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HEALTH & FAMILY WELFARE DEPARTMENT

NOTIFICATION

The 5th October 2020

SUBJECT—General Guidelines for opening of MPH (Master in Public Health) Courses in various institutes of Odisha.

No. 22511—HFW-MEII-MISC-0124/2020-H.—In order to strengthen the health care system in the state and to generate more qualified Master in Public Health personnel in the State Government have been pleased to allow various institutions to impart such courses in the State.

Further, Government after careful examination have formulated guidelines to be followed while issuing NOC for opening of MPH (Master in Public Health) Courses in various institutes of Odisha.

This will be applicable in the whole State from the date of notification.

ORDER—Ordered that this Resolution be published in next issue of extraordinary *Gazette* for general information and copies be supplied to all Departments of Govt./All heads of the Deptt./All Collectors/Principal AG (A&E) Odisha, Bhubaneswar, Law Department/Secretary to Governor of Odisha for information and necessary action.

By order of the Governor
PRADIPTA KUMAR MOHAPATRA
Additional Chief Secretary to Government

**General Guidelines for Opening of MPH (Master in Public Health)
Courses
in various institutes of Odisha**

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1. Introduction :

The discipline of Public Health is gaining growing acceptance & recognition as career launcher in Public Health. Many institutions are inclined to start academic programmes/courses in Public Health. The domain of Public Health is ever expanding at accelerated speed. More & more students/career seekers are opting for these courses. As the alumni coming out of these institutions will be working in the various frontiers of public health such as Policy Development, Advocacy, Programme Implementation, Operational Research, Training & Capacity Building, etc., there is a need to ensure optimum quality for these courses. This document intends to prescribe the essential requirements for launching the MPH course/Programme. The requirements shall be fulfilled on year to year basis till final examination is conducted. It is not mandatory to have all the minimum requirements for two years from the beginning.

The general guidelines for issue of NOC for different courses vide Notification No. 26601/H dated the 22nd October 2020 shall be followed in letter and spirit.

2. Campus :

The institute should be in unitary campus with built up area of 10,000 square feet having easy accessibility preferably in own building. In the absence of own accommodation facility, rented

space may be arranged with appropriate fire safety measures, facilities for differently abled persons, etc. Adequate parking space must be there in the campus.

3. Administrative Block :

Accommodation shall be provided as under :—

- a. Principal/Dean/ Director/Head of the institute room (150 sq.ft.),
- b. Staff common room (300 sq.ft),
- c. Board room (200 sq.ft.),
- d. Office Superintendent's room (100 sq.ft.),
- e. Office (500 sq.ft.),
- f. Record room (200 sq.ft.),
- g. Separate common room for Male and Female students with attached toilets (250 sq.ft. each), cafeteria (200 sq.ft.).
- h. Also there should be provision for Reception Desk, lobby & rooms for each faculty.

4. Central Library :

There shall be an air-conditioned Central Library (1000 Sq. ft.) with seating arrangement for at least 100 students for reading and having good lighting and ventilation and space for stocking and display of books and journals. It should have not less than 1000 text and reference books. The number of journals shall be 100 out of which one-third shall be foreign journals and subscribed on continuous basis. The number of copies of textbooks in each subject of MPH teaching shall be five. There shall be provision for—

- a. Staff reading room for 20 persons;
- b. Rooms for librarian and other staff;
- c. Journal room;
- d. Room for coping facilities;
- e. Video and Cassette room;
- f. Air-conditioned Computer room with Internet facility with minimum of 25 nodes.

The institute should have skill labs and adopt information technology in teaching Public Health. There shall be provision for e-library also.

5. Lecture Theatre/Class Room :

There shall be a minimum of three lecture theatres/class rooms preferably air conditioned, in the Institution out of which two will be of seating capacity for 40 students and one will be of capacity for 80 students each. Lecture theatre/class room shall be provided with necessary independent audio-visual aids including overhead projector, slide projector, LCD projector and a microphone. These lecture theatre/class rooms shall be shared by all the departments in a programmed manner. There shall be provision for E-class. Lecture halls must have facilities for conversion into E-class/Virtual class for teaching with video & audio conference facilities. In addition to the above requirement, there shall be 3 demonstration rooms of 200 sq.ft.each.

6. Auditorium & Examination Hall :

There shall be one auditorium & one examination hall of 500 sq.ft. area.

7. Gymnasium & Play Ground :

There must be provision of gymnasium & play ground for students & staff.

8. Hostel Facility :

Separate fully furnished hostels for boys & girls must be there with messing facilities.

9. Electricity supply :

There should be round the clock power supply with back up facility.

10. Cafeteria :

There should be one cafeteria for both students & staff.

11. Sanitation and water supply :

Adequate sanitary facilities (toilets and bathrooms—Separately for women & differently abled persons) and safe continuous drinking water facilities must be provided for the teaching staff, students (men and women), technical and other staff in all sections as required. Arrangements must be made so that plumbers are available round the clock.

12. Public Health Museum :

There shall be provision of one Public Health Museum having public health related models, charts, posters & slides.

13. Various Departments :

The following departments will be functioning in the institute.

- a. Department of Epidemiology
- b. Department of Biostatistics & Information Technology
- c. Department of Health Management
- d. Department of Hospital Administration
- e. Department of Communication Science (IEC)
- f. Department of Occupational Health Sciences
- g. Department of Environmental Heal Sciences
- h. Department of Public Health Informatics

14. Human Resource :

- a. One Head of the institute
- b. Faculty : Each department should have at least one Professor or Associate Professor, one Assistant Professor & one Research Assistant having at least Master's degree in concerned subject with NET qualified. The faculty of the Deptt. of Epidemiology should be either a MD in Community Medicine or MPH degree holder.
- c. The teacher student ratio should meet the UGC norms as notified from time to time. This does not include any visiting or adjunct faculties.
- d. Office Staff :—

Sl. No.	Category of Staff	Number
1	Office Superintendent	1
2	Administrative & Account Assistant	2
3	Computer Assistant	2
4	Computer Programmer	1
5	Course Co-ordinator	1
6	Librarian	1
7	Attendant	4
8	Store Keeper	1

15. Equipment & Instruments :

1. Comparator, Nessler–1
2. Barometer, Fotin–1
3. Extraction Apoparatus, fat, complete 1
4. Filter, Pasteur chamberland, complete set 1
5. Filter, berke fed 1
6. Hydrometres, Spirit 3
7. Hydrometres, milk 3
8. Hydrometres, wet and dry BULB 1
9. Incubator, electric 1
10. Museum jars As required
11. Models, charts, diagrams etc. as required
12. Balance Analytical 200 gm 3
13. Balance for weighing food stuff Capacity 2 Kg. 1
14. Centrifuge clinical 1
15. Weighting machine adult 4
16. Salters Baby weighing machine 4
17. Harpenders Callipers (for skinfold thickness) 2
18. Height measuring stand 1
19. Aqua guard 1
20. Refrigerator 9 cu.ft. 1
21. Ice Lined Refrigerator (I.L.R.) 1
22. Dissecting microscope 15
23. Microscope oil immersion 2
24. T.V., V.C.R. 1 each
25. Still for distilled water 1
26. Autoclave 1
27. Sterilizers, electric 2
28. Computer 1
29. Over Head Projector 2
30. LCD Projector 2
31. Video Camera 1
32. Pico projector 1
33. Food Adulteration Kit-1
34. Water Testing Kit-1 set
35. One 32 seater mini bus-1
36. One 7 seater SUV-1

16. Course Curriculum :

The MPH degree is a two-year (full-time) programme consisting of four semesters. The Internship (at the end of the second semester) and dissertation (fourth semester) provide students with opportunities to conduct field surveys and work in projects with various public health organizations and entities. A summary of courses offered is given below :

SEMESTER I

Sl. No.	Paper Code	Course Title	Credits
01	MPH501	Principles and Practices in Public Health	03
02	MPH502	Basic Epidemiology	03
03	MPH503	Basic Biostatistics	03
04	MPH504	Principles of Social Research Methods	02
05	MPH505	Demography and Population Sciences	02
06	MPH507	Introduction to Health System and Policy in developing countries.	02

SEMESTER II

Sl. No.	Paper Code	Course Title	Credits
07	MPH508	Infectious Disease Epidemiology	02
08	MPH509	Environmental and Occupational Health	03
09	MPH510	Health Management—management Principles and Practices.	03
10	MPH511	Qualitative Research Methods	02
11	MPH512	Law and Ethics in Public Health	02
12	MPH513	Introduction to Health Program Evaluation	03
13	MPH514	Internship	02
14	MPH515	Technologies for Population Health	02

SEMESTER III

Sl. No.	Paper Code	Course Title	Total Credits
15	MPH601	Health Promotion Approaches and Methods of Evaluation.	02
16	MPH602	RMNCH and Adolescent Health-Sexual and Reproductive Health.	03
17	MPH603	Social and Behaviour Change, Effective Communication in Health Care.	1.5
18	MPH604	Introduction to Health Economics	2.5
19	MPH605	Non-communicable Disease Epidemiology	02
20	MPH606	Strategic Management and Entrepreneurship in Healthcare.	02
21	MPH607	Health Policy, Planning and Process	02

SEMESTER IV

Sl. No.	Paper Code	Course Title	Credits
22	MPH608	Effective Advocacy and Communication in Public Health	1.5
23	MPH609	Introduction to Financial Management and Budgeting	1.5
24	MPH610	Dissertation	10
Total semesters = 4; Total papers = 24; Total credits = 60			

17. FEES :

- a. Inspection Fees : Rs. 40,000/-
- b. Course Fee : Rs. 87,000/-
- c. Admission Fee : Rs. 50,000/-
- d. Caution Money : Rs. 10,000/- (Refundable)
- e. Hostel Fee : Will be notified by Institution

18. MISCELLANEOUS :

Any other information, instruction, guidelines if required shall be notified by Government as and when required.

19. STANDARD INSPECTION FORM : Annexed*Annexure***Inspection Form****STATE COUNCIL FOR ALLIED MEDICAL SCIENCE
INSPECTION OF EXPERT VISIT COMMITTEE - 5**

Documents to be collected by Expert Visit Committee				
Sl. No.	Documents duly authenticated by the authorized signatory of Applicant or by the Head of the Institution after verifying with original other than Affidavit	Put Tick Mark if copy submitted by applicant	Put Tick Mark if original submitted by applicant	Put Tick Mark if matched on verification
1	A copy of the complete application duly signed by Chairman/President/Secretary of applicant organization.			
2	Copy of registration document of the Trust/ Society (Applicant Organisation) indicating its members, objectives and Memorandum of Association and Rules, duly attested/certified by the concerned Competent Authority.			
3	Copies of Land Documents (Patta/Sale Deed) in the name of applicant organization (Trust/ Society).			

Documents to be collected by Expert Visit Committee				
Sl. No.	Documents duly authenticated by the authorized signatory of Applicant or by the Head of the Institution after verifying with original other than Affidavit	Put Tick Mark if copy submitted by applicant	Put Tick Mark if original submitted by applicant	Put Tick Mark if matched on verification
4	Copy of Certificate 1 issued by an Advocate regarding Land related documents.			
5	Copy of Building Plan of the Institution (If own building of applicant organization) should have been prepared by an Architect registered with Council of Architecture and approved by the Competent Authority as designated by State Government.			
6	Copy of Certificate 2 issued by an Architect regarding approved Building Plans.			
7	Copy of Tenancy/Lease/Rent Agreement in case of leased/rented house.			
8	Copy of Resolution of the Applicant Organization in a Format, 1 as prescribed.			
9	Copy of Fire Safety Certificate (Renewed) issued by the Competent Authority.			
10	Copy of NOC/Trade License from Local Body (Corporation/Municipality/N.A.C./ Panchayat).			
11	Copy of Consent Letter/MoU with 100 bedded private hospital with available speciality related to the course for practical training in a Format, 2.			
12	Copy of Certificate 3 issued by the Bank Manager regarding financial status of the Applicant.			
13	Copy of Audited statement of accounts of the Applicant Organization for last three years.			
14	An original Affidavit as prescribed, on a Non-Judicial Stamp Paper/e-stamp paper of Rs. 100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner.			
15	Copy of First and Last Page of Stock Register of items including Laboratory Equipment, Computers, system and application software, printers, Office Equipment and other dead stock items.			

Documents to be collected by Expert Visit Committee				
Sl. No.	Documents duly authenticated by the authorized signatory of Applicant or by the Head of the Institution after verifying with original other than Affidavit	Put Tick Mark if copy submitted by applicant	Put Tick Mark if original submitted by applicant	Put Tick Mark if matched on verification

- 16 Proof of provision of Internet bandwidth in Mbps and contention ratio.
- 17 List giving titles of Books and Volumes of each purchased for the Library.
- 18 Copy of Invoice/Cash Memo for Equipment and Library Books.
- 19 Sanction of electrical load by electric supply provider Company.
- 20 Details of all other Educational Institutions run by the same Trust/Society or by any other Trust/Society to which the Chairman/ Secretary of the Applicant is a member.
- 21 Video recording with date and time of the entire proceedings of the Expert Visit Committee Visit in a pen drive, which shall form part of the Expert Visit Committee Report. This shall include a walk through video with date and time of shooting of all Infrastructural facilities created indicating the complete physical Infrastructure/facilities, highlighting Front and Back side of the entire Institution Building(s), Internal portion of the Class Rooms, Tutorial Rooms, Laboratories, Computer Centre, Library, Reading Room, all other rooms, Internal portion of the Principal's room, Board room, main office, Faculty cabins/seating arrangement, Internal portion of toilet facilities, boys and girls common rooms, Cafeteria, circulation area details highlighting entrance lobby, passages, escalators, staircases and other common areas.

**Inspecting Officer
Officer**

**Inspecting
Inspecting Officer**

Inspecting Officer