

# Distance Learning Prospectus

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Session: 2017-2018

**DIPLOMA IN  
HEALTH AND FAMILY WELFARE  
MANAGEMENT**



आरोग्यम् सुखसम्पदा

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

## **DATES TO REMEMBER**

<b>SL NO.</b>	<b>ITEM SUBMISSION</b>	<b>LAST DATE</b>	<b>LAST DATE (With late fee of Rs.500/-)</b>
1	Completed application form with fees	31 <sup>st</sup> May, 2017	15 <sup>th</sup> June, 2017
2	Assignments I	29 <sup>th</sup> Dec, 2017	15 <sup>th</sup> Jan, 2018
3	Assignments II	31 <sup>st</sup> March, 2018	14 <sup>th</sup> April, 2018
4	Project Report	15 <sup>th</sup> May, 2018	31 <sup>st</sup> May, 2018

- a. Application form without enclosing requisite course fee of Rs.21,000/- (Rupees twenty one thousand only) in the form of Bank Draft in favor of Director, NIHFV payable at New Delhi, will be rejected.
- b. Late fee of Rs.500/- (Rupees five hundred) only for each of above items to be submitted separately in the form of Demand Draft, in favor of Director, NIHFV, payable at New Delhi.
- c. Submission of the above items at Nos. 2, 3, 4, after last date will not be valid for eligibility to sit in the examination in the current academic year, under any circumstances. However they will be eligible to sit in the examination in subsequent years as per details at Para 3 of the prospectus.
- d. If the last date happens to be an unexpected Govt. holiday, the last date will automatically be extended to the next working day.

<b>SL NO.</b>	<b>ACTIVITY</b>	<b>TENTATIVE DATE</b>
1	1 <sup>st</sup> Contact Session	November/December ,2017*
2	2 <sup>nd</sup> Contact Session	March/April, 2018*
3	Final Examination	July/August, 2018*

- \*The exact date for the commencement of above activities will be posted at the web-site: [www.nihfw.org](http://www.nihfw.org)
- All are requested to visit the NIHFV web-site regularly to keep them up to date with latest information on the distance learning courses.

## **1. Introduction and Rationale**

### **About the Institute**

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

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

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

- I. Diploma in Health and Family Welfare Management**
- II. Diploma in Hospital Management**
- III. Diploma in Health Promotion**
- IV. Diploma in Health Communication**
- V. Diploma in Applied Epidemiology**
- VI. Diploma in Public Health Nutrition**

## **2. About The Diploma in Health & Family Welfare Course**

### **2.1. Diploma in Health and Family Welfare Management**

There had been a growing recognition of the need to provide management education to health and family welfare personnel at all levels. The 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, the 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 NIHFV is offering this course on a regular basis.

### 3. Details of the Course

- i. The total duration of the course is one year.
- ii. The course comprises of theory and practical components.
- iii. Once admitted to the course, the candidate will get an opportunity to appear for the examination in four successive years including the year of admission without payment of the course fee again. However, he/she has to deposit a continuation fee of Rs.500/- (Rupees five hundred) only in the year in which they want to complete the course.
- iv. After 4 years the candidate has to re-enroll as a fresh candidate again with the re-submission of application and requisite course fee.

### 4. Medium of Study

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

### 5. Eligibility

SI.No.	QUALIFICATION	ELIGIBILITY
1.	MBBS / BDS / Bachelor of AYUSH	Must be registered with respective State Medical or Indian Medical Council, Doctors qualifying MBBS from abroad must have cleared the MCI test.
2.	B.Sc. (Nursing) / M. Pharma	Registered with respective State Council. Minimum 2 years experience in a Govt./NGO/ Private or Corporate Institution as on 31st May, 2017.
3.	PhysioTherapist/Occupational Therapist/B. Pharma	Registered with respective State Council. Minimum 5 Years Experience in any recognised Institute as on 31st May, 2017.

## 6. Objectives of the Course

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

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

## 7. Course Design

The entire course has been divided into four parts.

(i) Self reading by candidates:

- Each candidate must devote at least 600 hours for the course study materials in the year
- Test question practice at the end of each chapter (Check your progress) to assess knowledge gain.

(ii) Internal Assessment

- Writing Assignments
- Attendance in the contact sessions
- Project work

(iii) Theory Component

- Final Theory examination

(iv) Practical Component

- Final Practical Examination

## 8. The Curriculum

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

THEME-I	Principles of Management
Block-1	Health Care Services Management
Block-2	Human Resources Management <i>Part-A: Human Resource Management and its Overview</i> <i>Part-B: Qualitative skills for building organizational culture</i>
Block-3	Financial Management
Block-4	Material Management (Procurement and Equipment Management)

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

TOTAL= 19 BLOCKS

## 9. The Project Work

- Selection of the topic will be done in the 1<sup>st</sup> contact session.
- Synopsis of one page inclusive of Title, objectives & methodology to be submitted before start of project work for approval.
- Project should ordinarily not exceed 15000 words. For details, please refer to detailed guide lines in the project module.
- The project should be submitted as per last date notified, failing which the candidate will be debarred from appearing in final examination of the current session; however he/she can appear in subsequent years after submitting the project.
- The date of submission of project is **15<sup>th</sup> May, 2018, and 31<sup>st</sup> May 2018** with late fees of Rs.500/- (Rupees five hundred) only.

## 10. Contact Programs

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

- (i) November/December, 2017
- (ii) March/April, 2018

The contact programmes will be held in programme study centres. The exact date and place of contact session will be put in the Institute Web site. The themes covered in contact programme are:

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

- Each contact program carries a weightage of 20 marks. 10 marks for attendance and 10 marks for assessment of feedback during contact session.
- Full attendance in contact classes is compulsory.
- Candidates may bring with them the queries on the relevant topics for discussion during contact session.
- The candidates have to attend the contact programs at their own cost at the identified center.
- The allocation of the center for contact programs will be notified as per region of the enrolled candidate, subject to adequate number of candidates.

## 11. Assignments

- Candidates are required to write 2 sets of assignments.
- The assignment question papers will be sent along with introductory letter and also posted on the institute web site ([www.nihfw.org](http://www.nihfw.org)).
- All the assignments will be **hand written** in A-4 size paper.
- Illustration with diagrams, tables, examples will help to get good marks.
- Each assignment should be written in separate note book.
- 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 year. However he/she can appear in the subsequent year.
- 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 student for future reference.
- Assignments can also be written in Hindi.

Item	Due date of Submission	With late fees. of Rs.500/- by DD
Assignment - 1	29 <sup>th</sup> Dec, 2017	15 <sup>th</sup> Jan,2018
Assignment - 2	31 <sup>st</sup> March, 2018	14 <sup>th</sup> April, 2018

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

Assignments/Projects should be sent by registered/speed post only. However, the same can also be submitted directly by hand in the below given address:

**Health & Family Welfare Management Unit,  
Distance Learning Cell  
Room No. 417, 4<sup>th</sup> Floor,  
Academic Block,  
The NIHFWS,  
Baba Gangnath Marg Munirka,  
New Delhi-110067.**

## 12. Course Evaluation

The diploma course has two tiers of evaluation.

- (i) Formative
- (ii) Terminal

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

Internal Assessment

- Attendance with feedback assessment in the contact program.
- Submission of assignments within stipulated date.
- Submission of project report within stipulated date.

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

(A) Theory Paper-I

Theory Paper-II

(B) Practical will comprise of problem solving tests in respect of various issues in health and family welfare management from the practical manual and spotting.

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

(C) Viva voce

- Project Viva
- Grand Viva



### 13. Qualification for appearing in Final Examination

- Submission of assignments on time.
- Submission of Project Work on time.
- Full attendance in the contact session.
- Internal Assessment – 50% marks i.e. 75 out of 150
  - a. Assignments – 60 marks
  - b. Contact Programs – 40 marks
  - c. Project Work – 50 marks

### 14. Distribution of Marks

- Theory Paper I 100
- Theory Paper II 100
- Practical 50
- Viva Voce 50
- Internal Assessment 150
  - (Assignments – 60, Contact sessions – 40, Project – 50)
- Total 450

#### Note:

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

### 15. Re-Evaluation

There is no provision for re-evaluation.

### 16. Examination Result

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

- 50% in aggregate = 225 out of 450 and
- 50% in aggregate in Theory = 100 / 200 and
- 50% in aggregate in Practical & viva = 50 / 100
- 50% in aggregate in Internal Assessment = 75 / 150

If a candidate passes in theory and fails in practical component he or she will reappear in practical component only in the next year.

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

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

## 17. Best Student Award

The candidate who obtains highest aggregate marks 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 to the current batch passing candidate only.

## 18. Examination Venue

The final examination will be held in the NIHFW campus, New- Delhi. If there are more than 20 State sponsored candidates the exam will be held in the respective state institutes.

## 19. Type of Fees

- Course admission fee - Rs.21,000/- (Rupees twenty one thousands only) including 1<sup>st</sup> year examination fee and prospectus.
- The prospectus with application form has to be downloaded from the website [www.nihfw.org](http://www.nihfw.org). No prospectus or admission form will be made available from the distance learning cell.
- Once the application with requisite fees is received in this office, no request for withdrawal is permissible and fees deposited will not be refunded under any circumstances.
- The fee will be refunded only to those, who have not been selected for the course by the screening committee.
- Those who fail to complete the course in the same year will have to deposit again a continuation fee of Rs.500/- (Rupees five hundred) only in subsequent years, in which the candidate wants to complete the course.
- **All types of fees are to be deposited separately by Demand draft drawn in favor of "Director, NIHFW" payable at New- Delhi.**

## 20. Duplicate Certificate / Mark Sheet

For successful candidates a duplicate Certificate / Mark Sheet can only be issued under following conditions:

- A written request for duplicate Certificate / Mark Sheet giving valid reasons
- A penalty fee of Rs.500/- (Rupees five hundred) only in the form of demand draft.

## 21. How to Apply

- a. A candidate seeking admission to the course is required to send his/her application in the prescribed format, given at the end of the prospectus duly completed, along with requisite fees.
- b. Following enclosures must be attached along with the application form:
  - Demand draft of requisite amount.

- Self attested copy of certificate of Birth.
- Self attested copy of Degree as applicable.
- Copy of Registration certificate with respective National / State council.
- Experience certificate from the Employer.
- No objection certificate from the employer, for those in Govt. services.

**Incomplete application in any respect is likely to be rejected.**

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

**Health & F.W. Management Unit  
Distance Learning Cell, Room No.417,  
Academic Block,  
The National Institute of Health & Family Welfare,  
Baba Gang Nath Marg, Munirka,  
New Delhi-110067.**

On or before the following dates:

- 31<sup>st</sup> May, 2017** without late fee.
- 15<sup>th</sup> June, 2017** with late fee of **Rs.500/-** (Rupees five hundred) only in the form of demand draft.

## **22. Selection**

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

**All communications may be made to:**

**Health & F.W. Management Unit,**  
Distance Learning Cell, Room No.417, Academic Block  
The National Institute of Health and Family Welfare.  
Baba Gangnath Marg, Munirka,  
New-Delhi-110067  
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 ID. – [pgc@nihfw.org](mailto:pgc@nihfw.org)





