

# **Master of Public Health (MPH) Programme**

## **Students' Manual 2011**



**Achutha Menon Centre for Health Science Studies**

Sree Chitra Tirunal Institute for Medical Sciences and Technology

Thiruvananthapuram – 695011. Kerala. India

## *Dear student*

Welcome to Achutha Menon Centre for Health Science Studies (AMCHSS) of the Sree Chitra Tirunal Institute for Medical Sciences and Technology (SCTIMST). SCTIMST was established in 1974 and was made an institute of national importance established by an act of the Indian Parliament in 1980. The Institute has the status of a University and offers postdoctoral, doctoral and postgraduate courses in medical specialties, public health, nursing, basic sciences and health care technology. AMCHSS is one of the pioneering and prestigious training centres for public health professionals in the country. In the year 2000 the Ministry of Health & Family Welfare, Government of India recognized AMCHSS as one of the centres of excellence in public health in India. The centre has set a record of excellence in training, research and consultancy and we hope our students will continue this legacy.

This student manual has been prepared to give the students an insight into the resources available, the policies, rules and procedures that pertain to the Master of Public Health (MPH) programmes at the centre and guide their learning process. It will be useful if you make an effort to be familiar with the contents of the manual and make your stay at the centre more rewarding. Changes to information in this students' manual may occur from time to time and it is the responsibility of each student to ascertain the current information from the academic division of the institute.

Our aim at the centre is to provide an enriching and supportive academic environment for our students. We hope that your learning experience here will be enjoyable, productive and fulfilling.

Best wishes!

- *SCTIMST expressly reserves the right to alter, amend or abolish any of its regulations or policies at any time as deemed necessary for the academic programme*
- *In preparing this student' manual efforts were made to provide accurate and pertinent information; however the institute assumes no liability for any errors or omissions. For the most up to date information please contact academic division*
- *Should you require additional information or clarification please contact/ schedule an appointment with the head of AMCHSS/academic division*

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# **MASTER OF PUBLIC HEALTH**

## **Introduction**

The Sree Chitra Tirunal Institute for Medical Sciences and Technology (SCTIMST) Thiruvananthapuram was established in 1974 and was made an Institute of National Importance established by an Act of the Indian Parliament in 1980. An autonomous institute under the administrative control of the Department of Science and Technology, Government of India, it aims at the convergence of medical sciences, public health and technology.

The Achutha Menon Centre for Health Science Studies (AMCHSS) is the public health and health sciences wing of the Sree Chitra Tirunal Institute for Medical Sciences and Technology. Central to its mission are 1) Educating students to assume leadership roles in public health policy and practice 2) Advancing knowledge of the social, biological, economic and behavioral dimensions of health and to perform costing cost-efficiency, and epidemiological studies and policy analysis and to provide technical expertise and consultancy service on public health issues to the public, Non Governmental Organisations (NGOs) and the private sector. Over the past years AMCHSS is actively involved in interdisciplinary academic programmes in addition to building an active research base.

## **Master of Public Health**

The Master of Public Health programme at the Sree Chitra Tirunal Institute of Medical Science and Technology was established in 1997. It is a 24 month full time residential course and has been designed to build understanding, knowledge, skills and attitude for better public health practice and research.

## **Objectives**

The objectives of the Master of Public Health course are

1. To equip students to have an overall perspective on public health
2. To create good programme managers in public health
3. To inculcate interdisciplinary approach to problem solving skills in public health
4. To encourage interdisciplinary research in public health
5. To improve leadership skills in public health.

## **Admission requirements**

Medical graduates (MBBS), dental graduates, graduates in veterinary sciences, nursing sciences or students with a postgraduate degree in social sciences, nutrition or allied specialties.

**Age:** Forty years as on 1<sup>st</sup> January of the year of the commencement of the course. Relaxable in exceptional cases.

## **Method of selection**

### ***Indian students***

Prospective candidates will be evaluated on the basis of educational qualifications, professional experience relevant to the field of public health, written test and interview.

### ***Overseas students***

Selection will be based on educational qualifications, professional experience, assessments made by the sponsoring organizations and a telephonic interview. Students will have to provide certification for proficiency in English if required at the time of selection. Applicants are required to submit two reference letters in sealed envelopes from experts working in the field of public health along with the application form.

## **Course fee**

The course fee includes registration fee, examination fee, tuition fee, library fee, charges for computer lab, course materials, and.

Overseas students: US \$ 6000

Indian students: Rs. 1.1 lakh (for non-sponsored independent students)

Rs. 2 lakhs (for sponsored students).

The course fee does not include the cost of accommodation in the hostel, books, Certificate, stationery, food, field trips, dissertation etc.

## **Accommodation**

Students will be provided hard-furnished single rooms in the hostel subject to availability of Hostel rooms. Hostel fee will be Rs. 20000/- per year.

## MPH Programme Structure

The programme is modular and runs over a period of 24 months commencing on the 1<sup>st</sup> of January every year. It is a full time residential course. The name of modules and credits attached is given below

Name of course	Number of credits
<b>YEAR I</b>	
Orientation	Nil
Basic Biostatistics	4
Introduction to Epidemiology	3
Health and Development	3
Basic Health Economics	2
Gender Issues in Health	2
Health Policy Analysis 1	2
Anthropological Perspectives in Health	1
Quantitative Research Methods	2
Health Management	4
Ethics in Public Health	2
Health Care System in India	2
Health and Environment	3
<b>Total credits for Year I</b>	<b>30</b>
<b>YEAR II</b>	
Intermediate Biostatistics	4
Intermediate Epidemiology	2
Qualitative Research Methods	2
Infectious disease Epidemiology	2
Health Policy analysis II	1
Public Health Technologies	2
Chronic Disease Epidemiology	2
Dissertation	15
Internship	Nil
<b>Total credits for Year II</b>	<b>30</b>
<b>Total credits for two years</b>	<b>60</b>

All the listed modules are compulsory and a pass in each of the module is mandatory for the award of the degree of MPH. For detailed outline of the curriculum please visit

<http://www.sctimst.ac.in/amchss/>.

### **Class sessions, reading materials**

Details of the module outline, assessment of the individual modules etc will be provided by the faculty in charge at the beginning of the respective module. Students will be informed of changes in the schedule, such as course additions, cancellations, rescheduling etc. as they occur either in class or through email. Faculty members increasingly use web based learning content management system for their individual modules. The course demands increased/high levels of reading and most of the course materials/readings will be provided in electronic format to avoid wastage of resources. Print copies will be provided only for certain relevant readings. It is the student's responsibility to make sure that she/he is aware of the class schedules, assignments and has the required readings etc. Distribution of the power point slides (soft or hard copy) is left to the discretion of the concerned faculty

### **Credit system**

Each credit is equivalent to fifteen hours of in class sessions. Faculty led workshop sessions is equated to class room sessions. Field sessions extending to one full day field is equivalent to two in class sessions and half a day field sessions equates one in class session. Assignments, term papers, readings, report writing etc will be given as home work, which would be in addition to the credit requirements not exceeding 25 hours of work per credit.

### **Student assessment**

Each of the credited courses is evaluated and marks are built up from a continuous in course assessment and in class written examination/s. In class written examination/s will carry a minimum of **50** percent weightage of the final grade. In course assessment will be decided by the individual faculty concerned and will be informed to the students at the beginning of each module. Failure to attend an assessment will not be compensated for or by substitution/ replacement or in any other way and the mark for that assessment will be zero. Assignments that are submitted according to the instructions of the concerned faculty alone will be accepted for grading. Assignments related to theory/practical sessions that students have not attended will not be considered for evaluation. Any work submitted after the deadline will not be considered for evaluation. Students found plagiarising in assignments will be given zero marks. While evaluating an assignment, if any faculty finds that the student has copied the assignment from another source, the concerned faculty should send a report to the Head of the Department along with the assignment and a copy of the original source in a sealed cover marked 'unfair means.' and the decision of the faculty committee will be final.

## Attendance

Students are expected to attend the classes regularly. Where observation visits/study tours are arranged as a part of field work, student participation is compulsory. A minimum attendance of 80% of all sessions of classes taken together is required in each year of the course to promote to the next level. There is no separate minimum attendance for each course module. Class attendance will be maintained for each session.

Regular attendance at special lectures, seminars and all other academic programmes of the institute is essential. Absence without prior permission will be viewed seriously.

## Grading system

### Letter grading scheme

Student's performance in each course is evaluated and graded as per the alphabetical letter grading scheme. Letter grades from A plus through F only are awarded. The grades as follows

Grade	Performance
A plus	Excellent
A only	Very Good
A minus	Good
B plus	Fair
B only	Satisfactory
B minus	Minimum pass
C only	Conditional Pass
F only	Fail

### Cumulative Grade Point Average (CGPA)

The following numerical value equivalent for letter grades is used to calculate the cumulative grade point average

Grade	Numerical equivalent
A plus	5.0
A only	4.5
A minus	4.0
B plus	3.5
B only	3.0
B minus	2.5
C only	2.0
F only	0.0



### Calculation of CGPA

CGPA is the weighted average of numerical values of grades with credits as weights.

Example:

If there are four courses P, Q, R, S with 3, 3, 3 and 15 credits respectively and a student gets grades A minus, B plus, A minus and B only in those courses, the CGPA is calculated as

$$\frac{[(3 \times 4) + (3 \times 3.5) + (3 \times 4) + (3 \times 15)]}{(3+3+3+15)} = \frac{79.5}{24} = 3.3$$

If there is a need to convert CGPA into percentage it can be done by the formula  $\frac{\text{CGPA} \times 100}{5}$

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### Pass/Fail

**Promotion from year I to year II of the MPH program will be contingent upon the student fulfilling ALL of the following criteria:**

- a) A minimum of 80% attendance overall in all class sessions; this will be calculated by adding up the attendance at all theory and practical classes where attendance is taken; and
- b) Maintaining a CGPA (cumulative grade point average) of 2.5 or above for the courses in year 1.
- c) Not having more than two C grades
- d) Not having any F grade

If ANY ONE of these criteria is not met, the student has to repeat the year along with the succeeding batch. He/ she will also be required to pay the full fees for the repeated year.

Failure to meet the above requirements again during the repeated year will result in the student forfeiting registration for MPH and not being eligible to receive the degree

## **Promotion to Dissertation work (Data Collection) after coursework in year II**

After being promoted to year II, the student's promotion to dissertation work (data collection) under the guide is contingent upon fulfillment of the following criteria:

- a) Minimum of 80% attendance overall for all class sessions in year II put together; this will be calculated by adding up the attendance at all theory and practical classes where attendance is taken.
- b) Maintaining a CGPA of 2.5 or above for the courses for the combined years 1 and 2 excluding dissertation
- c) Not having more than two C grades in the entire course of MPH programme
- d) Not having any F grade in year 2
- e) Submitting the review of literature for the thesis to the guide and getting his/her approval; this will be communicated to the deputy registrar.
- f) Receiving the written clearance from the Institute Ethics Committee for the proposed research for the dissertation.

In case of non-fulfillment of criteria (a), (b), (c) or (d) above, the student will be asked to repeat the coursework for year II along with the succeeding batch. He/ she will also be required to pay the full fees for the repeated year.

Failure to meet the criteria again during the repeated year will result in the student forfeiting registration for MPH and not being eligible to receive the degree.

In case of non-fulfillment of criterion (e), i.e., not getting the guide's approval for the review of literature, the student will be allowed to do the fieldwork for the dissertation only after such approval has been obtained from the guide, in writing.

The minimum for pass in dissertation is a B minus grade.

## **Re examination**

In case a student is unable to appear for the final exam of a module due to any reason, a request for re-examination can be submitted to the Head of AMCHSS forwarded by the concerned faculty. This will be reviewed by a faculty committee consisting of the concerned faculty and Head of AMCHSS. The committee's decision (on eligibility for re-examination) will be final. RE-EXAMINATION IN A COURSE WILL NOT BE A RIGHT IN ANY CIRCUMSTANCE. In case the committee decides not to allow re-examination, the student will be given a grade by the concerned instructor depending on his/ her performance in the course. In the re-examination also grades ranging from A+ to F can be given on the basis of the performance of the student. Details of evaluation and reevaluation of dissertation are given in the page 15 under Dissertation section

## **Dissertation**

A research project and dissertation is compulsory for the students of Master of Public Health to provide the students an opportunity to plan and design a study, prepare research tools, collect data in the field, analyse the data and write up the research under the guidance of a faculty as soon as the completion of core courses in the first semester.

### First presentation

As soon as the core courses in the first semester are over, the student should think of some ideas for the research and start working on it. On the basis of these ideas each student should present two topics before the faculty and other students in the second week of November. In this presentation the feasibility to undertake the study will be considered by the faculty as a group. This feasibility will be explored when the student goes for the term break in December after the first year course.

### Second Presentation

After the exploration of feasibility and discussion with the stakeholders formal presentation of the selected one topic out of the two topics presented initially will be presented in the second week of January. After this presentation a guide will be allocated to the student based on the research topic.

### Third Presentation

In the third presentation, which will be scheduled in the first week of March a literature review, objectives and methodology of the proposal will be presented. Feedback will be given to this presentation by the faculty and students. Appropriate modifications will be incorporated in the literature review, objectives and methodology and these three chapters will be submitted to the guide.

### Fourth presentation

Fourth presentation will be in the first week of April with all the above in brief and research tools and consent forms in detail. Suggestions from faculty and students should be incorporated and the final protocol will be submitted to the Technical Advisory Committee (TAC) of AMCHSS in the second week of April.

Comments from the TAC will have to be incorporated into the proposal before submitting for the Institutional Ethics Committee (IEC) clearance. A certificate from TAC is mandatory for submission to the IEC. Detailed procedure for the submission to IEC is provided in the Institute website.

### **Technical clearance of the research proposal**

The Technical Advisory Committee or TAC is a subcommittee of the Institutional Ethics Committee to ensure the scientific soundness of a proposed research. The TAC is not an alternate to IEC, but is complimentary and acts as the first level of filter to safeguard against unscientific studies. The concern of the TAC shall be mainly directed towards scientific soundness and technical feasibility.

### **Action by the Committee (TAC)**

The committee may take the following actions with respect to a research proposal (submitted for review): Approval; Contingent approval pending the review and suggestions of specific minor revisions to the protocol, Proposal needs major revisions: Proposal needs to be resubmitted with revisions.

If the protocol is approved subject to specific major/minor revisions, the student is sent a letter describing the revisions requested. After the revisions are made, the student must resubmit the revised materials (two copies) of the new, updated version of the protocol, incorporating the

proposed changes and all other previously approved changes that are still current, must be resubmitted to the TAC to the member secretary. If the revisions are satisfactory to the member secretary of the committee the forms are signed indicating approval and one copy is returned to the student which should be submitted to the IEC.

If the protocol is approved, a clearance certificate is issued to the student signed and dated by the members.

If the nature of the study requires the student to work in or with other governmental/nongovernmental institutions or community based organizations a letter from the head of the concerned institution permitting the conduct of the study in her/his institution is required for the final clearance by the TAC.

The meeting schedule and the last date for submission of proposals will be communicated to the students. The proposals must be submitted to the Member Secretary, TAC, AMCHSS. The format for submission of research proposals to the TAC is provided as **Appendix-I**. It is the responsibility of the student to resubmit the proposal along with the clearance certificate to the full committee of the IEC

### **Ethical clearance of the research proposal**

The student research proposals cleared by the TAC must be cleared by the Institutional Ethics Committee All the proposals for Institutional Ethics Committee (IEC) is to be submitted to Executive Secretary to the Director cum. Ethics Committee Coordinator, (e-mail spr@sctimst.ac.in Phone: 2524501). For any technical clarifications please contact Member Secretary, I E C, SCTIMST.

Detailed procedure for the submission to IEC is provided in the Institute website.

### **Submission of Literature review to the Guide**

A comprehensive literature review of their dissertation should be submitted by the students to their concerned guides on or before 10<sup>th</sup> June. This will be a pre requisite for getting reference letter from Deputy Registrar for going for field study from June 16<sup>th</sup> onwards.

### **Letter of approval from academic section**

Students must obtain a letter of approval from the Institute, which is a pre-requisite to proceed for fieldwork. A letter of recommendation from the guide concerned with the project title, one page summary of the proposal, name as registered with the institute and roll number and letter of clearance from IEC should be submitted to the academic division for the same.

### **Data collection and data entry**

Students' fieldwork is expected to start from June 16<sup>th</sup> and they are required to report back to AMCHSS on 16<sup>th</sup> of September.

### Fifth presentation

This presentation includes the preliminary findings of the study. This will be in the last week of September. The feedback of the faculty and the students should be incorporated and the first draft of the preliminary findings should be submitted to the guide.

### Final presentation

Final presentation will be in the second week of October which will include detailed analysis, major findings and conclusions. The final form of the dissertation should be submitted to the academic division on or before the last working day of October

All deadlines and guidelines issued by the guide/faculty members/academic division are to be strictly adhered to. Throughout the development, implementation, and reporting of the dissertation project; the student should meet regularly with her/his dissertation guide.

Dissertations are to be printed and submitted as per the guidelines given in the Style guide. Style guide for the students' dissertation is attached as **Appendix II**

### **Evaluation of dissertation**

The dissertation will be evaluated by two external examiners and is earmarked 25 percent of the total credits of the MPH programme. The average of the grade given by two examiners will be taken as the final grade of the dissertation. Guidelines for the evaluation of dissertation are given as **Appendix- III**

The minimum for pass in dissertation is a B minus grade.

## **Re-evaluation of dissertation**

In case of failure in dissertation, the comments of the external examiners should be incorporated in consultation with the guide and the dissertation resubmitted within a period of 6 months after the declaration of results along with the required fee.

## **Article based on dissertation**

A 3000 word article (this word limit excludes tables and references) from the students' Dissertation is mandatory for completing the MPH program. The guidelines for the article are given below

Structured abstract with Background, methods, results and conclusion (250 words)

Text of the article should be around 3000 words excluding abstract, tables (5 to 6), and references (Up to 50 references in Vancouver style, include names of all authors in the list of references)

Each section (introduction, methods, results, discussion) of the article should be approximately 750 words. If results are given in tables the text can be reduced to less than 750 and the discussion section can be more than 750 words. The deadline for submission of the soft copy of the article is December 30. Students should e-mail the article to the concerned Guides before December 30 of that academic year

## **Internship**

Internship has been designed to provide the students an opportunity to integrate and reinforce the knowledge that they have acquired from the courses in the classroom with actual practice under competent supervision by experienced public health practitioners. It is compulsory for all students of MPH. Students may do their internship in any governmental or nongovernmental agencies working in the field of health and development other than their parent institutions. A written consent from the head of the respective institution/concerned authority must be submitted to the Deputy Registrar to obtain the clearance letter from the institute.

Students must provide the following to the academic division before leaving for internship

- Detailed contact address with contact nos. of the organization/institution of the internship.
- Name/address/contact numbers (including mobile phone) of the mentor/supervisor in the organization/institution that they are placed in.
- Student's own contact numbers, including mobile number.

The faculty members will provide assistance to seek internships for those students who are unable to find a placement. The faculty who guided the dissertation research would be in charge of monitoring the internship of their respective students.

Every student is required to send a certificate of completion indicating satisfactory completion of the internship, period of internship, an evaluation of the student's work from the organization placed in, failing which the provisional certificate of completion will not be issued. A short written report of the work undertaken during internship with a certificate of the mentor/ supervisor in the organization placed in validating the attendance, work assessment etc. should also be sent to the Academic Division as part of completion of internship requirement. It is the responsibility of the student to make sure that these documents reached the Deputy Registrar before December 30 of that academic year

### **Student records: Degree/transcripts/record of academic work**

The certificates regarding academic work/ matters are issued by the academic division of the institute and application must be submitted to the Academic division.

### **To qualify for the degree**

Apart from satisfying the provisions mentioned under **Pass/Fail** heading in pages 9 and 10 of this manual, a student should get at least a B minus grade for the dissertation. In addition, the student must complete the internship/field placement satisfactorily.

### **Last day of presence**

All students should be present in AMCHSS on the last working day of October before they start their respective internships. This is mandatory.

All students are also expected to be present during the convocation of the institute after their results are published which is normally in the first half of May in the following year.

### **Award of degree**

The degree will be awarded to students who have successfully completed all requirements of their programme of study including the dissertation and internship only at the annual convocation.



## **Student awards**

### Award for the best MPH student

*K. Mohandas and Richard A Cash award:* Cash award of Rs. 15000/- will be given for the best MPH student every year. The award will be given to the top candidate based on cumulative grade point average for MPH course excluding dissertation.

*Richard A Cash and K. Mohandas travel fellowship:* This fellowship will be given to the best abstract from MPH dissertation presented in a national or international conference. The fellowship will be limited to a maximum of Rs. 30000/- every year depending on the availability of funds. A committee appointed by Director, SCTIMST will select the best abstract for award

## **Feed back from students**

The feedback from students on our teaching is considered as an important part of assuring the quality of their learning experience. After the completion of each module the views of the students on the module and the faculty is taken. Students can also express their views and give suggestions on all aspects of the course

## **Academic and professional conduct codes for students**

The institute believes in encouraging self-regulation and self-discipline and expects students to accept responsibility for her/his behavior. Students are expected to abide by general norms of civilized and professional behavior. Masters of Public Health students are expected to hold the highest standards of academic and professional conduct.

Academic misconduct refers to actions or behaviors that includes but is not limited to plagiarism, Copying/cheating in examinations, assignments and the field work reports, proposals etc, unacceptable collusions, falsification of documents or data, aiding or abetting dishonesty, inappropriate use of computers or other facilities.

Professional misconduct refers to those actions or behaviors that call into question the student's ability to practice as a public health professional. These include actions like but are not limited to criminal activity, harassment, sexual harassment, violation of the Institute policies.

Students who are found responsible for academic or professional misconduct are subject to disciplinary action deemed appropriate to address the violation. In cases of academic misconduct, the faculty members / head of AMCHSS can exercise her/his authority to assess the student's performance in assignments/courses such as assigning a failing grade, assigning additional course work, penalising for plagiarism etc. Students can be given zero marks if found guilty of plagiarism.

## **Facilities**

Students are provided with computer laboratory, wireless internet connectivity, audiovisual equipments and a reference library with a large collection of books and journals in order to facilitate a better and an effective learning process. Printers are available in the computer lab and Photostat facility is available in the library. Since it is important to maintain the facilities and resources to the best of standards for the benefit of everyone, students are expected to follow certain norms of social and professional behavior within the campus including the classrooms, corridors, canteen, seminar halls, and auditoriums

## **Class rooms**

- Students are expected to be present in class on time and stay for the entire class period since random arrivals and exits in classrooms are distracting for the faculty and other students.
- Use of mobile phones is strictly prohibited inside the classrooms, seminar halls and in meeting rooms. All mobile phones must be switched off before entering the class/library/auditorium or any other designated area
- Laptops should be used with discretion during class sessions. Doing assignments/ personal work, web browsing and emailing during lecture sessions are forbidden. During sessions/presentations laptops are to be switched off and students are expected to pay attention to the presenters. Individual faculty has the discretion not to allow or have periods during class where laptop may not be used.
- Smoking, consumption of alcohol, food and beverages is forbidden in the classrooms
- All computers and audiovisual equipments, fans and lights in the classrooms must be switched off after use.

- Students are not allowed to use the computer and audiovisual equipments in the classroom for web browsing and other personal work. They should be restricted for use for teaching in class and workshop sessions,
- Students must do their best to preserve order in class as well as behave in a manner that does not disrupt classroom learning or smooth conduct of the class
- Students are expected to raise their hands and wait to be called upon to speak during a class session. If the class is involved in an informal discussion, take turns with others when speaking
- Violence by any student or group of students will lead to severe disciplinary action.
- Private conversations during class sessions and discussions will distract the students and teachers and hence must be avoided. Be courteous and sensitive to those students who are trying to get the most out of the class time
- Students can be asked to leave the class/session if found disruptive in class even after repeated warnings and attendance cancelled
- Students are expected to complete their assignments/ readings work prior to start of the class sessions
- Students are expected to abide by the norms of decency and academic civility during class discussions/ debates/ seminars etc. They are expected to treat fellow participants with mutual respect and tolerate opposing points of view. Avoid arguments that are not healthy and can be interpreted as personal, rude, bigoted, sexist, intimidating etc.

### **Exam halls**

The MPH course has modules that have open book and/or closed book examinations. Students are expected to abide by the instructions of the concerned faculty regarding the conduct of the examinations. Students are liable for disciplinary action if she/he is found using unfair means at the examination. They shall be deemed to have used unfair means at the examination if found doing any of the following but not limited to

- Be in possession of books, notes or any material/information that could aid in the exam in the case of closed assessments
- Be in possession of mobile phones inside the examination hall

- Be in possession of electronic diaries, data bank watches or any other data storage units into closed assessments
- Giving or receiving assistance, copying/cheating in the examinations, writing on any material other than the answer book provided, talking/contacting with any person during the examination time or any other act amounting to serious misconduct
- An examiner/invigilator is authorized to dismiss the student from the examination for use of un-fair means and report the matter to the head of AMCHSS

### **Computer lab**

In order to maintain the computers and electronic equipments in the lab and classrooms, the students are expected to abide by the following guidelines.

- Follow the instructions of the staff of the computer division, the academic division and the faculty
- Do not use the computers for displaying, printing, storing or distributing matter that may offend others (e.g. pornography, offensive material etc).
- Keeping professionalism while using the computers or the internet facility during office hours. Be cautious of what is sent in general and especially when it comes to forwarding e-mails that you have received from others
- Use of tobacco, consumption of alcohol, food and beverages is forbidden in the computer rooms
- Playing of music and being noisy in the computer rooms to the disturbance of others is not permitted
- It is not permitted to take away or interchange furniture, instruction manuals if any, speakers, mouse or other pieces of equipment from the computer rooms.
- Only students with access to a valid student ID have admission to the computer rooms. It is not permitted to admit unauthorized persons into the computer room. Computer users in the computer lab must be able to prove their identity.
- Any other questions concerning the use of computer lab not dealt above are to be clarified with the computer division at extension number 607
- In cases of complaints/ errors regarding computer, printer or in a program contact the staff of the computer division at extension number 607. If necessary they can also contact the course coordinator

- Students violating the rules cited above or indulge in any activities that result in improper use of computers or improper behavior will be liable for disciplinary action.

### **Library**

- For rules and regulations of the library please visit <http://172.18.102.1/library/> or contact the librarian at extension no. 491

### **General**

- Smoking, consumption of alcohol, possession and use of narcotics is prohibited in the campus
- Always carry your identity card and can be asked to be shown by the student by any competent authority including security guards
- Punch in and punch out without fail
- Ragging is illegal and punishable as per the ruling of the Supreme Court of India.
- Consult staff physician for your medical needs
- Students can visit any faculty member after fixing a mutually convenient appointment through email, telephone or in person
- At times of need, do not hesitate to contact the Course Coordinator/ Academic division/ Head of AMCHSS/Director for help and guidance
- The general guideline that govern student dress code is the commonly accepted and culturally appropriate standards of modesty, simplicity and neatness
- Students must refrain from activities that are against the interests and reputation of the institute
- Willful defiance of institute authority whether alone or in association with others will be considered as misconduct
- Students are not allowed to join any other courses part time or full time during the course of the study. They are also prohibited from taking up any part time or full time jobs/consultancy.
- In order to keep the institute and its premises clean and tidy, students are prohibited from littering and are asked to refrain from any damage to furniture and other temporary/ permanent fixtures including writing on walls, desks etc.

- Student research, participation in conference/meetings, publication of articles  
Any research proposal undertaken by the students during their course period should be recommended and forwarded by the Head of the Department. The Institutional Ethics Committee should clear any research proposal undertaken by the students during their course period. The deadlines for the periodic IEC reviews will be published on the institute website.  
Students are not allowed to absent themselves to attend conferences/meetings during the period when classes are scheduled. Any article/ abstract submitted by students in National or International seminars must be subject to approved by the Director
- All communications to the Director must be routed through proper channel (through the head of AMCHSS)

### **Student grievances**

Students can fix an appointment and contact the course coordinator of the concerned batch or the faculty concerned or the head of AMCHSS in cases of any grievances. Any communication to the higher authorities must be routed through the Head of AMCHSS only.

### **Policy related to harassment and discrimination**

The institute has a zero tolerance policy to any discrimination, harassment or abuse of any person because of his caste, class, religion, sex, sexual orientation or physical handicap. Students are encouraged to seek assistance and report complaints to the course coordinator/ any faculty member/head of AMCHSS

### **Sexual harassment**

It is the policy of the Sree Chitra Tirunal Institute for Medical Sciences and Technology to maintain an academic and work environment that is free of sexual harassment for students, faculty and staff. Sexual harassment by a student, staff member, or faculty member is a human rights violation and is a barrier to fulfilling the institution's goal of academic research, educational, and service missions.

In keeping with the Supreme Court Judgment and guidelines issued in 1997 to provide for the effective enforcement of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the institute has constituted a sexual harassment complaints committee. For details and for the contact details of the present committee members, refer Appendix IV

## APPENDIX - I

### The outline of proposals that need to be submitted to TAC (AMCHSS)

Four hard copies of the proposal should be submitted to the member secretary, TAC (AMCHSS) for review.

The proposals should include the items that are in this outline. *Specify **NA** if not applicable to you with comments if any.*

Cover page providing the following information

1. Name, Designation, Affiliations of the Principal and co-investigators and thesis (dissertation) guides (if applicable).
2. Names, designations, affiliations of collaborators/partners if any
3. Clearance obtained from collaborating institutions
4. Funding sources
5. Total allocated budget
6. Duration of the study

B. The Principal Investigator's short Curriculum Vitae indicating specific skills to undertake the study (One page A4 size paper, font 12).

C. Proposal write- up providing the following

1. Introduction
  - a. Background
  - b. Review of Literature
  - c. Justification/Rationale for the study
2. Objectives
  - a. Major objectives
  - b. Other/minor objectives

3. Methodology
  - a. Study type
  - b. Study setting
  - c. Sample size
  - d. Sample selection procedures
  - e. Data collection techniques<sup>1</sup>
  - f. Plan for data collection and analysis
  - g. Expected outcomes
  - h. Ethical considerations
  
4. Project Management
  - a. Staffing and work plan
  - b. Administration
  - c. Plan for dissemination
  - d. Data storage and transfer and management
  
5. Budget
  - a. Source of funding including collaborations if any
  - b. Budget<sup>2</sup>
  - c. Budget justification

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<sup>1</sup> Append all data collection instruments or drafts of instruments/consent forms in the language it will be administered and English version (if different).

<sup>2</sup> Budget may include allocation for health insurance for all fields and other staff employed by the project.



## APPENDIX - II

### STYLE GUIDE - MPH DISSERTATION

Specification	10,000 to 15,000 words (about 40-60 pages excluding title page, certification by the guide, acknowledgment, table of contents, abstract, appendices etc)
Order	Title page, Acknowledgement, Certificate/s by guide/s, Table of contents, List of tables/figures, Abstract (one page), Thesis, Reference, Appendices (including tools)
Font size	12 – Times New Roman
Line spacing	Double
Paper size	A-4
Print	On one side only
Binding	Full Calico binding (4 copies)  Spiral binding (2 copies)
Number of final copies to be submitted	4 hard copies (with the signature of the guide) and 1 soft copy on CD. One hard copy will be returned to the candidate  2 hard copies spirally bound after removing the student's name and guide's name from the title page, and the acknowledgment and certificates by the guide (s) pages entirely. Note: Eliminate all references to the student and the guide from the dissertation. E.g.: If in your consent form, your name and your guide's name are mentioned, delete references to the same.
Left margin	1.25 inches
Right margin	1 inch
Top and bottom	1 inch each

## **Format and Style**

### **Spellings**

- Use British spellings or US spellings; Ensure consistency of spellings in a given report.
- Use capitals for things named after people (Bays theorem, Donovan bodies), but when these words are used as adjectives use lower case, for example Bayesian, cesarean section, Eustachian tubes, mullerian bodies etc.
- Do not use capital letters unless these denote a proper noun.
- Do not use full stops in initials or abbreviations, for example, JA Richards, not J.A. Richards; UTI (not U.T.I)
- Avoid overuse of abbreviations. Avoid the unnecessary use of abbreviations and acronyms except if these are standard. Unfamiliar acronyms/abbreviations should be explained at first occurrence. *Do not use abbreviations, acronyms or numbers at the start of a sentence.*
- Avoid using i.e. and etc; if you need to, use a comma before i.e. and etc. (Please use ‘for example’ rather than ‘e.g.’.)
- Use single quotation marks, and for quotation within quotation use doubles within singles.
- Do not use ampersands (*symbol &*).
- Italic should be used only for Latin and foreign words that are **not** commonly accepted in English usage.
- Do not use full stops after headings or captions.
- In text, numbers 1 to 9 should be in words, others in numerals. And the numbers that come after a full stop must be in words
- Use ‘%’ only in tables; use ‘percent’ in text.
- Referencing style: Vancouver

### **References**

- **These should be numbered in the order in which they appear in the text. At the end of the article the full list of references should follow the Vancouver style.**

*Ref: Uniform requirements for manuscripts submitted to biomedical journals. International Committee of Medical Journal Editors. Med Educ. 1999; 33(1):66-78*

- **Please give the names and initials of all authors (unless there are more than six, when only the first six should be given followed by et al).**

- The authors' names are followed by the title of the article; the title of the journal abbreviated according to the style of Index Medicus; the year of publication; the volume number; and the first and last page numbers.
- References to books should give the names of any editors, place of publication, editor, and year. Examples:

21 Soter A, Wasserman SI, Austen KF. Cold urticaria: release into the circulation of histamine and eosinophil chemotactic factor of anaphylaxis during cold challenge. *N Engl J Med* 1976; 294:687-90

22 Osler AG. Complement: mechanisms and functions. *Englewood Cliffs: Prentice-Hall*, 1976.

- Information from manuscripts not yet in press, papers reported at meetings, or personal communications should be cited only in the text, not as a formal reference.
- Authors should get permission from the source to cite personal communications.
- Authors must verify references against the original documents before submitting the article.

## **Electronic citations**

### Journal article in electronic format

Chappuis F, Rijal S, Soto A, Menten J, Boelaert M. A meta-analysis of the diagnostic performance of the direct agglutination test and rK39 dipstick for visceral leishmaniasis. *BMJ* 2006; 333:723-6. <http://bmj.bmjournals.com/cgi/content/full/333/7571/723> (accessed 10 Oct 2006).

### Electronic publications/websites/web pages

Department for Environment, Food and Rural Affairs. *Disease fact sheet: avian influenza*. [www.defra.gov.uk/animalh/diseases/notifiable/ai/index.htm](http://www.defra.gov.uk/animalh/diseases/notifiable/ai/index.htm) (accessed 9 Oct 2006).

## **Tables, figures and maps**

- All tables and figures must be **numbered sequentially** within each chapter and must carry **titles** and indicate the **source(s)** of the data, when it has been taken or adapted from secondary sources.
- Figure/table captions should not end with full stop unless the caption is a complete sentence.
- The sources of all tables and other illustrative material must be provided **below the table or illustration** but **above the table/illustration footnotes**. Such source citations should follow the author-date system wherever possible

- The author must ensure that data provided in tables, figures and maps are accurate.
- For tables based on primary survey data, besides full title, mention year in which data was collected, and source it to Primary Survey, year xx place yy.

**Numbers and dates**

In numbers (**excluding** page numbers, addresses, years), **commas** should be used between groups of three digits, starting from the right. However, numbers with four digits need not have a comma.

*For example:* 52,071; 7251; 2,000,834

**Subheadings**

***As far as possible, sections within chapters/articles should be separated by section numbers. The numbering should follow the logic of the text. Thus the first section should be numbered 1; the subsequent subsections should be numbered 1.1, 1.2, 1.3 ... Subsequent sub-subsections should be numbered 1.1.1, 1.1.2, 1.1.3 ... The text should start on the next line after the heading.***

**Listing hierarchy**

The recommended style for listing is as follows:

- 1. -----
  - a. -----
  - b. -----
  - c. -----
    - i. -----
    - ii. -----

Note the hierarchy/level, and also those numerals alternate with letters. Please also note the alignment style carefully.

## APPENDIX III

SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY

THIRUVANANTHAPURAM – 695011, INDIA

(An Institute of National Importance under Govt. of India)



### Evaluation form for MPH dissertations

Grades for the MPH dissertation will be awarded based on the following criteria. Each attribute is assessed in a scale of 0 to 10 and carries weight as listed against its name.

#### Evaluation steps

**Step-1:** Fill the 4<sup>th</sup> column in the following table with scores ranging between 0 and 10 ('0' indicates that the dissertation fared very badly with respect to the attribute whereas '10' indicates that the dissertation fared perfectly well).

**Step-2:** Multiply the scores (0-10) in 4<sup>th</sup> column with weights given in 3<sup>rd</sup> column. Enter the scores thus obtained in the 5<sup>th</sup> and last column.

**Step-3:** Add the scores in the last column and enter the sum in the last row. This sum will range between 0 and 100.

**Step-4:** Refer the grading pattern given below the table to indicate the final grade for the dissertation. Enter the same in the place provided below the table.

**Note:** Please refer the sample grading given in the end in case of any doubt

<b>Attribute (1)</b>	<b>Sub-attributes to be examined (2)</b>	<b>Weight (3)</b>	<b>Score (out of 10) (4)</b>	<b>Weighted score (weight x score) (5)</b>
<i>Public health importance of the topic</i>	Relevance of research questions to country/state public health context	1.0		
<i>Presentation of the problem</i>	Problem justification; Statement of objectives	1.0		
<i>Literature</i>	Comprehensiveness, inclusion of key publications, use of literature in the discussion of results	1.5		
<i>Methods</i>	Conceptual framework, appropriateness, scientific rigor)	2.5		
<i>Data</i>	Data collection tool; whether data required for answering the study objectives were generated	1.0		
<i>Results</i>	Scientific validity; comprehensiveness of analysis; whether results are a significant contribution to public health knowledge	2.0		
<i>Overall flow of writing</i>	Clarity, structure, organization, and presentation	1.0		
<b>Total score (out of 100)</b>				

**Final grade** (Please refer the grading pattern given below): \_\_\_\_\_

**Signature of the examiner with date**

### Grading pattern for Dissertation

<b>Score</b>	<b>Performance</b>	<b>Grade</b>
79.5 & above	Excellent	A <sup>+</sup> (A Plus)
71.5 – 79.4	Very Good	A (A Only)
63.5 – 71.4	Good	A <sup>-</sup> (A Minus)
55.5 – 63.4	Fair	B <sup>+</sup> (B Plus)
47.5 – 55.4	Satisfactory	B (B Only)
39.5 – 47.4	Minimum Pass	B <sup>-</sup> (B Minus)
39.4 & below	Fail	F (F Only)

## Sample evaluation form

<b>Attribute</b>	<b>Sub-attributes to be examined</b>	<b>Weight</b>	<b>Score (out of 10)</b>	<b>Weighted score (weight x score)</b>
<i>Public health importance of the topic</i>	Relevance of research questions to country/state public health context	1.0	8.0	8.0
<i>Presentation of the problem</i>	Problem justification; Statement of objectives	1.0	7.0	7.0
<i>Literature</i>	Comprehensiveness, inclusion of key publications, use of literature in the discussion of results	1.5	6.0	9.0
<i>Methods</i>	Conceptual framework, appropriateness, scientific rigor)	2.5	6.0	15.0
<i>Data</i>	Data collection tool; whether data required for answering the study objectives were generated	1.0	7.5	7.5
<i>Results</i>	Scientific validity; comprehensiveness of analysis; whether results are a significant contribution to public health knowledge	2.0	7.0	14.0
<i>Overall flow of writing</i>	Clarity, structure and organization, presentation	1.0	7.0	7.0
<b>Total score (out of 100)</b>				<b>67.5</b>

**Final grade: A<sup>-</sup> (A Minus)**



## APPENDIX- IV

### **Sree Chitra Tirunal Institute for Medical Sciences and Technology, Thiruvananthapuram**

Incorporating necessary provision in Service and Personal Conduct Rule concerning prevention of sexual harassment of women employees at workplace -orders issued

PERSONAL AND ADMINISTRATION DIVISION

Feb 26, 2005

No. Per & Admn. 1/x/10/SCTIMST/2005

Read: (1) Notification No. 11013/10/97 – Esst. (AO) dated 13-2-1998 of MHRD, GOI

(2) Resolution No. 8 dated 20-1-2005 of the governing body

#### **ORDER**

The Governing body of the Institute vide its resolution read 92 above has decided to incorporate the following provisions in the service and personnel conduct rules of the institute as rule 6(B) of chapter VII:

6(B) Prohibition of sexual harassment of working women.

1. Indulging any act of sexual harassment of any women at her workplace by any employee shall be taken note of seriously and shall be liable for strict disciplinary action
2. Every employee who is in-charge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such work place
3. A complaint Committee constituted by the Director of the Institute will be deemed to be an inquiry authority for the purpose of the conducted rules and the report of the complaints committee shall be deemed to be an inquiry report under that rules.

Explanations – for the purpose of this rule “sexual harassment’ includes such unwelcome sexually determined behavior, whether directly or otherwise, as –

- a. Physical contact and advances;
- b. Demand or request for sexual favors;
- c. Sexually colored remarks;
- d. Showing any pornography; or
- e. Any other unwelcome physical, verbal conduct of a sexual nature

Chapter VII of the service and personnel conduct rules of the institute stands amended accordingly with immediate effect.

Director

**The names and contact details** of present sexual harassment complaints committee members of SCTIMST are:

Dr. Rupa Sreedhar, Professor, Anesthesiology  
[rupa@sctimst.ac.in](mailto:rupa@sctimst.ac.in) Telephone: 2524624(O)

Dr. Lissy Krishnan, Scientist 'F' Thrombosis Research unit  
[lissykk@sctimst.ac.in](mailto:lissykk@sctimst.ac.in)

Dr. Renuka Nair, Scientist 'G', C.M.Cardiology  
[renuka@sctimst.ac.in](mailto:renuka@sctimst.ac.in) Telephone: 2524505(O)

Ms. Sudhamany Amma. S, Deputy Nursing Superintendent-B  
Nursing Supdt.'s Office  
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Dr. Mala Ramanathan, Additional Professor  
Achutha Menon Centre for Health Science Studies  
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Dr. Nalini Nayak (external NGO representative).  
[nalini.nayak@gmail.com](mailto:nalini.nayak@gmail.com)