copy need to pay additional Rs. 3000/- (Rs.Three Thousand which covers printing and postage charges)** along with the course fees at the time of submitting the application form.

## 2. DLC COURSES - PROGRAMME PACKAGE

### A. 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.

#### ➤ **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.

#### ➤ **Internal assessment**

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

#### ➤ **Final Examination**

##### **1. Theory Component**

- Final Theory examination

##### **2. Practical Component**

- Final Practical Examination

### B. Contact Programme

**There will be Three-day online contact programme and followed by two contact programmes of 5 days' duration each on offline mode at NIHFW or Selected Satellite Centre's in months given below:**

- Three -day online contact programme: October 2023 on Research Methodology**
- 1<sup>st</sup> contact Programme February/ March 2024**
- 2<sup>nd</sup> contact Programme June/July, 2024**

- 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.

**The final dates will be given in the Institute web site**

The contact programs will be held at The NIHFWS, New Delhi or Selected Satellite Centre's. The exact date and place of contact sessions will be put in the Institute's Web site.

The teaching under each contact program will be carried out on thematic basis as set against the programme.

### 3. 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

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\* "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.

## 4. EVALUATION

### A. Course Evaluation

The diploma course has two tiers of valuation.

- (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: **Term end Final Examination**

- (A) Theory Paper-I
- (B) Theory Paper-II
- (C) Practical will comprise of various forms, strategies and channels of communication in respect of diverse issues in health communication from the practical manual and spotting.  
The details about Practical will be briefed during contact session.
- (D) Viva voce
  - Dissertation Viva
  - Grand Viva

### B. 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](http://www.nihfw.org)).
- Answer of the assignment question should be written in candidate's own language, copy done from the block is not permitted.
- 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 <sup>th</sup> April, 2024	30 <sup>th</sup> April, 2024
Assignment - 2	31 <sup>st</sup> July, 2024	16 <sup>th</sup> August, 2024

If the last date happens to be Government Holiday, the period will automatically extend 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, NIHFV, New Delhi.

### C. The Dissertation Work

- **Selection of the topic will be done in the 1<sup>st</sup> 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 specified 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 academic session; however, he/she can appear in subsequent years after submitting the Dissertation.
- The date of submission of Dissertation is **15<sup>th</sup> October, 2024** extended up to **31<sup>st</sup> October, 2024** with late fine of Rs.500/- (Rupees five hundred) only.

#### **D. 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***

#### **E. 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](http://www.nihfw.org) in advance. The same will also notified through Email from time to time. The date sheet for December 2024/January, 2025 examination will be available on our website usually in the month of October, 2024.
- 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, NIHFW, Baba Gangnath Marg, Munirka, New Delhi -110 067. The last date for submission of examination forms are 15<sup>th</sup> November, 2024.**
- 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.

## F. Distribution of Marks

Course Code and Name	Online contact Programme  (3 days @ 1 marks for Morning & Evening for 2 days & 1 mark on 3 <sup>rd</sup> day for attendance)	Contact Programme  @ 1.75 marks for Morning & Evening attendance for 5 days		Assignment		Dissertation	Theory		Practical	Viva-Voce	
		1 <sup>st</sup>	2 <sup>nd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>		1 <sup>st</sup>	2 <sup>nd</sup>		1 <sup>st</sup>	2 <sup>nd</sup>
<b>Post Graduate Diploma in Management:</b>  <ul style="list-style-type: none"> <li>• Health &amp; Family Welfare</li> <li>• Hospital Management</li> <li>• Health Promotion</li> <li>• Applied Epidemiology</li> <li>• Public Health Nutrition</li> <li>• Health Communication</li> </ul>	<b>RM</b> (Research Methodology)										
	5	17.5	17.5	30	30	100	100	100	50	25	25
	<b>Internal Assessment</b>  200						<b>Theory</b>  200		<b>Practical</b>  100		

## G. 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.

## H. 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 NIHFW.

### I. 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 NIHFWDLC**” payable at **New Delhi**.

### J. 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 9<sup>th</sup> 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.

## 5. HOW TO APPLY

- a. A candidate seeking admission to Post Graduate Diploma in Management course is required to send his/her application in the prescribed format (PDF) as given in the website OR as given at the end of the Programme Guide duly completed attaching required supporting documents, along with ***Draft for requisite fees or RTGS/NEFT Receipt and*** send it by post to the address mentioned below.

or

Open the link for filling online application form. Fill the application form online, upload all the required documents and scanned copy of the bank draft of fee payment. Applicants are requested to print the auto generated acknowledge slip and attach original ***Draft for requisite fees or RTGS/NEFT Receipt*** and send it by post to the address mentioned below.

**Address:**

**Programme :** \_\_\_\_\_

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

- 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.**

**Distance Learning Cell,  
Health communication 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](http://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.: [dhc@nihfw.org](mailto:dhc@nihfw.org)

On or before the following dates:

- (i) **15<sup>th</sup> August, 2023 without late fee.**
- (ii) **31<sup>st</sup> August , 2023 with late fee of Rs.500/- in the form of demand draft/NEFT.**

**a. Selection**

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

## DATES TO REMEMBER

Submission	Last Date	Last Date (with Late fee)
<b>Application Last Date</b>	<b>15<sup>th</sup> August, 2023</b>	<b>31<sup>st</sup> August, 2023</b>
<b>1<sup>st</sup> Assignment</b>	<b>15<sup>th</sup> April, 2024</b>	<b>30<sup>th</sup> April, 2024</b>
<b>Synopsis Approval</b>	<b>31<sup>st</sup> March, 2024</b>	-----
<b>2<sup>nd</sup> Assignment</b>	<b>31<sup>st</sup> July, 2024</b>	<b>16<sup>th</sup> August, 2024</b>
<b>Dissertation</b>	<b>15<sup>th</sup> October, 2024</b>	<b>31<sup>st</sup> October, 2024</b>
<b>Examination Form</b>	<b>15<sup>th</sup> November, 2024</b>	-----

**6. LIST OF THE PROGRAMME:NAME OF THE COURSES, NO OF SEATS, ELIGIBILITY CRITERIA, COURSE FEES AND MEDIUM**

S. No.	Name of the Courses	No. of Seats	Qualification	Eligibility	Course Fees (Rs.)	Study Medium
1.	<b>Post Graduate Diploma in Management - Health and Family Welfare (PGDM-H&amp;FW)</b>	<b>100</b>	MBBS/MS/MD/BDS/ MDS, AYUSH Doctors and B.Sc. Nursing	<ul style="list-style-type: none"> <li>• Must be registered with respective National council.</li> <li>• Experience of 2 years after internship for MBBS &amp; Other medical graduates and B.Sc. Nursing is essential.</li> </ul>	<b>21,000/-</b>	<b>English</b>
2.	<b>Post Graduate Diploma in Management - Hospital Management (PGDM-HM)</b>	<b>300</b>	MBBS/MS/MD/BDS/ MDS, AYUSH Doctors and B.Sc. Nursing	<ul style="list-style-type: none"> <li>• Must be registered with respective medical council.</li> <li>• Experience of 2 years after internship for MBBS &amp; Other medical graduates and B.Sc. Nursing is essential.</li> </ul>	<b>21,000/-</b>	<b>English</b>
3.	<b>Post Graduate Diploma in Management - Health Promotion (PGDM-HP)</b>	<b>150</b>	MBBS/MS/MD/BDS/ MDS AYUSH Doctors and B.Sc. Nursing	<ul style="list-style-type: none"> <li>• Must be registered with respective medical council</li> <li>• Experience of 2 years after internship for MBBS, other medical graduates and B.Sc. Nursing is essential.</li> </ul>	<b>21,000/-</b>	<b>English</b>
4.	<b>Post Graduate Diploma in Management - Applied Epidemiology (PGDM-AE)</b>	<b>150</b>	All Medical Graduates, Graduate in Science/Social Sciences, Master in Public Health, Graduation in Epidemiology and Statistics	<ul style="list-style-type: none"> <li>• Must be registered with respective national council (wherever applicable)</li> <li>• Experience of 2 years after internship for MBBS, other medical graduates and other Graduates</li> </ul>	<b>21,000/-</b>	<b>English</b>

5.	<b>Post Graduate Diploma in Management - Public Health Nutrition</b>  (PGDM-PHN)	150	All Medical Graduates, Paramedical staff like B.Pharma and Graduate in Science/Social Sciences	<ul style="list-style-type: none"> <li>• Must be registered with respective national council (wherever applicable)</li> <li>• Experience of 2 years after internship for MBBS, other medical graduates and other Graduates</li> </ul>	21,000/-	English
6.	<b>Post Graduate Diploma in Management - Health Communication</b>  (PGDM-HC)	150	All Medical Graduates, B.Sc. Nursing, General Nursing Midwifery and Graduate in Science/ Social Science	<ul style="list-style-type: none"> <li>• Must be registered with respective National council (Wherever applicable).</li> <li>• Experience of 2 years after internship for MBBS, other medical graduates and other Graduates</li> </ul>	21,000/-	English

## **B. POST GRADUATE DIPLOMA IN MANAGEMENT PROGRAMMES**

## 7. POST GRADUATE DIPLOMA IN MANAGEMENT PROGRAMMES

### 1. Post Graduate Diploma in Management -Health and Family Welfare (PGDM-H&FW)

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 demand. 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.

#### a. 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.

#### b. Nature of the Course:

This course has been designed keeping in mind the managerial skills required for the health & family welfare personnel at all levels. The course is continued in distance learning mode. The course is imparted by means of supplying printed study materials for self-study, two contact programs, submission of assignments and dissertation report.

#### c. Details about the Course:

- The total duration of the course is 15months.
- 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 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.

d. **Medium of Study:** The medium of study is English. A candidate may appear the final examination in Hindi also.

e. **Curriculum of the Course:**

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

<b>Post Graduate Diploma in Management - Health and Family Welfare (PGDM-H&amp;FW)</b>	
<b>THEME-I</b>	<b>Principles of Management</b>
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) and Management Information System
Block-6	Quality of Care
Block-7	Practical Manual
<b>THEME-II</b>	<b>Health Care Services</b>
Block-1	Health Care Delivery System
Block-2	Planning, Implementation, Monitoring and Evaluation of Health Care Services
Block-3	Applied Epidemiology
Block-4	Management of Hospitals
Block-5	Disaster Management
Block-6	Practical Manual
<b>THEME-III</b>	<b>Health Care Programme Management</b>
Block-1	National Health Programmes
Block-2	Health Sector Reforms
Block-3	Programme Management
Block-4	Public Health Nutrition
Block-5	Practical Manual
<b>THEME-IV</b>	<b>Dissertation Work</b>
	Handout
<b>TOTAL= 20 BLOCKS</b>	

Course Coordinator: Prof. Pushpanjali Swain

Co-Coordinator: Dr. Raj Narayan

## 2. Post Graduate Diploma in Management -- Hospital Management (PGDM-HM)

Government of India's decision to have a public health specialist through National Health Mission (NHM) at the level of CHC for its smooth functioning leads to the realization that the management of modern hospitals has become challenging and complex because of:

- (i) Rapidly growing and changing medical technology.
- (ii) Increase awareness of public about modern diagnostic and therapeutic procedures.
- (iii) Promulgation of laws like CPA and RTI Act.
- (iv) Stiff market competition.
- (v) Medical Tourism.

Therefore, there is a need to have trained hospital administrators, who can have the skills to manage such crisis scientifically and efficiently by matching with the trend in health sector reforms.

In the absence of adequate infrastructure and manpower to run the regular administrative courses and to produce a large number of trained administrator in a short period, an alternative distance learning approach has been introduced by this institute, as an only effective approach in the present scenario for quick production of large number of trained hospital managers.

### a. Objectives of the Course:

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

- Describe clearly the basic concepts of management and hospital management
- Apply the managerial skills in hospital environment
- Describe how to manage finance, human and material resources in hospital
- Describe planning and management of hospital and health care services
- Describe planning of patient care and hospital support services
- Formulate a research dissertation

### b. Nature of the Course:

This course has been designed keeping in mind the managerial skills required for the modern day hospital administrators.

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

**c. 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 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.

**d. Medium of Study:** The medium of study is English. A candidate may appear the final examination in Hindi also.

**e. Curriculum of the Course:**

The curriculum is divided into 5 Themes and 18 Blocks. The fifth theme gives the guidelines for the Dissertation work. The break-up of the curriculum is given as:

<b>Post Graduate Diploma in Management -- Hospital Management (PGDM-HM)</b>	
<b>THEME-I</b>	<b>Introduction to Management and Human Resource Development</b>
Block-1	Management Principles and Practices in Hospital
Block-2	Human Resource Management
Block-3	Organizational Behaviour
Block-4	Practical Manual
<b>THEME-II</b>	<b>Resource Management and Quality Control</b>
Block-1	Financial Management
Block-2	Equipment and Material Management
Block-3	Hospital Information System and Quality Management
Block-4	Practical Manual
<b>THEME-III</b>	<b>Hospital and Health Care Services</b>
Block-1	Hospital and Health care System
Block-2	Hospital Planning and Designing

Block-3	Legal aspect of Hospital Administration
Block-4	Practical Manual
<b>THEME-IV</b>	<b>Patient Care and Support Services</b>
Block-1	Patient Care Services-I
Block-2	Patient Care Services-II
Block-3	Hospital Support Services
Block-4	Hospital Utility Services
Block-5	Practical Manual
<b>THEME-V</b>	<b>Dissertation work</b>
	Handout
<b>TOTAL= 19 BLOCKS and a back ground note</b>	

Course Coordinator: Prof. Manish Chaturvedi

Co-Coordinator: Dr. Ramesh Gandotra

### 3. Post Graduate Diploma in Management - Health Promotion (PGDM-HP)

Health promotion is the process of enabling people to increase control over the determinants of health and thereby improve their health. It represents a comprehensive social and political process, it not only embraces actions directed at strengthening the skills and capabilities of individuals, but also actions directed towards changing social, environmental and economic conditions so as to alleviate their impact on public and individual health. Though health education has been an integral component of the National Health Programmes, the objective of health promotion activities is to go beyond sharing knowledge to developing skills and bringing about change in attitudes and bringing healthy practices in the community. As a first step, it is essential to communicate the latest and most accurate knowledge and information to the frontline health professionals and public at large.

As health promotion is a technical process of providing information and/or education to individuals, families and communities to make positive contribution to their health status, the participation of all sectors like Panchayati raj Institutions, Health, Education, Public Works Department, Ministry of Women and Child Development, etc. and also of youth groups, women groups, NGO's, corporate sectors and community is essential to sustain health promotion action.

Therefore, in order to build the capacity of frontline professionals in health promotion, the National Institute of Health and Family Welfare (NIHFW) is conducting the '**Post Graduate Diploma in Management (PGDM) Health Promotion**' through distance

learning. The aim of this course is to build the capacity of medical, paramedical, school teachers, counselors and other stakeholders concerned with the health of the society across the sectors in aspects related to health promotion. The trained personnel in health promotion would greatly help in reducing the double burden of communicable and non-communicable diseases in India, through management of lifestyles by promoting healthy diet, physical activity, stress management, reduction of tobacco/ substance abuse and alcohol towards achieving healthy approach to life.

The professionals already engaged in public and private sectors would get an opportunity to develop specialization in the field of health promotion and thereby get benefit in their future endeavors. The Diploma in health promotion would benefit the health professionals, councilors, teachers, health managers in the NGO sectors by empowering them in planning, implementation of health promotion programmes in their respective settings.

**a. Objectives of the Course:**

The candidates should be able to:

- Describe the concept of health and health promotion;
- Describe the basics of health and disease in a holistic manner;
- Enumerate the role of social determinants of health and other sectors;
- Mainstream health promotion in the National Health Programmes (NHPs) and National Health Mission (NHM);
- Evaluate the policy context of health promotion and the effective use of resources in different settings;
- Design strategies for health promotion in different settings;
- Analyze and interpret available data at district, state and national level for health promotion;
- Describe the concept of health education, information, education and communication, behaviour change communication for health promotion; and
- Plan, monitor and evaluate the health promotion programmes.

**b. Nature of Course:**

This course has been designed in order to build the capacity of frontline professionals in health promotion through the distance learning mode. The course is imparted by means of supplying printed study materials for self-study, two contact programmes, submission of assignments and dissertation report.

**c. 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 unable to complete the course in the academic year of admission, she/he 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.

**d. Medium of Study:** The medium of study is English. A candidate may appear the final examination in Hindi also.

**e. Curriculum of the Course:**

The curriculum is divided into 11 basic Modules covering 39 Units and 1 Practical module book. Development of Dissertation based on field level exercise is one of the major components of the course. The Dissertation work will be supported by duly identified mentors from NIHFV. The break-up of the curriculum is given as:

<b>Post Graduate Diploma in Management - Health Promotion (PGDM-HP)</b>	
<b>THEME-I</b>	<b>Concepts and methods of Health Promotion</b>
Block-1	Basic Concepts of Health and Health Promotion
Block-2	Reduction of Risk Factors of Non-communicable Diseases and Communicable Diseases
Block-3	Planning, Designing, Monitoring and Evaluation in Health Promotion
<b>THEME-II</b>	<b>Basics of Health Promotion and National Health Programme</b>
Block-1	Health Promotion and National Health Programmes
Block-2	Epidemiology, Health Statistics and Health Management Information System for Health Promotion
Block-3	Health Promotion in Different Settings
<b>THEME-III</b>	<b>Strategies and Advocacy for Health Promotion</b>
Block-1	Information, Education and Communication Strategies for Health Promotion
Block-2	Advocacy in Health Promotion
<b>THEME-IV</b>	<b>Partnership and Capacity for Health Promotion</b>
Block-1	Partnership in Health Promotion

Block-2	Capacity Building for Health Promotion
<b>THEME-V</b>	<b>Gender and Health Promotion</b>
Block-1	Gender and Health Promotion
<b>THEME-VI</b>	<b>Practical</b>
Block-1	Practical Module
<b>TOTAL= 12 BLOCKS</b>	

Course Coordinator: Dr. Ankur Yadav

Co-Coordinator: Dr. S.P. Singh

#### 4. Post Graduate Diploma in Management - Applied Epidemiology (PGDM-AE)

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.

**a. 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.

**b. Nature of the Course:**

This course has been designed keeping in mind the requirement of personnel who practices various applications of epidemiology to priorities 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.

**c. 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.

**d. Medium of Study:** The medium of study is English. A candidate may appear the final examination in Hindi also.

**e. 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:

<b>Post Graduate Diploma in Management - Applied Epidemiology (PGDM-AE)</b>	
<b>THEME-I</b>	<b>Principles and methods of Epidemiologic practice</b>
Block-1	Introduction to Epidemiology
Block-2	Epidemiologic Study Designs
Block-3	Ethics
<b>THEME-II</b>	<b>Basic Bio-Statistics</b>
Block-1	Scales of Measurement
Block-2	Tests of Significance
Block-3	Sampling
Block-4	Interpretation of epidemiologic study data
Block-5	Use of Routine Data for Epidemiologic Purpose
<b>THEME-III A</b>	<b>Epidemiology of Diseases of Public Health importance: Communicable diseases – control and prevention</b>
Block-1	Infectious Diseases: Epidemiology and, Control and Prevention
<b>THEME-III B</b>	<b>Epidemiology of Diseases of Public Health importance: Non-Communicable diseases – control and prevention</b>
Block-1	Recent Trends of Non-communicable Diseases (NCDs)
Block-2	NCD Prevention
Block-3	Emerging Challenges
<b>THEME-IV A</b>	<b>A: Public Health Surveillance, Disasters and Response</b>
Block-1	Surveillance – Why?
Block-2	Establish and Manage a Public Health Surveillance System
Block-3	Outbreak Detection and Response
Block-4	Disasters
<b>THEME- IV B</b>	<b>Working with Public Health Laboratories</b>
Block-1	Public Health Laboratories
Block-2	Validate Field Findings

<b>THEME- V</b>	<b>Health Research Methodology</b>
Block-1	Health Systems Research
Block-2	Scientific Manuscripts
<b>THEME- VI</b>	<b>Project Work</b>
Block-1	Problem Solving Exercises
Block-2	Data Analysis
Block-3	Training on Statistical Packages
Block-4	Case Studies
<b>TOTAL= 24 BLOCKS</b>	

Course Coordinator: Dr. Rajesh Ranjan  
Co-Coordinator: Mrs. Bhawana Kathuria

## 5. Post Graduate Diploma in Management - Public Health Nutrition (PGDM-PHN)

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.

The Certificate course in Public Health Nutrition programme is intended for people working in Public Health, Home Science and Nutrition-related fields; specifically, those who seek to enhance their understanding, skills and competency in designing, evaluating and interpreting evidence of nutritional health and wellbeing. The course aims to inculcate and strengthen the student's skills that can be used to develop/ implement the public health nutrition policies and programmes with greater efficacy for the benefit of the masses at large.

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.

### **Nature of the Course:**

This course has been designed keeping in mind the requirement of personnel working in Public Health, Home Science and Nutrition-related fields; specifically, those who seek to enhance their understanding, skills and competency in designing, evaluating and interpreting evidence of nutritional health and wellbeing. It will also help the participants

to acquire knowledge and skills in Public Health Nutrition so as to operate and strengthen the public health system.

**a. Objectives of the Course:**

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

- Generate greater awareness and understanding of the nutritional sciences relating to the field of Public Health Nutrition (PHN)
- Demonstrate an understanding of the approaches, methods and skills in PHN for nutrition and Health promotion of the masses
- Demonstrate an understanding of the political, institutional, social and scientific influences on PHN
- Develop the ability to translate research into practice through skills in nutrition surveillance, policy/ programme planning, implementation and evaluation as well as overall management of the programmes
- Conceptualize the interdisciplinary perspective of PHN at all levels – individual, household and community in the context of state, national and international scenario.

**b. Nature of the Course:**

This course has been designed keeping in mind the requirement of personnel working in Public Health, Home Science and Nutrition-related fields; specifically, those who seek to enhance their understanding, skills and competency in designing, evaluating and interpreting evidence of nutritional health and wellbeing. It will also help the participants to acquire knowledge and skills in Public Health Nutrition so as to operate and strengthen the public health system.

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.

**c. 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 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.

**d. Medium of Study:** The medium of study is English. A candidate may appear the final examination in Hindi also.

**e. Curriculum of the Course:**

The curriculum is divided into 8 Courses consisting of 21 blocks. The break-up of the curriculum is given below:

<b>Post Graduate Diploma in Management - Public Health Nutrition (PGDM-PHN)</b>	
<b>THEME-I</b>	<b>Principles of Public Health Nutrition</b>
Block-1	Introduction to Public Health Nutrition
Block-2	Trends in Global Nutrition
Block-3	Nutrition/ Health policies and Programmes
<b>THEME-II</b>	<b>Nutrition during life Cycle</b>
Block-1	Nutrition during Adulthood, Pregnancy and Lactation
Block-2	Nutrition during Infancy, Childhood, Adolescence and old age
<b>THEME-III</b>	<b>Prevention and Nutritional Management in Nutritional Deficiencies, Common Ailments and Chronic Diseases</b>
Block-1	Nutritional Deficiency Diseases: macro- Nutrient Deficiencies
Block-2	Nutritional Deficiency Diseases: micro- Nutrient Deficiencies
Block-3	Home based/ Dietary Management in Common Ailments
Block-4	Prevention and Management of Non- communicable diseases/ other disease conditions
<b>THEME-IVA</b>	<b>Food safety and Standards</b>
Block-1	Food safety and standards
<b>THEME-IVB</b>	<b>Food and Nutrition security</b>
Block-1	Food and Nutrition security/ insecurity
<b>THEME-V</b>	<b>Nutritional Assessment and epidemiology</b>
Block-1	Nutritional epidemiology

Block-2	Nutritional Assessment Systems and Indices/ Indicators
<b>THEME- VI</b>	<b>Public Nutrition/ Health Programmes: Planning and Management</b>
Block-1	Programme Planning
Block-2	Nutrition/ Health promotion and Communication Strategies
Block-3	Implementation and Evaluation of Public Health Nutrition programmes
<b>THEME-VII</b>	<b>Basics of Research in Public Health Nutrition</b>
Block-1	Basics of research in public health nutrition and Community based Research/ field work
Block-2	Meal Planning and Home based care
<b>THEME-VIII</b>	<b>Practical work</b>
Block-1	Home based Care for PHN
Block-2	Assessments for PHN
Block-3	Programme Planning and implementation
<b>TOTAL= 21 BLOCKS</b>	

Course Coordinator: Prof. Nanthini Subbiah

Co-Coordinator: Dr. A. M. Elizabeth

## 6. Post Graduate Diploma in Management - Health Communication (PGDM-HC)

Public health is of utmost importance for demographically young India. If people are the components of what builds a society, health is an influence-laden variable in the people's life. Low level of literacy and lack of awareness besides humble economic status of a large number of our population are the major factors contributing to the overall health scenario in the country. Analysis of existing 'Information, Education and Communication (IEC) and Behaviour Change Communication (BCC) programs has established the value of using specific communication strategies to promote health and control disease.

Hence, appropriate communication strategies are needed to encourage individual and community decisions that will enhance overall health of the county. As healthcare is to a large extent about 'people interacting with people or people interacting with systems' in health related contexts, better health for a population can be achieved by strengthening:

- (i) Healthcare connected programme-to-people communication
- (ii) Healthcare services center communication, and

(iii) Marketing communication practices of healthcare and related products.

The art and science of strategic communication to improve health need to be strengthened at all levels of health care delivery system in both public and private sector in the country. Therefore, a well design curriculum which focuses on evidence based training course should be instituted for current and future need of the country.

A comprehensive communication strategy improves not only the quality of healthcare but also establish strong confidence of people in health system which further improves community participation. For these reasons human resource in health need to be developed with the effective communication skills.

Theories, frameworks and approaches of behavioural sciences, mass communication, social media, and health education can be successfully pooled to train human resource in handling the existing and emerging health communication challenges

**a. Objectives of the Course:**

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

- Describe communication theory and practice and the basic concepts of health and diseases in various cultural contexts
- Utilize communication channels to inform the target audience on health
- Explain the media law and advocacy programs
- Design a health communication strategy
- Manage the risk communication.
- Monitor and evaluate the health communication programs

**b. Nature of the Course:**

This course has been designed keeping in mind the requirement of personnel' who practices various strategies of communication to promote health and control diseases. NIHFW, with the financial assistance from The Institutional and Technical Strengthening Project (ITS) a part of the European Union and Government of India (EU-Gol). Sector Policy Support Programme to the National Rural Health Mission (NRHM) and the Reproductive and Child Health II (RCH-II), developed this course.

**c. 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 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.

d. **Medium of Study:** The medium of study is English. A candidate may appear the final examination in Hindi also.

e. **Curriculum of the Course:**

The curriculum is divided into 5 Courses consisting of 16 blocks. The break-up of the curriculum is given below:

<b>Post Graduate Diploma in Management - Health Communication (PGDM-HC)</b>	
<b>THEME-I</b>	<b>Health Communication: An introduction</b>
Block-1	Communication-An overview
Block-2	Concept of health
Block-3	Need and importance of health communication
Block-4	Theories and models of communication
<b>THEME-II</b>	<b>Health communication: Health Scenario</b>
Block-1	Healthcare delivery system
Block-2	National health programmes
Block-3	National health Policies and Legislation
<b>THEME-III</b>	<b>Health Communication: Behaviour in a Cultural Context</b>
Block-1	Human Behaviour, Health and Culture
Block-2	Understanding health communication needs
Block-3	Health communication research
<b>THEME-IV</b>	<b>Health communication: Channels</b>
Block-1	Modes of Communication
Block-2	Advertising, Marketing and Public Relations(PR)
Block-3	Advocacy and networking
<b>THEME-V</b>	<b>Health communication: Media Strategies</b>

Block-1	Media Strategies: Concept and Design
Block-2	Media planning and implementation
Block-3	Monitoring and Evaluation
<b>TOTAL= 16 BLOCKS</b>	

Course Coordinator: Dr. Ankur Yadav

Co-Coordinator: Dr. S.P. Singh

## **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 Marksheet /Certificate

Annexure-7: Application to correct/change of address

Annexure-8: Application to correct/change in Marksheet /Certificate



7. Mailing Address																											
	District:																										
	State:																										
	Pin Code:																										
8. Telephone No. (Emergency no. should be of any other family member for record only)	Mobile																										
	Official																										
	Emergency Contact no.																										
9. E- Mail ID																											
10. Nationality																											
11.(a) Whether belongs to SC/ST/OBC/PH	Yes <input type="checkbox"/>	No <input type="checkbox"/>																									
11 (b) Aadhar No.																											
12. Examination Passed Graduate in any discipline (Mention the discipline in the column)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Examination Passed</th> <th style="width: 30%;">Subject / Discipline</th> <th style="width: 25%;">Board / University &amp; College</th> <th style="width: 10%;">Year</th> <th style="width: 10%;">Division</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		Examination Passed	Subject / Discipline	Board / University & College	Year	Division																				
Examination Passed	Subject / Discipline	Board / University & College	Year	Division																							
13. Total experience of working (in years)		Years <input type="text"/>																									
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.	<b>Service Record (starting from present employment)</b> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Designation</th> <th style="width: 30%;">Organization/Institution</th> <th style="width: 20%;">From</th> <th style="width: 20%;">To</th> </tr> </thead> <tbody> <tr><td>1.</td><td> </td><td> </td><td> </td></tr> <tr><td>2.</td><td> </td><td> </td><td> </td></tr> <tr><td>3.</td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		Designation	Organization/Institution	From	To	1.				2.				3.												
Designation	Organization/Institution	From	To																								
1.																											
2.																											
3.																											
15. From where did you get to know about this course?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Newspaper</td> <td style="width: 25%;">Institutional website</td> <td style="width: 25%;">Journals</td> <td style="width: 25%;">Others</td> </tr> </table>		Newspaper	Institutional website	Journals	Others																					
Newspaper	Institutional website	Journals	Others																								
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 NIHFW, New Delhi.																											
_____	_____	_____																									
Name	Signature	Date																									



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

Application Form for Final Examination 2023-2024

Course Name: PGDM- \_\_\_\_\_  
through Distance Learning

Date of Exam- \_\_\_\_\_

Hard Copy of the Application should reach NIHF, **latest by 17<sup>th</sup> 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)

Staple two  
recent coloured  
passport/  
stamp size  
Photographs

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



## WILLINGNESS FORM (SESSION 2023-2024)

Sub: Willingness to appear in the final examination of Post Graduate Diploma in Management ..... through Distance Learning with the current session 2023-24.

Sir,

I intend to appear in the examination for the Post Graduate Diploma in Management-.....(Course Name) with the batch \_\_\_\_\_. I am enclosing a Demand Draft of Rs.500/- as Continuation Fees in favour of Director, NIHFW, New Delhi payable at New Delhi.

Enrolment No. : PGDM/\_\_\_\_/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'sname)\_\_\_\_\_ Dates\_\_\_\_\_

Contact Programme – II: No/Yes (centre'sname)\_\_\_\_\_ Dates\_\_\_\_\_

2. Assignments sent: Assignment – I Date\_\_\_\_\_

Assignment – II Date\_\_\_\_\_

3. Dissertation Report submitted: No/Yes

Date\_\_\_\_\_

**In case you do not fulfil the abovementioned 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 \_\_\_\_\_

Date: \_\_\_\_\_

NSTRUCTIONS 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.

Date: \_\_\_\_\_

Yours faithfully,

( \_\_\_\_\_ )  
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)

## TRAINING CALENDAR 2023-24

S.No.	Name of the Training Course	Coordinator(s)	Date/Month	Nature of Participants
1.	Workshop on Improved Financial Management in Autonomous Bodies (ABs) under MoHFW	Dr. Ankur Yadav <a href="mailto:ankuryadav@nihfw.org">ankuryadav@nihfw.org</a>	12-13 April 2023	Staff dealing financial matters in MOHFW & NIHFW
2.	Administrative and Management Training for Sr. Nursing personnel	Prof. NanthiniSubbiah <a href="mailto:nanthini@nihfw.org">nanthini@nihfw.org</a> & Prof. Sanjay Gupta <a href="mailto:sgupta@nihfw.org">sgupta@nihfw.org</a>	17-19 April 2023	Nursing Suptd, Dy. Nsg. Suptd, Asst. Nsg. Suptd, Sr. Staff and Nurse Educators.
3.	4 <sup>th</sup> Training of Trainers on Leadership in Prevention and Control of Infection for Nursing Professionals	Prof. NanthiniSubbiah <a href="mailto:nanthini@nihfw.org">nanthini@nihfw.org</a> & Prof. Sanjay Gupta <a href="mailto:sgupta@nihfw.org">sgupta@nihfw.org</a>	24-29 April 2023	Nursing Professionals
4.	Training course on Hospital Management for Senior Medical Officers of Border Security Force (BSF)	Prof. Manish Chaturvedi <a href="mailto:manish@nihfw.org">manish@nihfw.org</a>	12-16 June 2023	Senior Medical Officers of BSF
5.	Training of SHA Trainers (ToT) on DIU Strengthening	Dr. Ankur Yadav <a href="mailto:ankuryadav@nihfw.org">ankuryadav@nihfw.org</a>	14-16 June 2023	State Health Accounts Trainers
6.	5 <sup>th</sup> Training of Trainers on Leadership in Prevention and Control of Infection for Nursing Professionals	Prof. Sanjay Gupta <a href="mailto:sgupta@nihfw.org">sgupta@nihfw.org</a> and Prof. NanthiniSubbiah <a href="mailto:nanthini@nihfw.org">nanthini@nihfw.org</a>	To be decided later	Nursing Professionals
7.	Training Course on Demographic Data Analysis for Health Personnel	Prof. Pushpanjali Swain <a href="mailto:pswain@nihfw.org">pswain@nihfw.org</a>	17 – 21 July, 2023	Faculties, Residents from Medical Colleges, Nursing Colleges, SIHFW and Demographers, Statistical officers, District Epidemiologist from Govt. and Pvt. organization from anywhere in India will be eligible for course participation.
8.	Training Course on Capacity Building of Health Professionals in Risk Communication and Community Engagement	Dr. Ankur Yadav <a href="mailto:ankuryadav@nihfw.org">ankuryadav@nihfw.org</a>	19-21 July, 2023 & 20-22 Dec. 2023	State & District Level IEC officers, Trainers of Training Institutions / faculty in Nursing College, Medical College- PSM/Community Medicine Training Faculty, Chief Medical Officer (District), District Risk Manager
9.	Training Course on Basic Infertility Management for Healthcare Professionals	Prof. Renu Shahrawat <a href="mailto:renu@nihfw.org">renu@nihfw.org</a>	9-11 August 2023	Service-providers (Medical-Graduates/ Postgraduates) employed in the State health facilities at district level & below, Faculty/ Residents/ Medical Officers in Medical College

				or Central Government health facilities from Departments of Obstetrics & Gynecology/ Medicine/ Surgery/ Pathology, Health care professionals working in the Defense forces (Army, Air Force, Navy, Coast Guards), Paramilitary Forces (CRPF, CISF, ITBP, BSF, SSB, BSF, AR) of India and other organizations such as ESI, Railways etc.
10.	2 <sup>nd</sup> Training Course on Advances in Reproductive Biomedicine Techniques for Medical Officers/ Faculty/Researchers	Dr. R. Rao Sathuluri <a href="mailto:srrao@nihfw.org">srrao@nihfw.org</a>	21-25, August 2023	Medical officers, faculty, residents, and researchers associated with reproductive health from various medical colleges, health care facilities from Governmental & private sectors across India
11.	Training Course on Data Analysis using Epi-Info Software for Health Professionals	Prof. Pushpanjali Swain <a href="mailto:pswain@nihfw.org">pswain@nihfw.org</a>	28–31 August, 2023	Faculties, Residents from Medical Colleges, Nursing Colleges, SIHFW and Demographers, Statistical officers, District Epidemiologist from Govt. and Pvt. organization across India
12.	99 <sup>th</sup> Training Course on Hospital Administration for Senior Hospital Administrators	Prof. Manish Chaturvedi & Prof. Sanjay Gupta <a href="mailto:manish@nihfw.org">manish@nihfw.org</a>	4 - 22 September, 2023	Senior Hospital Administrators from Defense, Paramilitary and Public Sector Hospitals.
13.	Training Course on Capacity Building of staff working at Healthcare Facilities for Basic Reproductive Biomedicine Techniques	Dr. Rajesh Kumar <a href="mailto:rajeshk@nihfw.org">rajeshk@nihfw.org</a>	11-15 Sept. 2023	Medical officers, faculty, residents, Laboratory technical staffs, Medical Lab Technician and researchers associated with reproductive health from various medical colleges, District hospitals, health care facilities from Governmental & private sectors across India.
14.	Training Course on Epidemic Preparedness and Management	Prof. Manish Chaturvedi <a href="mailto:manish@nihfw.org">manish@nihfw.org</a>	18 – 22 Sept. 2023	The participants will be faculty from Govt. / Private Medical Colleges, state and district level surveillance officers, programme officers and epidemiologists etc.
15.	26 <sup>th</sup> Training Course on Capacity Building of IEC Officers in Communication Skills under NHM	Dr. Ankur Yadav <a href="mailto:ankuryadav@nihfw.org">ankuryadav@nihfw.org</a>	18 – 22 Sept. 2023	State & District Level Information Officers (IEC), and Trainers of Training Institutions (IEC)
16.	Training Course on Monitoring, Supervision and Evaluation of National Health Programmes including HM for Health Personnel	Prof. V. K. Tiwari <a href="mailto:vktiware@nihfw.org">vktiware@nihfw.org</a>	25–29 Sept. 2023	State NHM/ RMNCH-A Coordinators/ State Demographers/ RMNCH-A Consultants/ Officials of PMU/ Faculty from Medical Colleges/SIHFWs/ PRCs etc.
17.	Orientation Training on Health Policy, Planning & Financing in context of National Health Programmes including NHM for Health Personnel	Prof. V.K. Tiwari <a href="mailto:vktiware@nihfw.org">vktiware@nihfw.org</a>	9-13 Oct, 2023	State Planning Department Officers, State NHM/ Programme Officers, Officials of PMU, Medical Colleges, SIHFWs, PRCs, etc.

18.	Training Course on Scientific Writing in Health Research	Dr. R. Rao Sathuluri <a href="mailto:srrao@nihfw.org">srrao@nihfw.org</a>	9-13Oct., 2023	Researchers from health and nursing background (MD, PhD scholars, residents and faculty from Medical and Nursing Colleges, academic institutions and SIHFWs) for sharpening their skills to write a paper/manuscript for a publication in Peer Reviewed Journals.
19.	19th Training Course on Emerging Trends & Technologies in Health Science Libraries	Mrs. Hans Kumari <a href="mailto:hanskumari@nihfw.org">hanskumari@nihfw.org</a>	16-20 Oct 2023	Librarians, Asstt. Librarians, Documentation officers, Information Scientists, Information professionals' persons handling the information working in health science libraries
20.	Training course on Building Nursing and Midwifery Leadership in the context of Universal Health Coverage/ S D Goals	Dr. Monika Saini <a href="mailto:drmonika@nihfw.org">drmonika@nihfw.org</a>	16-20 Oct 2023	Senior Nursing and Midwifery health care professionals both from Central and State Health Institutions and Administrators from both Govt. and Premier Private Hospitals & Nursing Colleges.
21.	Training Course on Health Care of Elderly for Holistic Health and Well-Being	Dr. A. M. Elizabeth & Prof. M. Mahapatra <a href="mailto:amelizabeth@nihfw.org">amelizabeth@nihfw.org</a> <a href="mailto:meerambika@nihfw.org">meerambika@nihfw.org</a>	6-10 November, 2023	Faculty from SIHFW, department of Social Work/ Social Sciences/ Nursing colleges/Community Medicine. National level NGOs (funded by MoSSE in the area of ageing), National and state level Institutes, Regional Geriatric centers, Dist. & Block Programme managers and health care providers etc.
22.	Training Course on Nursing Management for Senior Nursing Professionals	Prof. NanthiniSubbiah <a href="mailto:nanthini@nihfw.org">nanthini@nihfw.org</a>	20-24November, 2023	Nursing Suptd, Dy. Nsg. Suptd, Asst. Nsg. Suptd, Sr. Staff, Nurse Educators, DPHNO in Hospital/Educational Institutions/Community.
23.	Training Course on Research Methodology for Health Professionals	Dr. SaritaGautam <a href="mailto:saritagautam@nihfw.org">saritagautam@nihfw.org</a>	20 -24 November, 2023	Faculty, professionals and researchers from health Institutions /medical colleges/other Institutions working in the area of public health
24.	Training Course on Data Analysis using Statistical Software for Health Professionals	Prof. Pushpanjali Swain <a href="mailto:pswain@nihfw.org">pswain@nihfw.org</a>	20 -24 November, 2023	Faculties, Residents from Medical & Nursing Colleges, SIHFWs and Demographers, Statistical officers, District Epidemiologist from Govt. and Pvt. organization across India
25.	Training Course on Application of Biostatistics in Epidemiology	Prof. Pushpanjali Swain <a href="mailto:pswain@nihfw.org">pswain@nihfw.org</a>	4 -8 December, 2023	Health professionals working in Govt./Private Medical Colleges Nursing Colleges, SIHFW, State Demographers, Epidemiologists Statisticians and Biostatisticians etc.
26.	29 <sup>th</sup> Training Course on Logistics and Supply Management System in Health and Family Welfare	Prof. ManishChaturvedi <a href="mailto:manish@nihfw.org">manish@nihfw.org</a> & Prof. Sanjay Gupta	11-15 December, 2023	Officers dealing with stores/logistics and supplies in Central/State district level and In-charge of medical stores depots at aforesaid level
27.	Training Course on Research Methodology for Nursing Professionals	Prof. NanthiniSubbiah <a href="mailto:nanthini@nihfw.org">nanthini@nihfw.org</a>	5-9 February 2024	Senior Nursing Officers/ Faculty members of Schools / College of Nursing / Hospital and Community setup

28.	Training Course on Gender-Based Violence and Human Rights for Promoting Women Health	Prof. M. Mahapatra <a href="mailto:meerambika@nihfw.org">meerambika@nihfw.org</a>	5-9 February, 2024	Govt. officials, Programme Officers and officers involved in NH Programmes, Faculty/trainers of medical colleges/ training Institutes/ National level NGOs/mother NGOs/Judicial Officers/Senior Police Officers, Public Prosecutors, from women commission, nodal officials dealing with such cases, and human rights officials
29.	Building Knowledge Base and Awareness about Traditional and Complimentary Medicine	Dr.MonikaSaini <a href="mailto:drmonika@nihfw.org">drmonika@nihfw.org</a>	5-9 February, 2024	Traditional medicine practitioners from Govt. and Pvt. institutions; Academicians and Researchers from traditional medicine Universities; Medical and non-medical faculties from Centre, state and regional institutions .
30.	Training Course on Occupational and Environmental Health for Health Professionals	Prof. NanthiniSubbiah <a href="mailto:nanthini@nihfw.org">nanthini@nihfw.org</a>	6-10 February 2024	Healthcare professionals working in areas such as dispensary/ hospital, PSUs, public/ private health facility etc.
31.	19 <sup>th</sup> Training Course on Social and Behavior Change Communication (SBCC) for Health Professional under National Health Mission	Dr.Ankur Yadav <a href="mailto:ankuryadav@nihfw.org">ankuryadav@nihfw.org</a>	12-16 February, 2024	Programme Managers, State& District Level IEC officers, and Trainers of Training Institutions / faculty in IEC and other public health professionals
32.	Training Course on Statistical Data Analysis using R-Software for Health Professionals	Dr. D. K. Yadav <a href="mailto:drdkyadav@nihfw.org">drdkyadav@nihfw.org</a>	19-23February, 2024	Faculties, Residents from Medical Colleges, Nursing Colleges, SIHFW and Demographers, Statistical officers, District Epidemiologist from Govt. and Pvt. organization across India
33.	First Training Course on Good Clinical Practices (GCP)	Dr Rajesh Ranjan <a href="mailto:dr.rajeshranjan@nihfw.org">dr.rajeshranjan@nihfw.org</a>	To be decided	MBBS, Nurses, Clinical Research Coordinators, Pharmacists, Allied health Professional







## **ABOUT THE INSTITUTE**

**The National Institute of Health and Family Welfare (NIHFW) was established in 1977 by the amalgamation of two erstwhile institutes, i.e. National Institute of Health Administration and Education (NIHAE) and the National Institute of Family Planning (NIFP). NIHFW is an autonomous institute funded by the Ministry of Health and Family Welfare, Government of India and serves as an apex technical institute to promote national health and family welfare programmes in the country through its Education and Training, Research, Evaluation, Specialized Services, Advisory and Consultancy Services.**

### **Distance Learning Cell**

**The National Institute of Health & Family Welfare**

**Munirka, New Delhi – 110067**

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