

राष्ट्रीय स्वास्थ्य एवं परिवार कल्याण संस्थान
National Institute of Health and Family Welfare (NIHFW)
Baba Gang Nath Marg, Munirka, New Delhi – 110067
Ref No.: (E-office -8) DSS-13/2/2022-Social Science

Date: 06/03/2026

OFFICE ORDER

With the approval of the Director, MPH Committee is hereby reconstituted for the **Master of Public Health (MPH)** course to handle day-to-day academic and administrative activities with effect from 1st March, 2026 onward till further order:

1. Prof. V. K. Tiwari, Dean – Chairperson
2. Dr. Monika Saini, Assistant Professor – Nodal Officer (NO)
3. Dr. Sneha Mishra, Research Officer–Assistant Nodal Officer(ANO)
4. Dr. Sherin Raj, ARO– Member
5. Mr. Vikas Kanojia, Section Officer (Academic) – Member
6. Dr. Sangita Mishra, ARO – Course Associate & Member-Secretary

The ANO will assist Nodal Officer in day-to-day activities of the MPH programme and look after the course in absence of NO.

The Committee shall carry out all assigned work on priority to ensure timely completion of requirements related to the course.

This issues with the approval of the Director, NIHFW.


(Vikas Kanojia)
Section Officer (Acad.)

Copy to:

1. All concerned officers and their HoDs/IC
2. SPA to Director
3. SPA to Dean
4. PA to DD(A)
5. I/C Academic
6. I/c Admn. -1 Section
7. I/c Computer Centre

Terms of Reference (ToR) of the MPH Committee

The Committee shall perform the following functions:

1. Oversee planning, implementation, and coordination of the MPH programme. **Action: MPH Committee**
2. Manage day-to-day academic activities including preparation of teaching plan, seminar/journal club, teaching schedule, field visits, examinations, compilation of internal assessment and day-to-day monitoring: **Action: Course Associate, ANO, NO**
3. Coordinate with faculty, resource persons, partner institutions, and administrative divisions. **Action: Course Associate, ANO, NO**
4. Ensure compliance with academic standards, institutional guidelines, and regulatory requirements. **Action: MPH Committee**
5. Facilitate admissions processes, examination, student support services, and academic documentation. **Action: Academic Section**
6. Monitor progress and submit periodic reports to the Competent Authority. **Action: MPH Committee**
7. Address operational issues and recommend corrective measures. **Action: Course Associate, ANO, NO**
8. Maintain records and correspondence related to the MPH programme. **Action: Academic Section.**
9. Perform any other task assigned by the Director/Competent Authority. **Action: Course Associate, ANO, NO**