

Master of Public Health (MPH) Programme

Students' Manual

2017



Achutha Menon Centre for Health Science Studies

SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY, TRIVANDRUM

Thiruvananthapuram, Kerala. India – 695011

December 2016
Achutha Menon Centre for Health Science Studies
Sree Chitra Tirunal Institute for Medical Sciences and Technology, Trivandrum
Thiruvananthapuram, Kerala. India - 695011

- SCTIMST expressly reserves the right to alter, amend or repeal 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 the academic division
- Should you require additional information or clarification please contact/ schedule an appointment with the head of the department, AMCHSS/ deputy registrar, academic division,SCTIMST

Welcome!

Dear student

Welcome to the Achutha Menon Centre for Health Science Studies (AMCHSS), Sree Chitra Tirunal Institute for Medical Sciences and Technology, Trivandrum (SCTIMST). AMCHSS is one of the pioneering and prestigious training centres for public health professionals in the country. The Ministry of Health & Family Welfare, Government of India recognized AMCHSS as one of the centres of excellence in public health in India in the year 2000. 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 compiled to inform students regarding the resources available and the policies, rules and procedures that pertain to the Master of Public Health (MPH) programme at the centre. You are expected to be familiar with the contents of the manual in order to maintain a positive learning environment. Changes to the 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.

We are committed to providing our students with a supportive and enabling academic environment and enhance their learning experience. We recognize your aspirations and strive to give you every opportunity to make the most of your time here. We hope that your time spent here will be productive and enjoyable.

Best wishes!

Table of contents

Introduction	1
Objectives of the programme	1
Structure of the MPH programme	1
Semesters	2
Class sessions	2
Credit system	3
Student Assessment	3
Attendance	4
Grading system	4
Cumulative Grade Point Average(CGPA)	5
Pass/Fail	5
Re-Examination	5
Dissertation	6
Evaluation of Dissertations	10
Internship	10
Working paper	11
Award of Degree	12
Student Awards	13
Academic and Professional conduct codes	13
Facilities	17
Student grievances	17
Policy related to harassment and discrimination	
Appendix I	I-II
Appendix II	III-X
Appendix III	XI-XIV
Appendix IV	XV-XVII
Appendix V	XVIII-XIX

Introduction

The Sree Chitra Tirunal Institute for Medical Sciences and Technology (SCTIMST), Trivandrum was established in 1974 and was made an institute of national importance by an act of the Indian Parliament in 1980. Located at Thiruvananthapuram, Kerala, the Institute has the status of an university and offers postdoctoral, doctoral and postgraduate courses in medical specialities, public health, nursing, basic sciences and health care technology. It is an autonomous institute under the administrative control of the Department of Science and Technology, Government of India that aims at the convergence of medical sciences, public health and biomedical technology.

The Achutha Menon Centre for Health Science Studies (AMCHSS) is the public health wing of the Sree Chitra Tirunal Institute for Medical Sciences and Technology, Trivandrum. 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 to perform costing cost-efficiency, and epidemiological studies and policy analysis and 3) To provide technical expertise and consultancy service on public health issues to the public, nongovernmental organisations and the private sector.

Master of Public Health (MPH) Programme

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

Objectives

The objectives of the Master of Public Health programme are

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

Structure of the MPH Programme

The programme runs over a period of 24 months commencing on the 1st of January every year. It is a full time residential programme.

Semesters

The MPH Programme consists of four semesters

- The MPH Programme consists of two semesters in each year: 1 January – 30 June, and 1 July to 31 December
- 1 June - 30 June & 1 December – 31 December are the semester breaks in the first year
- The fourth semester will be divided into two periods: 1 July - 31 October for the dissertation work and 1 November – 31 December for internship.

Courses and credits attached

	Courses	Credits
	YEAR I	
	Semester 1	
1	Orientation	Nil
2	Public Health Biology	1
3	Introduction to Epidemiology	3
4	Basic Biostatistics	4
5	Social Determinants of Health	2
6	Health Policy Analysis	1
7	Health Care System in India	2
8	Gender Issues in Health	2
	Semester 2	
9	Basic Health Economics	2
10	Anthropological perspectives in health	1
11	Quantitative Research Methods	2
12	Qualitative Research Methods	2
13	Sexual and Reproductive Health	2
14	Chronic Disease Epidemiology	2
15	Ethics in Public Health	2
16	Health and Environment	2
	Total credits for Year I	30
	YEAR II	
	Semester 3	
	Health Management	4
	Intermediate Epidemiology	2
	Intermediate Biostatistics	4
	Health Policy Analysis II	1
	Infectious Diseases Epidemiology	2
	Public Health Technologies	2
	Semester 4	
	Dissertation	15
	Internship	Nil
	Total credits for Year II	30
	Total credits for the programme	60

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

<http://www.sctimst.ac.in/Academic%20and%20Research/Academic/Programmes/mph/>

Class sessions, reading materials

Details of the course outline, assessment of the individual course etc will be discussed by the faculty in charge at the beginning of the respective course. Students will be informed of changes in the schedule, such as additions, cancellations, rescheduling of classes as they occur, either in class or through email. Faculty members increasingly use web based learning content management system for their individual courses. Some courses demand extensive reading and most of the course materials/readings may be provided in the electronic format to avoid wastage of resources. Print copies will be provided only for certain relevant readings. It is the students' responsibility to make sure that she/he is aware of the class schedules, assignments and has the required readings and other course materials. 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 about fifteen hours of in-class sessions.
- Faculty led workshop sessions is equated to class room sessions.
- Faculty led field sessions extending to one full day is equivalent to three in-class sessions and half a day field session to one in-class session. Field sessions not led by faculty extending to one full day is equivalent to two in-class sessions and half a day field session to one in-class session.
- Assignments, term papers, readings, report writing and other tasks 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 60 percent weightage of the final grade.
- Method of in-course assessment will be decided by the individual faculty concerned and will be informed to the students at the beginning of each course.
- Failure to attend an assessment will not be compensated for 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 will send a report to the Head of the Department along with the assignment and a copy of the original source and the decision of the faculty committee on the matter 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 semester of the course to be promoted to the next semester. There is no separate minimum attendance for each course. Class attendance will be maintained for each session.

Regular attendance at special lectures, seminars and 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 B minus are awarded. B minus is the minimum pass grade and below that would be the 'Fail', i.e F grade.

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
F	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
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 $\frac{\text{CGPA} \times 100}{5}$

5

Pass/Fail in an individual course

- Students will have to obtain a pass in all the courses of each semester to be eligible to be promoted to the next semester.
- B minus will be the minimum pass grade and below that would be the Fail, i.e. 'F' grade.

Re examination

- Candidates who fail in a given course/s will be given the opportunity to appear for a 'make-up' exam/s.
- The 'make-up' exams will be held during the last week of the semester break: in June for the first and third semesters & December for the second semester.
- Those appearing for the 'make-up' exam will be awarded letter grades from F (Fail) to a maximum of B plus only.

- The current fee for re-examination is Rs 1000/- per course. For appearing in the examination, the candidates must apply with duly filled in application form along with the receipt for Rs 1000/- paid towards the fee for re examination within 10 days from the date of publication of result/s

Promotion from one semester to the next in the MPH programme

Will be contingent upon the student fulfilling **ALL** of the following criteria:

- A minimum of 80% attendance overall in all class sessions in the semester; this will be calculated by adding up the attendance at all theory and practical classes where attendance is taken.
- A pass in all the courses of the semester.

Those who are not eligible for promotion will have to repeat the entire semester in which s/he failed; during the following year. In such instances, the candidate has to register for that semester well in advance and has to pay the fee for that semester.

The maximum period permitted for a student enrolled for MPH programme is limited to 3 years from the year/date of admission of each batch, to complete their requirements. In extraordinary circumstances, this can be enhanced to 4 years subject to director's approval.

Dissertation

A research project and dissertation is compulsory for MPH students. This is intended 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. The tentative timeline of the student presentations on their dissertations is given below.

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 last week of November. In that presentation the feasibility to undertake the study will be considered by the faculty as a group. The feasibility will be explored when the student goes for the term break in December after the second semester.

Second Presentation

After the exploration of feasibility and discussion with the stakeholders, a formal presentation of one selected one topic out of the two topics presented initially will be presented in the third 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 the TAC is mandatory for submission to the IEC. Detailed procedure for the submission to IEC is provided in the Institute website.

Data collection and data entry

Students' fieldwork is expected to start from July 1st or as soon after obtaining the clearance from the IEC. They are required to report back to AMCHSS latest by the 1st of September.

Pre-requisites to proceed for fieldwork.

- Certificate of clearance for the research by the IEC
- Approval of Literature review by the concerned guide

If a student requires a letter of introduction from the Institute to carry out the research, a request with the details such as project title, one page summary of the proposal, name as registered

with the institute and roll number and letter of clearance from IEC must be submitted to the academic division through proper channel (recommended by the guide and forwarded by the HOD).

Fifth presentation

This presentation includes the preliminary findings of the study. This will be in the third/fourth 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.

If a student fails to submit the dissertation by this deadline, her/his results will be declared along with the subsequent batch.

All deadlines and guidelines issued from time to time are to be strictly adhered to. Throughout the development, implementation, and reporting of the dissertation project; the student should meet/contact 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**

Technical clearance of the research proposal

The Technical Advisory Committee or TAC is a subcommittee of the Institutional Ethics Committee (IEC) 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 will be mainly directed towards scientific soundness and technical feasibility.

The format for submission of research proposals to the TAC is provided as **Appendix-I**. 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 scheduled date of the TAC meeting and the last date for submission of proposals will

be communicated to the students. The proposals must be submitted to the Chair person, TAC, AMCHSS.

Action by the Technical Advisory 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, the member secretary, TAC. 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.

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 TAC is only 'an internal committee of the institute to help the IEC to review the scientific aspects of a study.' Therefore all the student research proposals cleared by the TAC must be submitted to and cleared by the IEC. It is a serious violation under the law to initiate a study without a clearance from the IEC.

If any changes become necessary to the research proposal cleared by the IEC (in the title, aims/ objectives, methodology, tools, guide/co guides etc), it is the duty of the student to inform and obtain the necessary approval from the IEC.

The proposals for IEC clearance 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 the Member Secretary, I E C, SCTIMST.

Detailed procedure for the submission to IEC is available at <http://intranet.sctimst.ac.in/iec/>

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. Where the student gets B minus (minimum pass) & above from both the examiners, the final grade for the dissertation will be corresponding to the average of the two grade points and rounded to the whole.

If the student is failed by one of the examiners, the final decision will be based on the evaluation of a third examiner. Her/his evaluation grade will be considered as the final grade for the student. If failed by both the examiners, the student has to redo the dissertation.

Guidelines for the evaluation of dissertation are given as Appendix- III

Internship

The last two months of the fourth semester consist of an internship placement. This is compulsory for all MPH students. Internship has been designed to provide students with 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. Students may do their internship in any governmental or nongovernmental organisations other than their parent institutions, in the field of health and development.

Students must provide two copies of the following information to the academic office, AMCHSS before leaving for internship:

- A written communication permitting the student's internship by the head of the institution/concerned authority
- Detailed contact address with contact numbers of the organisation/institution of the internship.
- Name, address and contact details (including phone number and e-mail id of mentor/supervisor in the organisation/institution that they are placed in
- Student's own contact information, including updated phone number/s at which they can be contacted.

Faculty members will provide assistance to seek internships for those students who are unable to find a placement. The faculty member who guided a student's dissertation research will be in-charge of monitoring the internship of her/his respective students.

Effectively, every candidate must undergo seven complete weeks of internship to be eligible for course completion.

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 organisation placed in, failing which the certificate of course completion will not be issued.

At the end of the internship, **students are required to submit** to the respective guides and the academic office, AMCHSS as part of completion of internship requirement, the following:

1. A short written report of the work undertaken, field experiences, skills gained etc. during their internship
 2. A certificate from the mentor/ supervisor in the organisation placed in, validating the attendance, the duration and nature of the internship, evaluation of the skills acquired/work assessment etc. of the student concerned.
- In addition to the above, a 3000 word article based on their dissertation will be a requirement for course completion.

Working paper

A 3000 word article (this word limit excludes tables and references) based on the students dissertation is mandatory for completing the MPH programme. The guideline for the draft working paper is outlined in **Appendix IV**.

Students must submit the first draft of the article for the working paper to the concerned guide/s by the 10th of December. The revised final draft should be e-mailed to the guide before the 30th of December of that academic year. Failure to submit the working paper by this deadline will lead to her/his results to be declared with the succeeding batch.

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 through the head of the department, AMCHSS.

To qualify for the degree

A student should get at least a B minus grade in individual courses, including dissertation, and must secure a minimum cumulative grade point average of 2.5 at the end of the two year

programme. In addition, the student must complete the internship/field placement and draft working paper requirements satisfactorily.

Last day of presence

All students are expected to be present at AMCHSS on the last working day of December. If any student does not want to return on the last working day of December s/he will have to request the head of the department for a waiver and in that case s/he will have to submit the non-liability before leaving for the internship, on the last working day of October. All students are expected to be present at AMCHSS on the last working day of October before they start their respective internships.

Award of degree: The degree will be awarded to students who have successfully completed all requirements of their programme of study only at the annual convocation. All students are 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.

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 Rs. 30000/-every year. A committee appointed by Director, SCTIMST will select the best abstract for award. The notification for application to this would be advertised on the institute's website.

Feedback 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 course the views of the students on the course and the faculty is taken. Students can also express their views and give suggestions on all aspects of the course

Academic and professional codes of conduct 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.

Participation in conference/meetings, publication of articles

- Students are not allowed to absent themselves to attend conferences/workshops/events/meetings/courses/jobs/consultancies etc. other than during term breaks.
- Students must obtain prior approval from the Director, SCTIMST, for any article/ abstract submitted by them to national or international seminars/conferences

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
- During sessions/presentations laptops are to be switched off and students are expected to pay attention to the presenters. Doing assignments/ personal work, web browsing and emailing during lecture sessions are forbidden. They may be used with discretion and for legitimate learning purposes during class sessions as permitted by the individual faculty member. 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
- Private conversations during class sessions and discussions will distract the students and teachers and hence must be avoided.
- Students can be asked to leave the class/session if found disruptive in class even after repeated warnings and their 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 learn to respectfully agree to disagree on opposing points of view. Avoid arguments that are not healthy and can be interpreted as personal, rude, intolerant, intimidating, sexist etc.

Exam halls

The MPH course has courses 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 authorised 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).
- Use computers or the internet facility during office hours with professionalism.
- 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://library.sctimst.ac.in/> or contact the librarian at extension no. 491

General “Do’s’ and ‘Don’ts” for students

- Smoking, consumption of alcohol, possession and use of narcotics is prohibited on 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 your attendance without fail
- Ragging is illegal and punishable as per the ruling of the Supreme Court of India.
- Consult staff physician for your medical needs
- You may 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
- 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
- Do not litter, or cause any damage to furniture and other temporary/ permanent fixtures including writing on walls, desks etc.
- 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 her/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, Trivandrum 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 V**

APPENDIX I

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

Four hard copies of the proposal and a soft copy (by e mail) 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. List of enclosures
4. Clearance obtained from collaborating institutions
5. Funding sources
6. Total allocated budget
7. 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 techniques¹
 - 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
 - c. Budget justification

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

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)
Sequence	Title page, Acknowledgement, declaration of authorship by the student, Certificate by guide/s, Table of contents, List of tables/figures, Abstract (one page), Thesis, Reference, Appendices (including tools and a copy of the clearance certificate issued by the IEC)
Font size	12 – Times New Roman
Line spacing	Double
Paper size	A-4
Print	On one side only
Binding	Full Calico binding (2 copies) Spiral binding (3 copies)
Number of final copies to be submitted	2 hard copies (calico binding) with the signature of the guide and a soft copy on CD. One hard copy will be returned to the candidate 3 hard copies spirally bound after removing the student's name and guide's name from the title page, acknowledgment and certificates by the guide (s) pages entirely. Note: Eliminate <u>all</u> references to the student and the guide from the dissertation. E.g.: If in your consent form, ethics committee clearance etc. 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

APPENDIX II

STYLE GUIDE - MPH DISSERTATION

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: Harvard-like format

- Referencing style: Harvard-like format.

- For details check the section on the list of references on page no: 11 of the following link:
https://www.sctimst.ac.in/Academic%20and%20Research/Academic/Guidelines,%20Manuals,%20Forms/resources/Guidelines_for_PhD_Thesis_Preparation_and_Submission.pdf
- **Structure of the preliminary parts**

Outer Cover (Lay out given in the end of this section)

The outer cover should carry the following details:

- The full title of the thesis
- The candidate's name
- MPH Thesis - Year
- Institute's Emblem
- Name of the Institute as
 Sree Chitra Tirunal Institute for Medical Sciences and Technology, Trivandrum
 Thiruvananthapuram, Kerala. India - 695011

Title Page (Lay out given in the end of this section)

The title page should provide the following information in the following order:

- The full title of the thesis
- The statement- "A thesis presented by" Candidate's name, 'to' Institute's name.
- The statement: "In partial fulfillment of the requirements for the award of the degree of Master of Public Health"
- Institute's Emblem
- Name of the Institute as
 Sree Chitra Tirunal Institute for Medical Sciences and Technology, Trivandrum
 Thiruvananthapuram, Kerala. India - 695011
- The year of submission
- Type the title of the thesis using capital letters throughout. If it occupies more than one line, double space between lines and arrange in inverted pyramid form.
- Express formulas, symbols, and abbreviations in words on the title page, even if the "shorthand" forms are conventional and widely accepted.

Acknowledgements

Declaration of authorship by the student (Format given at the end of this section)

The student should make this declaration.

Certificate by the research guide/s (Format given at the end of this section).

The guide has to provide a certificate and if co-guide is present, separate certificates have to be given by the guide and co-guide.

1. Layout of Outer covers

TITLE OF THE DISSERTATION

(Capitals, bold and inverted pyramid form)

NAME OF THE CANDIDATE

**Dissertation submitted in partial fulfillment of therequirements for the award of the
degree of**

Master of Public Health



ACHUTHA MENON CENTRE FOR HEALTH SCIENCE STUDIES

SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY, TRIVANDRUM

Thiruvananthapuram, Kerala. India - 695011

Month and Year

2. Layout of title page

TITLE OF THE DISSERTATION

(Capitals, bold and inverted pyramid form)

NAME OF THE CANDIDATE

**Dissertation submitted in partial fulfillment of the requirements for the award of
Master of Public Health**



ACHUTHA MENON CENTRE FOR HEALTH SCIENCE STUDIES

SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY, TRIVANDRUM

Thiruvananthapuram, Kerala. India - 695011

Month and Year

3. Format for declaration by the candidate

DECLARATION

I hereby declare that this dissertation titled -----is the bonafide record of my original research. It has not been submitted to any other university or institution for the award of any degree or diploma. Information derived from the published or unpublished work of others has been duly acknowledged in the text.

(Signature of Candidate)

(Name of the candidate in capital letters)

Achutha Menon Centre for Health Science Studies
Sree Chitra Tirunal Institute for Medical Sciences and Technology, Trivandrum
Thiruvananthapuram, Kerala. India -695011

(Month and Year)

4. Format for declaration by the guide/s

CERTIFICATE

Certified that the dissertation titled “.....” is a record of the research work undertaken by (NAME) in partial fulfillment of the requirements for the award of the degree of “Master of Public Health” under my guidance and supervision.

(Signature of guide)

IF APPLICABLE, SAME

(Name of the guide in capital letters)

DETAILS ABOUT CO- GUIDE

(Position – Professor/Additional Professor etc)

Achutha Menon Centre for Health Science Studies
Sree Chitra Tirunal Institute for Medical Sciences and Technology, Trivandrum
Thiruvananthapuram, Kerala. India -695011

(Month and Year)

APPENDIX III

SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY, TRIVANDRUM

Thiruvananthapuram, Kerala. India - 695011

(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 4th 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 4th column with weights given in 3rd column. Enter the scores thus obtained in the 5th 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

Attribute (1)	Sub-attributes to be examined (2)	Weight (3)	Score (out of 10) (4)	Weighted score (weight x score) (5)
<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		
Total score (out of 100)				

Final grade (Please refer the grading pattern given below): _____

Signature of the examiner with date

Grading pattern

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

Sample evaluation form

Attribute	Sub-attributes to be examined	Weight	Score (out of 10)	Weighted score (weight x score)
<i>Public health importance of the topic</i>	Relevance of research questions to country/states' 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
Total score (out of 100)				67.5

Final grade: A⁻ (A Minus)

APPENDIX IV

STYLE GUIDE – WORKING PAPER

1. 1 ½ space. Maximum words limit 3000 excluding tables, figures and references.
2. Essential tables alone to be retained in main text or annexure
3. Language: English UK
4. Structure

Section I

- a. Cover page

Title

Author(s)

Achutha Menon Centre for Health Science Studies, Sree Chitra Tirunal Institute for Medical Sciences and Technology, Trivandrum. Thiruvananthapuram, Kerala. India- 695011

- b. Page 2 –i.e. back side of cover page: These are the contents of this page:

This working paper is based on the dissertation submitted in partial fulfillment of the requirements for the award of the degree of Master of Public Health under the supervision of Dr (name of guide) Achutha Menon Centre for Health Science Studies.

Recommended citation: Author. *Title in italics*. Trivandrum, Achutha Menon Centre for Health Science Studies, Sree Chitra Tirunal Institute for Medical Sciences and Technology, Trivandrum Working Paper no.(your order in the roll number), 2012.

Copyright © Rests with the author

All rights reserved

- c. Structured Abstract (Introduction, Methods, Results and Conclusions): Maximum 250 words (page 3)

Section II

Body Text: the actual report and list of references

The text of the working paper should also be structured (Introduction, Methods, Results and Discussion).

Introduction can include up-to-date review of literature identifying the gaps in literature and justifying the need for the study leading to the objectives of the study. This section can range from 500-750 words.

Methods section can include place and period of the study, study design, sample size, sample selection process, ethical clearance, informed consent and statistical analysis. This section can range from 750-1000 words.

Results section should be brief and clear with tables and figures. There should not be any duplication of data in table and figures. The text of this section can be limited to less than 500 words.

Number of tables should be up to a maximum of five. Number of figures can be up to two.

Discussion should be focused. Discuss present study results with reference to earlier relevant studies. Strength and limitations can be at the end of the discussion section. Discussion section can range from 750-1000 words depending on the length of other sections so that total size will not exceed 3000 words

Acknowledgements can be after the discussion section (not more than 100 words).

Section III

Annexures

5. Use sections / sub-sections with headings to clearly organise text. Maintain consistency in format and style, in the text as well as in the tables and figures and annexure. For example, use Bold for heading 1 (**Heading 1**), Bold italic for heading 2 (***Heading 2***), underline regular for heading 3 (Heading 3), italics for heading 4 (*Heading 4*). No capitals for any headings or subheadings; or for table titles (**Table 1**, not TABLE 1, and ensure consistency in all table labelling)
6. Referencing style: Harvard-like format. For details, see the following link http://www.sctimst.ac.in/Academic%20and%20Research/Academic/Guidelines,%20Manuals,%20Forms/resources/Guidelines_for_PhD_Thesis_Preparation_and_Submission.pdf
7. Referencing style: Harvard-like format. For details, see the following link http://www.sctimst.ac.in/Academic%20and%20Research/Academic/Guidelines,%20Manuals,%20Forms/resources/Guidelines_for_PhD_Thesis_Preparation_and_Submission.pdf
8. All references cited in the text including those for figures and tables should be included in a list of references at the end of the working paper.
9. Use endnotes, not footnotes.
10. For tables, give full source below each table.

APPENDIX- V

SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY, TRIVANDRUM

Thiruvananthapuram, Kerala. India - 695011

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 the current internal complaints committee (that deals with sexual harassment complaints) members of SCTIMST are:

Dr.Sylaja.P.N, Professor, Department of Neurology (Chairperson/Presiding officer)
sylajapn@sctimst.ac.in Telephone: Extension 482 (O)

Dr.Geetha.G, Scientist G, Computer Division
geetha@sctimst.ac.in Telephone: Extension 607(O)

Dr.Suneel P.R, Professor, Department of Anaesthesiology
suneel@sctimst.ac.in Telephone: Extension 199 (O)

Dr.Kamalesh.K.Gulia, Scientist E, Division of Sleep Research, BMT Wing
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Dr.Manju Nair.R, Scientist C, Achutha Menon Centre for Health Science Studies
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Ms.Leena Joseph, Engineer E, Calibration Cell, BMT Wing
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Ms.Padmaja Devi.S.S, Sr.Nursing Supervisor, SCTIMST
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Dr. Bismi Gopalakrishnan, Professor, Dept. of Law, University of Kerala
bismigopalakrishnan@keralauniversity.ac.in Mobile no: 94464 27447