

Distance Learning Prospectus

Session: 2016-2017

POST GRADUATE DIPLOMA IN HEALTH PROMOTION



आरोग्यं सुखसम्पदा

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

DATES TO REMEMBER

SI No.	ITEM SUBMISSION	LAST DATE	LAST DATE (With late fee of Rs.500/-)
1	Completed application form with fees	31 st May, 2016	15 th June, 2016
2	Assignments I	30 th Dec, 2016	16 th Jan, 2017
3	Assignments II	31 st March, 2017	14 th April, 2017
4	Project Report	15 th May, 2017	31 st May, 2017

- a. Application form without enclosing requisite course fee of Rs.21,000/- (Rupees Twenty one thousand only) in the form of Bank Draft in favour of Director, NIHFW payable at New Delhi, will be rejected.
- b. Late fee of Rs.500/- (Rupees five hundred only) for each of above items is to be submitted separately in the form of Demand Draft, in favour of Director, NIHFW, payable at New Delhi.
- c. Submission of the above items at Nos. 2, 3, 4, after last date will debar the candidate to sit in the examination in the current academic year. However, they will be eligible to sit in the examination in subsequent years as per details at Para 3 of the prospectus.
- d. If the last date happens to be an unexpected Govt. holiday, the last date will automatically be extended to the next working day.

SL NO.	ACTIVITY	TENTATIVE DATE
1	1 st Contact Programme	Nov/Dec ,2016*
2	2 nd Contact Programme	March/April, 2017*
3	Final Examination	July/August, 2017*

- ***The exact date for the commencement of above activities will be posted at the Website: www.nihfw.org**
- **All are directed to visit the NIHFW web site (www.nihfw.org) regularly to keep themselves up dated with the latest information about the distance learning course.**

1. Introduction and Rationale

About the Institute

With the adoption of new strategy of delivering both Health and Family Welfare Services as an integrated package during the Fifth Five Year Plan period, Government of India recognized the need for an independent agency which could act

as an apex technical institution, both in the field of Health and Family Welfare. Consequently on March 9, 1977 the National Institute of Health and Family Welfare (NIHFW) came in to existence by the merger of two erstwhile autonomous organizations previously named as National Institute of Family Planning (NIFP) and National Institute of Health Administration and Education (NIHAE) which were established in the year 1962 and 1964 respectively. Since then the NIHFW has been functioning as a multi-disciplinary Institute under the Ministry of Health and Family Welfare, Government of India.

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

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

- (i) **Post Graduate Diploma in Health and Family Welfare Management**
- (ii) **Post Graduate Diploma in Hospital Management**
- (iii) **Post Graduate Diploma in Health Promotion**
- (iv) **Post Graduate Diploma in Health Communication**
- (v) **Post Graduate Diploma in Applied Epidemiology**
- (vi) **Post Graduate Diploma in Public Health Nutrition**

2. About The Course

2.1. Background:

During the last five decades, India has made an unprecedented progress in the health sector and health indicators. Yet, a lot needs to be achieved towards controlling the communicable diseases, reducing infant mortality, maternal mortality and to raise the nutritional status of children and women. Further, the emerging challenge related to the lifestyle diseases/non-communicable diseases, requires the strategies different from the conventional ones, used to tackle communicable diseases. This challenge can be addressed through capacity building of the health personnel in initiating strong health promotional interventions to bring sustained change in the behavior of the community in respect of risk factors.

In view of the above and to create adequate manpower, an alternative distance learning approach has been introduced by this institute, which is recognized by Distance Education Council.

The lifestyle diseases have a strong association with the way people live their lives. Such diseases have defied the conventional public health measures like environmental sanitation, immunization, vector control and many others. Health promotion strategies have been effective in prevention and control of these diseases as evident from the statistics from the developed countries. Some of the constraints realized by the Government of India, in the framework of implementation of NHM are:

- Lack of emphasis on locally and culturally appropriate health communication efforts.
- No community action and household surveys.
- No action on promoting healthy lifestyle whether it be fighting alcoholism or promoting tobacco control or promoting positive actions like sports, yoga, etc.
- Weak school health programmes.
- Absence of health counseling / early detection.
- Compartmentalized IEC of every scheme.

The framework has identified action for preventive and promotive health care as a key priority area.

2.2. The Post Graduate Diploma In Health Promotion:

Health promotion is the process of enabling people to increase control over the determinants of health and thereby improve their health. It represents a comprehensive social and political process, it not only embraces actions directed at strengthening the skills and capabilities of individuals, but also actions directed towards changing social, environmental and economic conditions so as to alleviate their impact on public and individual health.

Though health education has been an integral component of the National Health Programmes, the objective of health promotion activities is to go beyond sharing knowledge to developing skills and bringing about change in attitudes and bringing healthy practices in the community. As a first step, it is essential to communicate the latest and most accurate knowledge and information to the frontline health professionals and public at large.

As health promotion is a technical process of providing information and/or education to individuals, families and communities to make positive contribution to their health status, the participation of all sectors like Panchayati raj Institutions, Health, Education, Public Works Department, Ministry of Women and Child Development, etc. and also of youth groups, women groups, NGO's, corporate sectors and community is essential to sustain health promotion action.

Therefore, in order to build the capacity of frontline professionals in health promotion, the National Institute of Health and Family Welfare (NIHFW) is conducting the one year '**Post Graduate Diploma Course in Health Promotion**' through distance learning. The aim of this course is to build the capacity of medical, paramedical, school teachers, counselors and other stakeholders concerned with the health of the society across the sectors in aspects related to health promotion. The trained personnel in health promotion would greatly help in reducing the double burden of communicable and non-communicable diseases in India, through management of lifestyles by promoting healthy diet, physical activity, stress management, reduction of tobacco / substance abuse and alcohol towards achieving healthy approach to life.

The professionals already engaged in public and private sectors would get an opportunity to develop specialization in the field of health promotion and thereby get benefit in their future endeavors. The Diploma in health promotion would benefit the health professionals, councilors, teachers, health managers in the NGO sectors by empowering them in planning, implementation of health promotion programmes in their respective settings.

3. Details of the Course

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

4. Medium of Study

The medium of study is English. The course is imparted by means of supplying printed study materials and through two contact programs. The final dates for contact programs will be announced in Institute's web site: <www.nihfw.org>

5. Eligibility

Sl. No.	QUALIFICATION	ELIGIBILITY
1	Master in Science, Behavioural Science, Management, Commerce/ All Medical Graduates	Successful completion/Registration with State Council, One year experience in any Govt. / AICET recognized Institute except for Medical Graduates as on 31st May,2016 .
2.	Bachelor in Science, Behavioural Science, Management, Commerce	Successful completion, two years experience in any Govt./ AICET recognized Institute as on 31st May,2016 .

6. Objectives of the Course

The candidates should be able to:

- Describe the concept of health and health promotion;
- Describe the basics of health and disease in a holistic manner;
- Enumerate the role of social determinants of health and other sectors;
- Mainstream health promotion in the National Health Programmes (NHPs) and National Health Mission (NHM);
- Evaluate the policy context of health promotion and the effective use of resources in different settings;
- Design strategies for health promotion in different settings;
- Analyze and interpret available data at district, state and national level for health promotion;
- Describe the concept of health education, information, education and communication, behaviour change communication for health promotion; and
- Plan, monitor and evaluate the health promotion programmes.

7. Course Design

The entire course has been divided into four parts.

(i) Self reading by students:

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

(ii) Internal Assessment

- Writing Assessments
- Attendance in the contact sessions
- Feedback examination after contact sessions

(iii) Theory Component

- Final Theory examination
- Grand Viva

(iv) Practical Component

- Final Practical Examination

7.1 Methodology

The Post Graduate Diploma course has been designed by using self-learning principle and learning by doing approach. The learning would be through self-study of the modules, assignments, case studies, and contact programmes.

There are total eleven basic modules and one practical module. To facilitate learning, each chapter in the module has been provided with specified learning objectives in the beginning. Detailed framework and concepts have also been given

for the better understanding. The summing up and self-assessment exercises have been given at the end of the chapter for quick assessment by the learner.

Case studies have also been included at relevant points so as to relate the concepts with real situations.

The exercises have been developed so that the learners can apply the knowledge into workplace settings. These have been compiled into a practical module to facilitate learning and implementation of the concepts.

Development of project based on field level exercise is one of the major components of the course. The project work will be supported by duly identified mentors from NIHFWS.

8. The Curriculum

MODULES - I to XI (Theory)

Module-I	Basic Concepts of Health and Health Promotion
(i)	Basics of Health and Health Promotion
(ii)	Community Health Need Assessment for Health Promotion
(iii)	Social Determinants of Health
(iv)	Health Promotion for Healthy Environment: Water and Sanitation
Module-II	Reduction of Risk Factors of Non-communicable Diseases and Communicable Diseases
Part A: Promotion of Healthy Lifestyles through Physical Activity, Diet, Stress Management, Avoiding Tobacco and Alcohol	
(i)	Risk Factors and Lifestyle Diseases in India
(ii)	Promotion of Healthy Lifestyle through Physical Activity
(iii)	Promotion of Healthy Lifestyle through Diet
(iv)	Promotion of Healthy Lifestyle through Stress Management
(v)	Risk Factors and Lifestyle Diseases in India
(vi)	Promotion of Healthy Lifestyle through Physical Activity
Part B: Promotion of Personal Hygiene, Treatment Seeking Behaviour, Treatment Compliance and Reducing Stigma	
(i)	Health Promotion Strategies for Prevention and Control of Communicable Diseases
(ii)	Treatment Seeking Behaviour and Treatment Compliance
(iii)	Social Stigma Associated with Diseases

Module-III	Planning, Designing, Monitoring and Evaluation in Health Promotion
(i)	Planning Health Promotion Programme
(ii)	Monitoring and Evaluation in Health Promotion
Module-IV	Health Promotion and National Health Programmes
(i)	NRHM, National Health Mission, Natural Health Programmes
(ii)	School Health Programmes
(iii)	Role of AYUSH in Health Promotion
(iv)	Prevention of Road Side Injuries
Module-V	Epidemiology, Health Statistics and Health Management Information System for Health Promotion
(i)	Epidemiology and Health Promotion
(ii)	Health Statistics: Analysis and Interpretation of Data Related to Health Promotion
(iii)	Use of Health Management Information System and Information Technologies in Health Promotion
Module-VI	Health Promotion in Different Settings
(i)	Health Promotion in Different Settings
(ii)	Health Promotion in Emergency and Disaster
Module-VII	Information, Education and Communication Strategies for Health Promotion
(i)	Introduction to Health Communication
(ii)	Information, Education and Communication for Health Promotion
(iii)	Approaches to Communication for Health Promotion
Module-VIII	Advocacy in Health Promotion
(i)	Advocacy in Health Promotion
(ii)	Advocacy for Healthy Public Policy
(iii)	Resource Mobilization for Health Promotion Networking
Module-IX	Partnership in Health Promotion
(i)	Partnership for Health Promotion
(ii)	Partnership with Media Organizations

Module-X	Capacity Building for Health Promotion
(i)	Capacity Building for Health Promotion
(ii)	Leadership and Mentoring in Health Promotion
(iii)	Capacity Building of Individuals and Organizations through Organizing Training Programmes on Health Promotion
Module-XI	Gender and Health Promotion
(i)	Gender Perspective in Health
(ii)	Key Health Indicators and Mainstreaming Gender Perspective in the National Health Programme of India
(iii)	Gender Sensitive Budgeting
(iv)	Gender Based Violence and Health
Module-XII	Practical Module

TOTAL= 12 Modules

9. The Project Work

- Selection of the topic will be done in the 1st contact session.
- Synopsis of one page inclusive of title, objectives and methodology to be submitted before start of project work for approval.
- Project should ordinarily not exceed 15000 words. For details, please refer to detailed guide lines in the project module.
- The project should be submitted as per last date notified, failing which the candidate will be debarred from appearing in final examination of the current session; however he/she can appear in subsequent years after submitting the project.
- The date of submission of project is **15th May, 2017, extended up to 31st May 2017** with late fees of Rs.500/- (Rupees five hundred) only.

10. Contact Programs

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

- Nov/Dec, 2016**
- March/April, 2017**

The contact programs will be held in program study centres. The exact date and place of contact sessions will be put in the Institute Web site. The themes covered in contact program are:-

1 st Contact Programme	Module I to IV and Project work
2 nd Contact programme	Module V to XI and Project work

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

11. Assignments

- Candidates are required to write 2 sets of assignments.
- The assignment question papers will be posted on the institute web site (www.nihfw.org) one month prior to the contact sessions.
- All the assignments will be **hand written** in A-4 size paper.
- Illustration with diagrams, tables, examples will help to get good marks.
- Each assignment should be written in separate note book.
- Photocopy of any printed material in the assignment or **typed assignments will not be accepted.**
- Assignments received after due date will debar the candidate to sit in the final examination of the current year. However he/she can appear in the subsequent year.
- Each assignment will carry a weightage of 30 marks. It will be included in theory internal assessment.
- A photo copy of each assignment is to be retained by the student for future reference.
- Assignments can also be written in Hindi.

Item	Due date of Submission	With late fees. of Rs. 500/- by DD
Assignment - 1	30 th Dec, 2016	16 th Jan, 2017
Assignment - 2	31 st March, 2017	14 th April, 2017

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

Assignments should be sent by registered post with applicants E.mail ID, for acknowledgement, in the following address:

HEALTH PROMOTION UNIT
Distance Learning Cell,
Room No. 417, 4th Floor,
Academic Block,
National Institute of Health & Family Welfare,
Baba Gangnath Marg, Munirka,
NEW DELHI-110 067

12. Course Evaluation

The diploma course has two tiers of evaluation:

- (i) Formative
- (ii) Terminal
- (i) Formative Evaluation (During the course)
 - (A) Internal Assessments (Theory) (Assignment Writing).
 - (B) Internal Assessment (Practical) (during Contact Session).
 - (C) Project work.
- (ii) Terminal Evaluation (Final Exam.)
 - (A) Theory Paper-I comprising of Module-I to Module-VI
Theory Paper-II comprising of Module-VII to Module-XI
 - (B) Practical will comprise of problem solving in respect of various issues in health promotion from the practical manual.
Note: The details about Practical will be discussed during contact session.
 - (C) Grand Viva.

13. Qualification for appearing in Final Examination

- I. Submission of assignments on time.
- II. Submission of Project Work on time.
- III. Full attendance in the contact session.
- IV. Internal Assessment – 50% marks including:
 - a. Assignments
 - b. Contact Programs
 - c. Project.

14. Distribution of Marks

- a) Distribution of Marks for Theory:
- b) Theory Paper I 100
- c) Theory Paper II 100
- d) Practical 50
- e) Viva Voce 50
- f) Internal Assessment - 150
(Assignments – 60, Contact session – 40, Project – 50)
- g) Total 450

Note:

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

15. Re-Evaluation

There is no provision for re-evaluation.

16. Examination Result

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

- ▶ 50% in aggregate = 225 Out of 450 and
- ▶ 50% in aggregate in Theory = 100 / 200 and
- ▶ 50% in aggregate in Practical & viva = 50 / 100

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

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

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

17. Best Student Award

The candidate who obtains highest aggregate marks will be honored with 'Best student award' (A medal with certificate) on 9th March (Annual day of the Institute) of the following year. However it will be applicable to the candidates of the current batch only.

18. Examination Venue

The final examination will be held in the NIHFw campus, New- Delhi. If there is any change in the center, it will be updated on NIHFw Web site.

19. Type of Fees

- Course admission fee - Rs.21,000/- (Rupees twenty one thousand only) including 1st year examination fee.
- Prospectus with application form could be downloaded from the website www.nihfw.org.
- Once the application with requisite fees is received in this office, no request for withdrawal is permissible and fees deposited will not be refunded under any circumstances.
- The fee will be refunded only to those, who have not been selected for the course by the screening committee.
- Those who fail to complete the course in the same year will have to deposit a continuation fee of Rs.500/-only (Rupees five hundred) in subsequent years towards completion of the course.

- All types of fees are to be deposited separately by Demand draft drawn in favor of “*Director, NIHF*W” payable at *New- Delhi*.

20. Duplicate Certificate

For successful candidates a duplicate certificate can only be issued under following conditions:

- A written request for duplicate certificate giving valid reasons
- A penalty fee of Rs.500/- (Rupees five hundred) only in the form of demand draft.
- An undertaking to the effect that the original certificate has been lost to best of his knowledge attested by a Notary or copy of police FIR.

21. How to Apply

- a. A candidate seeking admission to the course is required to send his/her application in the prescribed format, given at the end of the prospectus duly completed, along with requisite fees.
- b. Following enclosures must be attached along with the application form:
 - Demand draft of requisite amount.
 - Self attested copy of certificate of Birth.
 - Self attested copy of relevant degree certificate.
 - Copy of Registration certificate with respective National / State council.
 - Experience certificate from the Employer.
 - No objection certificate from the employer, for those in Govt. services.
 - Candidates are requested not to attach any other documents.
 - A list of enclosures.

Incomplete application in any respect is likely to be rejected.

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

HEALTH PROMOTION UNIT

Distance Learning Cell, Room No.417,

Academic Block,

National Institute of Health & Family Welfare,

Baba Gang Nath Marg, Munirka,

New Delhi-110067.

On or before the following dates:

31st May, 2016 without late fee.

15th June, 2016 with late fee of **Rs.500/-** (Rupees five hundreds) only in the form of demand draft.

22. Selection

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

All communications may be mailed to:

HEALTH PROMOTION UNIT

Distance Learning Cell, Room No.417, Academic Block

National Institute of H&FW,

Baba Gang Nath Marg, Munirka

New-Delhi-110067

Web Site: www.nihfw.org

Phone Direct: 91-11-26183416

Phone EPBX: 91-11-26165959, 26166441, 26188485, 26107773

Ext: 336, 239, 240

FAX: 91-11-26183416

E. mail ID – hpc@nihfw.org

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BATCH 2016 – 2017

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7. Mailing Address	District: State: Pin Code:																										
8. Telephone No.	Residential Official Mobile																										
9. E- Mail ID																											
10. Nationality																											
11. Whether belongs to SC/ST/OBC/PH	Yes <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No <input type="checkbox"/>																										
12. Examination Passed Graduate in any discipline (Mention the discipline in the column)	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;">Examination Passed</th> <th style="width: 30%;">Subject / Discipline</th> <th style="width: 30%;">Board / University & College</th> <th style="width: 10%;">Year</th> <th style="width: 15%;">Division</th> </tr> </thead> <tbody> <tr><td style="height: 40px;"></td><td></td><td></td><td></td><td></td></tr> <tr><td style="height: 40px;"></td><td></td><td></td><td></td><td></td></tr> <tr><td style="height: 40px;"></td><td></td><td></td><td></td><td></td></tr> <tr><td style="height: 40px;"></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>		Examination Passed	Subject / Discipline	Board / University & College	Year	Division																				
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13. Total experience of working (in years)	Years <input type="text"/> <input type="text"/>																										
14. Kindly enclose the experience certificates (present/past) and all the attested copies of testimonials mentioned in the application form, duly signed by Competent Authorities.	Service Record (starting from present employment) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Designation</th> <th style="width: 30%;">Organization/Institution</th> <th style="width: 20%;">From</th> <th style="width: 20%;">To</th> </tr> </thead> <tbody> <tr><td colspan="4">1.</td></tr> <tr><td colspan="4">2.</td></tr> <tr><td colspan="4">3.</td></tr> </tbody> </table>		Designation	Organization/Institution	From	To	1.				2.				3.												
Designation	Organization/Institution	From	To																								
1.																											
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3.																											
15. From where did you get to know about this course?	Newspaper <input type="checkbox"/> Institutional website <input type="checkbox"/> Journals <input type="checkbox"/> Others <input type="checkbox"/>																										

Declaration by the Applicant I declare that the particulars given above are all correct to the best of my knowledge and belief. I will, on admission, adhere to the rules and discipline of NIHFW, New Delhi.		
_____ Name	_____ Signature	_____ Date