



2020 - 2022

**Master of Public Health
Program Manual**

JHSPH \ IIHMR

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1. IMPORTANT DATES

Activity	IIHMR Date / Duration
Inauguration Program	October 12, 2020
Core Courses, Term I	October 19 – December 21, 2020
Winter Break	December 22 – 31 December 2020
Orientation via Zoom	January 07, 2021
Core Courses, Term II	January 25 - 19 March 2021
MPH Goals Analysis submission due	February 26 2021
Core Courses, Term III	March 29, 2021- May 21, 2021
MPH Capstone Information Session	March /April 2021
MPH Practicum Information Session	March /April 2021
MPH Capstone Information Form submission due	May 15, 2021
Core Courses, Term IV	July 05, 2021 - August 26, 2021
MPH Capstone Outline due to Capstone Advisor	July 17, 2021
First Draft of Capstone Paper due to Capstone Advisor	August 16, 2021
Core Courses, Term V	September 06 – 30 September 2021
Final Draft of Capstone Paper due to Capstone Advisor	September 18, 2021
Final Approved Capstone Paper submission due	October 1, 2021
Capstone Oral Presentations	October 05 - 08, 2021
Practicum Orientation/Preparation	October 09 - 25, 2021
Practicum Training	November – April 2022
Convocation	May 25, 2022 (To be confirmed)

2. MPH LEADERSHIP

2.1 JHSPH MPH Executive Board

The Johns Hopkins MPH Program is governed by the MPH Executive Board composed of faculty from all departments of the Johns Hopkins Bloomberg School of Public Health.

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2.3 IIHMR MPH Committee

This committee consists of faculty members and managers that govern the program at IIHMR University.

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3. BACKGROUND

We are delighted to welcome the Master of Public Health (MPH) students to JHSPH/IIHMR. We hope that you will enjoy studying here and build your professional career in the public health sector. To enable and help you with a smooth passage during your tenure at JHSPH/IIHMR, we have prepared the Student Program Manual that will be a guiding document. These guidelines are subject to revisions and modifications from time to time.

IIHMR is an institution dedicated to the improvement in standards of health through better management of healthcare and related programs. It seeks to accomplish this through management education, research, training, consultation, and institutional networking in a national and global perspective.

Founded in 1984 in Jaipur, the IIHMR University, Jaipur (formerly known as Indian Institute of Health Management Research) has made phenomenal contributions to both research and education in the area of management of health services achieving pride of place in health management, planning, and research at the national and international levels. Since 2014 IIHMR was given the status of state research University under the Act passed by the legislative assembly of Rajasthan state, India. It is now called The IIHMR University.

The Johns Hopkins Bloomberg School of Public Health (JHSPH) was founded in 1916 in Baltimore, Maryland U.S.A. JHSPH is the largest and oldest school of public health in the world and the first institution of its kind worldwide. The School has 709 Full-time and 829 Part-time Public Health faculty members, who are renowned for teaching, public health practice, and ongoing research in the U. S. and in more than 130 countries.

The full-time Master of Public Health degree program will consist of one year of coursework plus one year of practical training. The coursework for the first year will be offered by Johns Hopkins Bloomberg School of Public Health and the IIHMR University, Jaipur. Classes will be conducted on the Jaipur campus or online. The coursework for all the cohorts will extend for 12 months followed by a practical training in the workplace for 12 months. The Program offers students the unique opportunity to attend the same academically rigorous courses offered at JHSPH in Baltimore, MD with a convenient venue at the IIHMR-U, Jaipur.

The curriculum is structured to build knowledge, develop skills, and provide exposure to real work situations in public health. Courses will be jointly offered by distinguished faculty from JHSPH and IIHMR who are involved in public health, policy, and health care management nationally and internationally. The pedagogy in each course is selected judiciously, with an emphasis on involving the students in learning and helping them to relate concepts and theories to real-world situations in public health and its management.

The full-time MPH program aims to develop students' public foundational knowledge and foundational competencies, including Biostatistics and Epidemiology, Environmental Health Sciences, Public Health Biology, Health Management, and Social and Behavioral Sciences. The Program also aims at cultivating multi-disciplinary skills of systems management principles, ethics, and communication, which are important to the practice of public health. Special emphasis is placed on practical training, whereby the students are required to conduct a significant practicum experience in population-based health before graduation. A practicum experience involves a mentored hands-on experience working and interacting with the public

health professionals. In addition, a capstone project is a requirement of the MPH program and also an opportunity for students to work on public health research or practice projects that are of particular interest to them. The goal is for students to synthesize, integrate, and apply the skills and competencies they have acquired to a public health problem of interest to them and their professional goals.

4. OBJECTIVES OF THE PROGRAM

The overarching goal of this MPH Program is to provide students with a population perspective on health built on knowledge and skills to perform as an effective manager, leader, or administrator in health and hospital systems, both in the public and private sectors.

The JHSPH/IIHMR MPH Program is designed to prepare students to tackle current and emerging global public health problems such as pandemic flu, AIDS, bioterrorism, obesity, diabetes, disparities in access to health care, and many other critical public health problems.

The JHSPH/IIHMR MPH Program recognizes that in the developing world, a thorough and rigorous public health education must embrace multiple areas including biostatistics, environmental health, epidemiology, health services administration, social and behavioral sciences, biological sciences, ethics, the role of information technology in health, health policy and law in health.

The JHSPH/IIHMR MPH Program is designed to provide students with critical multidisciplinary training to help solve global health problems. To assure that all students have the core competencies in a number of critical areas, students are required to complete a core MPH curriculum.

The specific objectives of the Program are:

- a) To help understand the concepts and techniques of modern management along with core concepts of public health and their application in making the managerial roles of the participants efficient and effective.
- b) To develop skills of analyzing, diagnosing, and solving operational problems in the delivery of health care and hospital services.
- c) To help learn about appropriate strategies for effective planning, implementation, and evaluation of institutional and community-based health and family welfare programs.
- d) To help learn the application of qualitative and quantitative analytical tools as applicable to health and family welfare, and Public Health Management related problems.
- e) To help understand and appreciate methodologies of appropriate management of public health issues and skill development with a focus on strategic approach towards health care delivery and systems.
- f) To enlarge the outlook and vision of participants about the larger background and context of public health and health management in their historical, sociological, and cultural framework.

Foundational Public Health Knowledge

All MPH students will attain grounding in foundational public health knowledge as measured by the following learning objectives:

Profession & Science of Public Health

- Explain public health history, philosophy, and values
- Identify the core functions of public health and the 10 Essential Services
- Explain the role of quantitative methods and sciences in describing and assessing a population's health
- Explain the role of qualitative methods and sciences in describing and assessing a population's health
- List major causes and trends of morbidity and mortality in the US or other community relevant to the school or program
- Discuss the science of primary, secondary, and tertiary prevention in population health, including health promotion, screening, etc.
- Explain the critical importance of evidence in advancing public health knowledge

Factors Related to Human Health

- Explain the effects of environmental factors on a population's health
- Explain biological factors that affect a population's health
- Explain genetic factors that affect a population's health
- Explain behavioral and psychological factors that affect a population's health
- Explain the social, political, and economic determinants of health and how they contribute to population health and health inequities
- Explain how globalization affects global burdens of disease
- Explain an ecological perspective on the connections among human health, animal health, and ecosystem health (e.g., One Health)

Foundational Public Health Competencies

All MPH students will demonstrate achievement of the following competencies:

Evidence-based Approaches to Public Health

- Apply epidemiological methods to the breadth of settings and situations in public health practice
- Select quantitative data collection methods appropriate for a given public health context
- Select qualitative data collection methods appropriate for a given public health context
- Analyze quantitative data using biostatistics, informatics, computer-based programming, and software, as appropriate
- Analyze qualitative data using computer-based programming and software, as appropriate
- Interpret the results of data analysis for public health research, policy, or practice

Public Health & Health Care Systems

- Compare the organization, structure, and function of health care, public health, and regulatory systems across national and international settings
- Discuss how structural bias, social inequities, and racism undermine health and create challenges to achieving health equity at organizational, community, and societal levels

Planning & Management to Promote Health

- Assess population needs, assets, and capacities that affect communities' health
- Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
- Design a population-based policy, program, project, or intervention
- Explain basic principles and tools of budget and resource management
- Select methods to evaluate public health programs
- Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence
- Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
- Advocate for political, social, or economic policies and programs that will improve health in diverse populations
- Evaluate policies for their impact on public health and health equity

Leadership

- Apply principles of leadership, governance, and management, which include creating a vision, empowering others, fostering collaboration, and guiding decision making
- Apply negotiation and mediation skills to address organizational or community challenges

Communication

- Select communication strategies for different audiences and sectors
- Communicate audience-appropriate public health content, both in writing and through oral presentation
- Describe the importance of cultural competence in communicating public health content

Interprofessional Practice

- Perform effectively on interprofessional teams

Systems Thinking

- Apply systems thinking tools to a public health issue

5. PROGRAM STRUCTURE

Medium: English

Duration of the Program: Two-year full-time program

Term System

Term	Total Credits
I	17 credits
II	15 credits
III	18.5 credits
IV	15 credits
V [Includes Capstone]	12 credits
MPH Practicum	04 credits
Total Credits	81.5 Credits

5.1 PROGRAM OVERVIEW

The Master of Public Health Program is a two-year full-time degree program which is designed on a term system. Each term is 8 weeks in length. There are five terms in the first year. Each term will consist of 14-17 credits.

Students will complete the Capstone Project in the fifth term and an MPH Practicum training in the second year which will be done at the workplace. The students will have the choice to choose the organization for their practicum placement depending on their respective areas of interest and expertise.

The student must complete and submit the Capstone Project before undertaking the MPH Practicum Training in the second year of the program. The Capstone Project and Practicum Training are mandatory for all students.

5.1.1 Academic Standards

Students must meet minimum academic standards to remain in the MPH Program. A student's failure to meet any of the criteria below is grounds for being placed on academic warning and/or being dismissed from the program.

1. To maintain good academic standing in the MPH program, students must maintain a minimum cumulative grade point average (GPA) of 2.75. Students with a GPA falling below 2.75 will be placed on academic warning and will have one term, or 12 additional credits of coursework, to raise the GPA to 2.75 or above. Students not meeting the 2.75 minimum after one term may be granted additional term(s) on academic warning if academic progress has been shown in the cumulative GPA. Students on academic warning must meet with their faculty advisor and the MPH Academic Coordinator prior to registering for courses. Students with a cumulative GPA of less than 2.75 may not register for more than 18 credits per term. Any repeated courses count towards these 18 credits limit.

[Note: Students with less than a 2.75 cumulative GPA are not eligible to enroll in Biostatistics 620 course series or Epidemiology 750 course series].

2. A student who earns a “D” or “F” grade in a course that meets a core requirement must, at the next opportunity, make a second attempt to complete the core requirement either by repeating the same course or by completing another course that meets the same core requirement (if available).
3. Students must complete the Problem-Solving in Public Health course during their second term. Students must also complete the Goals Analysis plan (Touchpoints 1, 2, and 3) within the first two terms of the program. The Epidemiology core requirement must be completed within the first twelve months of matriculation into the MPH program.

5.1.2 Summary of Graduation Requirements

- A total of 81.5 credits are required for graduation. Students must complete the MPH core curriculum as detailed in the next section entitled “MPH Core Curriculum.”
- At least 60 of the 81.5 credits must be completed in formal coursework that is not special studies, i.e. independent studies.
- All courses that are part of the core curriculum (except for the MPH Goals Analysis Project and the MPH Capstone Project) must be taken for a letter grade, if the course is offered for a letter grade, and students must receive a grade of “C” or higher. *However, for Academic Year 2020-2021, students may take a required course for Pass/Fail, if desired.*
- All students are required to complete an individualized MPH Goals Analysis (see p. 17).
- All students must complete 260.720: Communications Primer for the Public Health Sciences and an MPH capstone project. The goal of the MPH capstone project is to give all students an opportunity to synthesize, integrate, and apply the skills and competencies they have acquired to a public health problem (see p. 17).
- All students must complete the MPH Practicum requirement. Practicum requires 160 hours of work spread over a period of 6-8 months. All students must maintain minimum academic standards and have satisfactory grades as detailed on the next page.
- Students are required to complete 550.860 Academic and Research Ethics at JHSPH (see section 5.1.4) during their first term of registration in the program.

Note: A repeated course may only count once toward the 81.5 -credit requirement.

5.1.3 Introduction to Online Learning Course

Every MPH program student must complete the “Introduction to Online Learning” course before entering Term II. The students are encouraged to take this course before starting the MPH program.

5.1.4 Academic and Research Ethics at JHSPH

Maintaining the highest level of academic and research integrity at both JHSPH and IIMR is an important responsibility of our faculty and students. To help achieve this goal, all students are required to complete the “Academic and Research Ethics at JHSPH” online course. The course examines academic and research ethics through a series of online interactive modules.

- Focuses on information about the academic ethics code and responsible conduct of research at the School and the University.
- Explores issues of academic integrity such as proper ethical conduct and referencing, and discusses violations such as plagiarism and cheating, relative to case studies that illustrate situations faced by students and faculty in the academic setting.
- Addresses topics that include responsible conduct of research, authorship, data management, data ownership, guidelines for professional conduct, research fraud or scientific misconduct, federal and institutional guidelines related to research using human and animal subjects, and ethical issues involving vulnerable subjects in research. An academic ethics overview session will be held on January 03, 2021.

5.2 ATTENDANCE

All students are encouraged to attend all sessions of the course. To participate in any examination for a core course offered at IIHMR, a student should have at least 75% attendance in that course conducted during the term. Attendance will be computed by the IIHMR Course Coordinator by adding up the attendance of two sessions per day and multiplying by the number of sessions held. The percentage of sessions attended would then be deduced by dividing it by the total number of sessions held. The students will be notified of the status of their eligibility to appear in the examination by the IIHMR Academic office. Students are advised to verify their attendance status from the IIHMR Academic office.

5.2.1 Timetable

The Dean, Academic & Student Affairs at IIHMR will arrange to display the timetable for all term courses offered at IIHMR. Any alternations in any time schedule would be communicated accordingly by the Dean. During the course, the students would be required to follow the instruction of the course coordinator. At the start of the course, the course coordinator will inform students of the design of the session plan. Students would be required to attend all field trips, assignments, and group work proposed in the course.

5.3 MPH Core Curriculum

The credits for the MPH program are distributed through five terms totaling 81.5 credits and are as follows:

JHSPH Course No.	Course Titles	Credits	Location: IIHMR/ JHU
IIHMR I Term (October 14, 2019 – December 24, 2019), JHSPH term 2 (October 28- December 20, 2019)			
	Introduction to Online Learning <i>Please note: this course must be completed before enrolling in JHSPH online courses including 221.646.81. It is offered in both September and October; course dates and registration can be found at: https://courseplus.jhsph.edu/core/index.cfm/go/course.home/cid/90/</i>	0	JHU
319.610.94	Principles of Management in Public Health	3	IIHMR
380.602.94	Basic Demography and Population Dynamics	3	IIHMR
140.611.94	Statistical Reasoning in Public Health I	3	IIHMR
221.646.81	Health Systems in Low- and Middle-Income Countries	3	JHU
340.601.94	Principles of Epidemiology	5	IIHMR
550.860.82	Academic and Research Ethics	0	JHU
	Total credits	17	
IIHMR II Term (January 25, 2021 - March 19, 2021), JHSPH 3rd Term			
	MPH Goals Analysis	0	IIHMR
140.612.94	Statistical Reasoning in Public Health II	3	IIHMR
180.601.81	Environmental Health	5	JHU
300.615.81	Tools of Public Health Practice	1	JHU
552.608.81	Biologic, Genetic and Infectious Bases of Human Diseases	0.5	JHU
552.603.81	The Role of Qualitative Methods and Science in Describing and Assessing a Population's Health	0.5	JHU
552.623.81	Principles of Negotiation and Mediation for Public Health Professionals	0.5	JHU
552.624.81	Application of Negotiation and Mediation for Public Health Professionals	0.5	JHU
550.608.81	Problem Solving in Public Health	4	JHU
	Total credits	15	
IIHMR III Term (March 29, 2021- May 21, 2021), JHSPH 4th Term			
220.608.94	International and Global Health	4	IIHMR
221.608.94	Managing NGOs in Health Sector	3	IIHMR
319.601.94	Health Information Management and Decision Making	3	IIHMR
319.600.94	Quality Management in Health Care	3	IIHMR
221.616.81	Ethics of Public Health Practice in Developing Countries	2	JHU
552.611.81	Globalization and Health: A Framework for Analysis	0.5	JHU
552.610	The Social Determinants of Health	0.5	JHU
552.626.81	Systems Thinking: Concepts and Method	0.5	JHU
552.609.81	Psychological and Behavioral Factors that Affect a Population's Health	0.5	JHU
552.625.81	Building Collaborations Across Sectors to Improve Health	0.5	JHU
260.720.81	Communications Primer for the Public Health Sciences	1	JHU
	Interprofessional Education Activity (IPE) Online Module*	0	JHU
	Total credits	18.5	
IIHMR IV Term (July 05, 2021– August 26, 2021), JHSPH Summer Term			
550.630.81	Public Health Biology	3	JHU
319.606.94	Health Economics and Cost Effectiveness	3	IIHMR
319.607.94	Human Resources Management for Health	3	IIHMR
410.658.94	Health Communication Planning and Management for Behavior Change	3	IIHMR
319.603.94	Strategic Management	3	IIHMR
	Total Credits	15	
IIHMR V Term (September 06, 2021 – October 30, 2021, JHSPH 1st Term			
319.608.94	Finance Management, Accounting, and Budgeting	3	IIHMR
319.602.94	Project Management and Evaluation	3	IIHMR
550.800.94	MPH Capstone Course	2	IIHMR
380.604.81	Life Course Perspectives on Health	4	JHU
	Total credits	16	
550.895.94	MPH Practicum Special Studies	4	Workplace
	Overall credits	81.5	

5.4 INDIVIDUALIZED GOALS ANALYSIS REQUIREMENT

The purpose of the MPH Individualized Goals Analysis requirement is to:

- Plan your MPH education early in your program with the support and guidance of your faculty academic advisor.
- Describe the goals and competencies which you aim to achieve during your program.
- Serve as a springboard for discussion of career opportunities as the year progresses.

After the initial submission, this project is intended to be a living document, one which you and your advisor review and update as you make changes in focus and direction.

5.4.1 Faculty Academic Advisors

Students will receive their individual faculty academic advisor assignments early in the program. Your advisor will need to approve your goals analysis project.

5.4.2 Steps for Completing the Goals Analysis

The Goals Analysis requirement should be done in close collaboration with your faculty academic advisor by completing the following steps.

*Step 1: **Background, Experience, and Strengths**:* Briefly explain what knowledge, skills, and experiences you bring to the program.

*Step 2: **Educational Goals**:* Identify the goals for your education by explaining what you hope to gain in terms of knowledge, skills, personal and professional contacts, and other experiences while a student in the MPH program. Review the list of MPH core competencies with your advisor. Identify additional competencies particularly relevant to your professional future.

*Step 3: **Curriculum Planning**:* Review your required courses in the context of your educational goals and plans.

*Step 4: **Practicum Requirement**:* Outline your possible plans for population-level health practical experiences during your MPH program.

*Step 5: **Capstone Requirement**:* Describe one or more potential capstone project topics and identify possible faculty mentors.

*Step 6: **Review and Submit**:* Before you submit your Goals Analysis plan, make sure that your advisor has approved it. Once approved, submit your Goals Analysis Goals Analysis to the JHSPH MPH office via your MPH portfolio in CoursePlus.

5.5 CAPSTONE PROJECT

Format for Paper

While there are no formal guidelines on the length of the paper, it is expected that the paper will be approximately 20 pages (ranging between 15-25 double-spaced pages) not including references, tables, and figures.

Oral Presentation

Students are required to give an oral presentation summarizing their capstone project. There will be a capstone symposium held in the month of October for these presentations.

5.5.1 Possible Forms that the Capstone Project May Take

The capstone project can take many forms including one of the designs below or as an expansion of a course, an internship, or a practicum opportunity. The overarching principle used to determine if a capstone project is suitable is whether it provides a student with the opportunity to apply the skills and competencies acquired in the MPH program to a problem likely to be encountered in public health practice. The topic and format of the capstone project is flexible and is developed through discussions between the student and the capstone advisor. There may be additional specific concentration area requirements. Some examples of formats or designs for the capstone project include:

Literature Review

The capstone project would be an analysis of an important public health problem through a survey of current literature on the topic. The project would include sections that clearly describe and assess the problem and its magnitude, evaluate its causes and determinants, and discuss prevention and intervention strategies.

Program Plan

The capstone project would involve the development of a plan to implement a public health program. It would address critical issues such as management, fiscal, ethical, and logistical issues.

Program Evaluation

The capstone project would involve the evaluation/monitoring of an existing public health program, such as process evaluation, monitoring of outputs and outcomes, impact assessment, and/or cost analysis.

Policy Analysis

The capstone project would involve an analysis of the public health implications of a current or proposed policy. The project could include perspectives on economics and financing, need and demand, politics/ethics/law, or quality/effectiveness.

Research Proposal

The capstone project would simulate a grant proposal or research plan. The project would include a clear statement of the research question, the specific aims of the proposal, review of literature, study design, methods of analysis, implications, and significance of the work. The research question would be one that is encountered in professional work such as the evaluation of a public health intervention.

Research Report

The capstone project could involve the collection, analysis, and/or interpretation of data to address a public health problem. The project could include sections on the research question, study design, data collection procedures, data analysis, interpretation, and significance of findings.

Secondary data analysis

Typically, the capstone research report is in the form of secondary data analysis, using an existing data set. Please note that the appropriate IRB approval may need to be obtained for any project that uses data gathered from human subjects. Even in cases where the data are de-identified, a determination should be sought from the IRB office (see IRB section below for further information).

Primary data analysis

The MPH capstone project might also involve the collection of data. Data collection for a capstone is usually in the context of an ongoing study. It is typically not feasible to initiate a new study involving primary data collection and requires special approval in the rare cases where feasible (see IRB section below for further information).

Using a course project as an MPH capstone project

Some courses require projects that could serve as a basis for an MPH capstone project. Students may use their work from any project-oriented course as a starting basis for their capstone but must build and expand on it for the final capstone project. Building on a project from a course may be helpful to some students because it provides additional structure and support. If a project from a course is used as a starting point for the capstone, the previous work must be placed in the list of references and the advisor will need a copy of the student's original paper. There are numerous courses in the School that are project-oriented which could serve as a starting point for the capstone.

5.5.2 Institutional Review Board (IRB) Approval for an MPH Capstone

The IIHMR IRB Office is charged with assuring that human subject research studies conducted in the University comply with internal school policies and external regulations designed to protect human subjects. All students who plan to do human subjects research must have IRB approval before working with human data or samples and/or before contacting human subjects. "Human subjects research" is broadly defined to include any activity involving living humans that seeks to test a hypothesis or answer a scientific question. This can include both secondary data analysis and research involving direct contact with subjects.

Steps for Getting Started and Completing the Capstone Project

Step 1: Identify a capstone advisor and project. (Start this planning phase by the end of Term 2/beginning of Term 3.)

You should start by identifying a faculty member whose research interests and expertise are in the topic area and/or methodology that you wish to pursue and is available to advise the project. Your faculty academic advisor may serve as your capstone advisor but need not be. Your faculty academic advisor is

a good initial resource for discussing your areas of interest for your project and may refer you to other faculty members whose expertise better matches the type of project that you wish to pursue. Another helpful strategy is to inquire with several faculty members about any current work of theirs that may lend itself to a potential capstone project.

Step 2: Determine with your capstone advisor whether the project involves “human subject’s research”.

If your capstone will involve project data, you should consult with the IIHMR IRB Office to determine what additional steps (if any) are needed in regard to securing IRB approval for your project or documenting the existing approval.

Step 3: Submit the online MPH Capstone Information Form.

Submission of this form is done at least two terms prior to the completion of the project. You will need to indicate such information as the name of your capstone advisor, a working title, and the aims of your project, IRB status if applicable, etc. The due date is May 15, 2021. This

Step 4: Submit final capstone outline to the capstone advisor.

Submit the final capstone project outline to your capstone advisor for review and feedback. The due date is July 17, 2021.

Step 5: Register for the 2-credit capstone course, complete the bulk of work on your project, and submit the first draft of paper.

Discuss an overall timeline for completing the various sections of your paper with your capstone advisor in preparation for the submission of a first draft for their review. This amount of time allows for revisions to occur in preparation for the final draft paper submission. Communicating with your capstone advisor and making significant progress on your paper is critical during this phase. This is the time to discuss and resolve any issues or concerns that you are encountering as you progress with your work. The first draft is due to your capstone advisor no later than August 16, 2021.

Step 6: Submit final draft of paper to the capstone advisor for approval.

The final draft should be a paper that is close to completion with perhaps only minor edits/revisions to make after it is reviewed by your capstone advisor. Any required edits need to be made promptly as the final approved paper is due to the Course Plus drop box 2 weeks later. The final draft due date is September 18, 2021.

Step 7: Submit the final approved paper to the Course Plus drop box.

Submit the final, approved paper to the drop box or MPH office at IIHMRU. Your capstone advisor will submit an email approval directly to the MPH office. The due date is October 1, 2021. Please note: Students may not participate in the oral presentation unless the final paper is submitted on time.

Step 8: Give an oral presentation of your project.

After the final paper and capstone advisor’s approval are submitted, you will complete the oral component of the capstone project by giving a presentation of your project. The MPH Capstone Symposium will take place in October 05-08, 2021.

Step 9: Capstone Course Completion and Grading.

The MPH Program office will submit grades for the MPH Capstone Course as follows: “Pass” grade for all students that submit an approved capstone paper and complete the oral presentation requirement. A grade of “Incomplete” will be posted for those students who do not complete the capstone project in the term for which they are registered.

5.6 PRACTICUM EXPERIENCE IN POPULATION-BASED HEALTH

During the second year, students will work for their practicum training under the guidance of faculty member(s) as his/her advisor/mentor/preceptor. The student is required to contact one of the advisors (Faculty or Capstone Advisor) and submit the learning objectives based on core competencies of the practicum for approval. The approved learning objectives will be submitted to the MPH office at IIHMR by the students.

The University does not take any guarantee or give assurance for the placement of students. The faculty from IIHMR and JHSPH will facilitate and guide the process of placement for the MPH students. The selection is purely based on the employers on the criteria they deem appropriate. These criteria generally include academic performance, project work, communication skills, presentation, leadership styles, and behavior.

IIHMR facilitates the placement process but is not responsible for placement or a job. The University is not bound by any law to guarantee placement/job or any such opportunity amounting to self-reliance to any student perusing the courses offered by the University

Eligibility for placement:

A student would be allowed to appear for any placement interview if she/he fulfills the following criteria:

- Passed in all the courses results of which have been declared
- Has successfully completed the Capstone Project
- Have an approved synopsis for Practicum

5.6.1 About the Practicum

The intent of the practicum requirement is to engage students in activities aligned with their career goals, as well as activities that demonstrate the application of public health concepts and critical thinking relevant to the student's area of specialization. Students will seek out activities that further develop their skill set and add new tools to their professional toolkit. Upon completion of the program, the student will be able to provide evidence of the application of these skills to potential employers.

Organizations or agencies that can serve as practicum sites may include public health agencies, community-based organizations, international non-governmental agencies, and organizations. In order to count as a practicum, the student must have some engagement in the larger public health practice implications of the work. This could be completed in a variety of ways, as appropriate to the individual projects. Some examples include, but are not limited to, collaboration with others (e.g., end-users, data collectors, etc.) to provide/prepare for data analysis and interpretation, partnerships with other public health organizations (e.g., state health department, community organizations) related to study design or implementation; and obtaining input on the work from stakeholders (population impacted by the project, other professionals/researchers completing similar work). Activities completed prior to matriculation to the MPH program do not count towards the MPH practicum requirement.

5.6.2 General Criteria for MPH Practicum

The following criteria reflect the minimum practicum requirements. A practicum experience:

1. Applies public health skills and competencies. Students identify the public health skills and competencies relevant to their area of interest that are most beneficial to their career advancement. Students apply these skills and competencies in concert with knowledge gained from their coursework.
2. Is framed and carried out within a public health practice context with an established organization or agency. The practicum is a population-level focused project conducted in a practice context. Students may engage in activities at an individual level, but the primary purpose of the experience is to gain population-level practical experience at an established organization or agency. Students can not solely complete screenings, administer surveys, perform calculations, etc., but must be engaged in the larger public health practice context of the activities, as well as become familiar with the organization's overall purpose and decision-making process. A literature review or data analysis project alone will not meet the practicum requirement. The student must obtain input from the partnering organization and/or from the stakeholders (e.g., population impacted by the project, other professionals/researchers completing similar work). There must be a clear link to how the practicum project makes an impact on the targeted population. Students should also develop a deeper understanding of the organization's mission, hierarchy, and practices, as well as the challenges faced (funding, politics, efficiency, etc.) in achieving desired goals.
3. Is supervised. The practicum preceptor must be qualified to evaluate the student's professional competence and supervise the student throughout the project. The preceptor is directly engaged in the population-level focused practicum activities. The preceptor provides background information, guidance, and feedback with regards to student progress on well-defined learning objectives related to the student's career growth and development.
4. Is a significant (minimum of 160 hours) experience. Activities must be completed during enrollment in the MPH program in order to be able to count towards the MPH practicum requirement. To reiterate the duration of the practicum, it is stated that for each Credit the student is required to minimally complete Six hours of Public Health experience per week for eight weeks. As the practicum of Four credits, the total minimum duration of gaining Public Health experience is 160 hours equaling 28-32 weeks.
5. An evaluated experience. Students are evaluated on the achievement of defined learning objectives and deliverables by the preceptors. As part of the practicum experience, students reflect on and evaluate their overall practicum experiences, particularly as they relate to their career goals.

5.6.3 Competency-based Learning Objectives for MPH Practicum

Learning objectives for the practicum may include learning and application in one or more of the following competencies. Typically, students will identify one to three learning objectives for the practicum.

Analytics/Assessment Skills

- Define a Public Health problem
- Obtain and interpret data to define risks to the community
- Identify the importance of data in shaping public health issues

Policy Development/ Program Planning Skills

- Collect and prepare information to support policy development
- Develop policy recommendations
- Translate policy information and plans to policy programming
- Monitor and evaluate implemented policy programs

Communication Skills

- Formulate communication plans through input from stakeholders
- Utilize learned skills to communicate effectively with a variety of stakeholders
- Employ effective strategies of communicating with the media
- Utilize communication skills through a variety of media
- Explain scientific information for press and lay audience in the appropriate language
- Employ advocacy skills (e.g., advocating for change, public policy, programs, populations, etc.)

Cultural Competency

- Recognize the importance of culture in Public Health practice and the need for a diverse workforce
- Explain cultural competency and how it applies to public health practice
- Interact regularly with people from diverse backgrounds
- Demonstrate strategies for cultural competency through communication strategies and adapting program and project needs appropriately

Community Dimensions of Practice Skills

- Create connections and collaborate with key stakeholders to promote health
- Identify the role of government in health promotion
- Develop community public health assessment in collaboration with community partners

Public Health Sciences Skills

- Utilize public health assessment tools to assess health status

5.6.4 Steps to Completing the MPH practicum

1. Identify general learning objectives for the practicum, to fit your overall academic goals, during the Goals Analysis process. For each practicum experience, a student is recommended to identify one to three competencies to address.
2. Complete course 300.615.81 THE TOOLS OF PUBLIC HEALTH PRACTICE (1 credit)
3. Find a practicum opportunity, or set of opportunities, to suit your goals.
4. In a conference with your prospective preceptor, develop a Practicum Learning Plan that outlines your academic goals for the experience and your role and responsibilities at the organization where the practicum will take place.
5. At about the half-way point of your practicum experience, submit a Progress Report.
6. After you have completed your experience, report what you did, and reflect on your experience via the Practicum Final Report.

6. GENERAL INSTRUCTIONS FOR THE IIHMR CAMPUS

6.1 Examination and Student Assessment

The authority for the examination system and student assessment is given under “Regulations for Conduct of Examinations for the Master of Public Health program, JHSPH/IIHMR” (which may be the same as the MBA Examination cell). The process will be as follows:

IIHMR Examination Cell:

This cell consists of the Examination Coordinator, MPH Course Coordinator, and two other support staff members from the University.

The functions of the cell are as follows:

- Acquire the question paper for the term examination from the course coordinator
- Ensure adequate supply of examination answer book and other items like envelopes, scotch tapes, a staple with pins, thread, office seal, and carry bags, etc.
- Maintain the log of all term question papers received, answer sheet received after examination, and after correction by concerned faculty
- Distribute the answer books to the concerned examiner
- On receiving the question paper would prepare a number of copies and submit to the invigilator at the starting time of the respective term examination
- Arrange for invigilation duty for term examination
- Be the custodian of question paper/s and answer books
- Maintain the record of marks obtained (midterm, term, and assignment) and would calculate the grades.
- Declare the result after each term
- Coordinate with Dean, Academic & Student Affairs for any related issues and maintain all records required for UGC.
- Coordinate with the MPH Program Office and Registrar at JHSPH for sharing the evaluated grades for each course for all further purposes such as transcripts.

Code of Conduct:

- The course coordinators (faculty) will be responsible to schedule both the midterm and end-term examinations and assessment patterns.
- The faculty should submit the examination schedule and pattern along with assessment patterns to the Examination cell before the beginning of the module/course.
- The question papers would be prepared by the course coordinators and submitted to the exam coordinator for more copies.
- The answer copies will be received by the course coordinators and corrected through their offices and will be submitted to the Examination coordinator for obtaining the grades and for the preservation of the records. These records will be disseminated to the Academic cell of the IIHMR and the JHSPH Office.
- After completion of this process, the copies will be handed over to the examination cell of the University. The copies will be maintained in the examination cell for UGC purposes.
- The records of the examinations and the marks will be maintained by the examination cell in the Academic office for all the further processes like transcripts, etc.

6.1.1 Evaluation System

The evaluation system for most courses is divided into two phases viz., Mid-term, and Final term Examination.

The Mid-term examination is a midterm assessment by the Course Coordinator which may be based on the participation of the students in the class during the assignment, practical work, discussion, presentation, and attendance, or examination.

Term examination is an assessment of the student after completion of the course. The focus is to assess the deep understanding, knowledge, and required competencies for each respective course.

6.1.2 Scheduling of Examination

Midterm Examination: The course Coordinator would be free to schedule this examination during any pre-announced date during the duration of the course. At the start of the course, the Coordinator would share with the students through a written handout stating how and when the midterm assessment would be conducted.

Term Examination: The End Term examination would encompass the course covered during the respective course. Most of each end-term examination would be of three hours duration with a combination of short and long questions. The dates of term examination would be declared along with the teaching calendar for each course. If the exam is scheduled in advance, the students should be informed through a notice from the Dean, Academic & Student Affairs.

6.1.3 Examination Review Procedure

Midterm Examination: The Course Coordinator could assess the students based on either a combination or just a few of the following items:

- Class assignment
- Practical work
- Group discussion
- Individual or group presentation
- Attendance
- Examination

The Course Coordinator could also conduct a written paper with short questions or multiple-choice questions. The procedure adopted by the Course Coordinators should be informed through a written hand or a common email to all students and the Examination cell.

6.1.4 Term Examination

The course coordinators in association with the Examination cell will conduct the Term Examination as per the date and time mentioned in the examination schedule. The question paper will have an adequate number of questions for students to complete the paper in three hours. The questions format should have a set of short and long questions with a focus to assess the knowledge and analytical skill of the student.

6.1.5 Supplementary Examination

There will not be any supplementary examinations for the MPH Program. If the student fails in the examination, he/she will repeat the subject with the subsequent cohort in the program.

6.1.6 Grading System and Marks

Grading System

The course grading is the prerogative of the instructor to determine the particular grading scale for their course. These specifics would be outlined in the course syllabus in Course Plus as to how the final grade would be calculated. A grading grid will be posted on the course website for each online course (JHSPH). The Grading for IIHMRU is as follows.

Grade	Grade	Points
A	Excellent	4
B	Good	3
C	Fair (satisfactory)	2
D	Poor	1
F	Fail	0

Marks and Criteria for Passing

Grade F is considered as failing. A grade of C or above is required for all MPH core courses. If a grade of D or F is obtained, then the course must be re-taken.

6.1.7 Examination dates

The course coordinator will prepare and disseminate the examination dates to the students and the examination cell. The students should be informed of the date of the examination on the first day of the module/course. The examination will be conducted by the course coordinator with administrative help from the MPH Examination Coordinator and the examination cell in the Academic department.

6.1.8 Results of Examination

The Examination Controller will declare the results within 10-15 days of completion of the Final Term Examination. Once the marks, mid-term, and term examination are tabulated, the Examination Coordinator will finalize the grade. The students will only receive the final grade on the transcript.

6.1.9 Measures to prevent unfair means during the examination

No student will be allowed to carry a mobile phone or any written /printed material in the examination hall. The students in possession of mobile phones or written/printed materials must deposit these items at the designated place prior to sitting in their respective seats.

No student will be allowed to enter the examination hall **10 minutes** after the scheduled time of commencement of the examination and no student will be allowed to leave the examination hall before **60 minutes** after the start of the examination.

In the examination hall, if a student is found using any unfair means such as whispering/talking /copying from another, the student will be warned by the invigilator. After two warnings, if the student activities are persistent then the student's answer copy will be taken, and a note will be put on the cover page of the copy by the chief invigilator. The student will be asked to leave the examination room. If the student is found in possession of any reading material or gadgets brought in for the purpose of copying, his/her answer copy will be taken, and a note will be put on the cover page of the copy by the chief invigilator. The student will be asked to leave the examination room. Depending on the severity of the use of unfair means, the chief invigilator will write a detailed note and will suggest disciplinary action for the Controller of the examination. The JHSPH academic ethics code will be followed.

Only one student (either male or female) at a time will be allowed to go out of the examination hall for use of the washroom. The student must ask for permission from the invigilator before moving out. A log record with details of the roll number, out time, and in time and remarks in respect of the students going out will be maintained in each examination hall.

Students resorting to unfair means to gain an advantage in the examinations in premises out of the examination hall are liable to be reported upon by the surprise check teams and will face appropriate disciplinary action. The JHSPH academic ethics code will be followed.

6.1.10 Repeat Course

- A student who has less than 40% attendance will have to repeat the course with the next Cohort (per IIHMR requirement).
- A student who receives a grade of D or F in a course will have to repeat the course with the next cohort.
- A student who is repeating the course with the junior cohort will not be eligible for the award of the MPH degree with her/his matriculation cohort.

6.1.11 Revaluation

Any student who wishes to get a revaluation done for her/his performance is allowed to request:

- Re-totaling of Marks
- Re-checking of Answer copy

6.2 Academic Session

The total academic session along with the practicum training for the course is 81.5 credits. Most courses are conducted in a modular style. The timetable for each term is displayed by the Academic office. The listed vacations are given for each academic year. The holidays or festivals are observed as per the University's holiday list. Online courses are offered over an 8-week period.

6.3 Class Timings

- IIHMR classes start at 9.00 AM and continue through 06.00 PM with two tea breaks and one lunch break, Monday to Friday.
- Saturdays are meant for extra activities special session/presentation. The Class Representative will inform the class accordingly. The notice board will also display the program.

6.4 Class Participation and General Conduct

- Be very punctual. In order to complete one credit for any course, a student has to attend a class for eight classroom hours, and for each hour of classroom teaching, a student is expected to spend two hours on extra reading and special studies.
- Be a proactive learner and participate actively in all discussions.

- Never hesitate to ask a question.
- Complete all your readings and assignments on time.
- Type all your written assignments and upload on Course Plus.
- Never hesitate to seek help but avoid dependency and exploitation of goodwill.
- Take initiative and leadership in classroom discussions and extracurricular activities organized by the University.
- Treat the staff with consideration.
- All the students are advised to wear their identity card while they are on campus.

6.5 Code of Conduct Regarding Mobile Phones

The students should not be using the mobile phone in the classroom and the examination hall. The mobile phone should be turned off during public functions.

6.6 Course Material

- The University provides for reading material in the hard or electronic copy to the students. All study materials for the MPH program are available in the form of electronic copies for the students on Course Plus.
- All the students willing to convert it to hard copies may make printouts and photocopies.
- A student can take a printout from the University for a maximum of two copies of a single book/ reading material.
- Beyond two copies the student should make photocopies.
- The students may use the printer in the University.
- The student can issue the A4 papers for print out from the respective course coordinator issued under MPH students with written permission from the concerned course coordinator.
- Books and reference materials are available in the library. Books can be borrowed from the library only through library cards as per library rules.

6.7 Recreation Facilities

The University offers a variety of recreation facilities. The campus includes courts for outdoor games like Volleyball, Basketball, and Badminton. The students have the facility of Gymnasium in the University campus. In addition, there is an open playground. Depending on the interest of students the ground could be made ready for games like football/hockey/cricket. In addition, indoor games including Table Tennis, Carom and Chess are also available in the recreation common room.

6.8 Medical Facilities

- A first-aid kit is kept at Hostel-cum-Guest House Office.
- For emergency treatment, the University provides all the necessary support. Please contact the In-charge Hostel-cum-Guest Relation / Warden immediately in case of an urgent health problem.
- All costs related to the treatment of emergency / non-emergency problems will be borne by the student concerned.

6.9 Communication Facilities

6.9.1 Telephone

- The telephone in your Room connects you with all **IIHMR/MPH** staff on the campus.
- You may receive all your external calls at the room through our **Reception/Operators**. To make an external call (**local calls only**), contact **Reception/Operators** (Dial No. 9/779).

6.9.2 Communication Facilities

- E-mail / Internet facilities are available at the computer lab.

6.10 Payment Schedule

The total tuition fee is US Dollar 22,000 (To be remitted to JHU US\$12,000, and IIHMR US \$10,000 or INR equivalent). This sum includes the cost of all tuition expenses and course materials related to the program.	
Schedule of Payments	
Johns Hopkins University	
Payment Due Date	Amount of Payment
November 27, 2020 (<i>Check SIS</i>)	US \$6,000
April 23, 2021	US \$6,000
<i>Pay via Western Union transfer to Johns Hopkins University by accessing the international student payment portal on the Johns Hopkins Bloomberg School of Public Health website.</i> <u>International payments information sheet</u>	
IIHMR	
Payment Due Date	Amount of Payment
September 30, 2020	US \$7,500 (or INR Equivalent)
April 01, 2021	US \$2,500 (or INR Equivalent)
<i>Foreign students are required to pay tuition in US Dollars through wire transfer as indicated above. Indian Students to pay via Bank draft/ RTGS/NEFT in favor of the Institute of Health Management Research.</i>	

6.11 Medical Insurance

The students are covered under the Medclaim policy as per the University's norms.

6.12 Uniform

The students are required to maintain decorum and dignity. The students should be formally dressed. The students are required to come in formal attire to all formal functions and when advised by the Dean, Academic & Student Affairs. The student should wear the ID card the entire time while on campus with no exception.

6.13 Leave system

It is obligatory for the students to seek approval of Dean, Academic & Student Affairs, or any other designated officer on the prescribed leave form before proceeding on leave. In case the student is in the hostel it is imperative to seek permission from the Hostel Warden prior to proceeding on leave. Please also inform the course coordinator. The leave form is available at the Academic office.

In the case of a medical emergency or any other emergency at home when the student needs to proceed, approval by phone /SMS is necessary. The student is required to forward the leave application within two days of proceeding on leave.

Up to 25% absence is allowed with prior permission from the course coordinator for the following reasons:

- ✓ Leave on medical grounds (wherever applicable)
- ✓ Leave on personal grounds
- ✓ Absence on account of participation in extracurricular activities

The total number of classes missed on the grounds mentioned above should not in any case exceed **25%**. When a student is deputed by the University to attend a seminar, competition, study tour, or any other Program or relief work, his/her absence on that account will not be counted for the purpose of computing the minimum number of hours of attendance required of him/her. The students should obtain the course coordinators/Dean's prior approval to attend a seminar, competition, study tour, or any other Program or relief work.

In the event of illness requiring hospitalization of the student for longer periods, the authentication of the same is to be obtained from competent specialists approved by the University. Where deemed necessary, such absence will be further condoned by **25%**. Under no circumstances (even medical reasons) will a student with less than **50%** attendance be allowed to take his/her examinations.

Whenever students avail of personal leave, they will be required to obtain prior permission from the course coordinator. Grant of permission does not mean that the absence has been condoned for the purposes of computing attendance.

The attendance of students in every course will be monitored and relevant attendance records will be maintained by the faculty member concerned. If the faculty member needs assistance in maintaining attendance records, he/she may seek the assistance of the class representative.

The faculty member will permit only those students to take the examination who have completed 80% (or more) attendance in the concerned course.

It is required that the concerned faculty will inform (in writing) to the Dean/Academic Office at least a day prior to the conduct of examination, the names of students who have been debarred from taking the examination on account of the shortage of requisite attendance or any other reason.

The Academic Office will arrange for conducting the examination of only those students who have been explicitly permitted by the concerned faculty member for the examination (and not for the debarred students on account of the shortage of attendance).

6.14 Legal disputes

Legal disputes if any, shall come under the jurisdiction of Jaipur.

6.15 Academic Monitoring

For monitoring and supervising academic activities at the University, the office of the Director and Dean, Academic & Students Affairs, will perform the needed day-to-day actions. For policy formulation and reviewing academic activities, the Academic Advisory Council will meet at periodic intervals and be in communication with the JHSPH MPH Executive Board.

6.16 Extra-Curricular Activities

The students may participate in extracurricular and co-curricular activities:

- Conference at IIHMR
- Participation in conferences outside
- Sports and Games
- Cultural activities

6.17 Discipline

Students are required to follow discipline in the campus. If a student is found to indulge in any indiscipline, strict action against him/her will be taken. Based on the severity of the offense the student is liable to be produced before the Institutional Disciplinary Committee for investigation and punitive action as per the laid down regulations.

6.18 Identity Cards

The students are required to be in the campus with their Identity cards issued by the University. Students will be allowed to enter the examination hall with identity cards.

6.19 Policy towards Ragging

The University observes “Zero-tolerance” policy to ragging and expels students found guilty of maltreating freshers. Any student accused of ragging would be given a chance to explain his conduct and if found guilty, be straightaway expelled from the University. The Supreme Court has directed that the punishment for ragging should be exemplary and justifiably harsh to stop the recurrence of the ugly incidence.

Sub: Formation of University level anti-ragging committee and squads - Reg.

Ref.: Directives of the Supreme Court of India, dated May 16, 2007, in SLP No (s) 24295 of 2006 University of Kerala Vs Council, Principals’, Colleges, Kerala &OR’s (with SLP(C) No. 24296-99/2004 & W.P. (CrI) No. 173/2006 and SLP(C) No. 14356/2005)

The Hon’ble Supreme Court of India admitted and heard the above referred SLPs in relation to the menace of ragging in Technical Institutions/ Universities/ Colleges in the Country.

In this connection, a committee headed by Dr. R.K. Raghavan, former Director of CBI, for giving specific recommendations on effective prevention of ragging in educational institutions was constituted by the apex court. Accordingly, the Committee carried out a very detailed study on the various factors contributing to ragging and collected public opinion. Further, the committee submitted a detailed report with suitable recommendations and measures required to effectively curb the menace. The recommendations of the Committee were duly accepted, and the following directives have been issued to all the educational institutes for necessary implementation by the Hon’ble Court.

Factors enlisted by the committee:

- (i) Primary responsibility for curbing ragging rests with academic institutions themselves.
- (ii) Ragging adversely impacts the standards of higher education.
- (iii) Incentives should be available to institutions for curbing the menace and there should be disincentives for failure to do so.
- (iv) Enrollment in academic pursuits or a campus life should not immunize any adult citizen from penal provisions of the laws of the land.
- (v) Ragging needs to be perceived as a failure to inculcate human values from the schooling stage.
- (vi) Behavioral patterns among students, particularly potential 'raggers', need to be identified.
- (vii) Measures against ragging must deter its recurrence.
- (viii) Concerted action is required at the level of the school, higher educational institution, district administration, university, State and Central Governments to make any curb effective.
- (ix) Media and the Civil Society should be involved in this exercise.

Recommendations approved by the Supreme Court.

- (i) The punishment to be meted out has to be exemplary and justifiably harsh to act as a deterrent against the recurrence of such incidents.
- (ii) Every single incident of ragging where the victim or his parent/guardian or the Head of the institution is not satisfied with the institutional arrangement for action, a **First Information Report** must be filed without exception by the institutional authorities with the local police authorities. Any failure on the part of the institutional authority or negligence or deliberate delay in lodging the FIR with the local police shall be construed to be an act of culpable negligence on the part of the institutional authority. If any victim or his parent/guardian of ragging intends to file FIR directly with the police, that will not absolve the institutional authority from the requirement of filing the FIR.
- (iii) In the prospectus to be issued for admission by educational institutions, it shall be clearly stipulated that in case the applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he has indulged in ragging, **admission may be refused or he shall be expelled from the educational institution.**
- (iv) It shall be the collective responsibility of the authorities and functionaries of the concerned institution and their role shall also be open to scrutiny for the purpose of finding out whether they have taken effective steps for preventing ragging and in case of their failure, action can be taken; for example, denial of any grant-in-aid or assistance from the State Governments.
- (v) **Anti-ragging committees and squads** shall be forthwith formed by the institutions and it shall be the job of the committee or the squad, as the case may be, to see that the Committee's recommendations, more particularly those noted above, are observed without exception and if it is noticed that there is any deviation, the same shall be forthwith brought to the notice of this Court.
- (vi) The Committee constituted pursuant to the order of this Court shall continue to monitor the functioning of the anti-ragging committees and the squads to be formed. They shall also monitor the implementation of the recommendations to which reference has been made above.

Action Taken by the University:

6.19.1 Formation of IHMR Committees & Squads

Complying with the directives of the Hon'ble Supreme Court of India, the University grants commission, and the Government, the university has constituted the following Anti-ragging committee and squads for implementation of such directives of the Hon'ble court and the UGC.

The details of various Anti Level Committees are as follows:

Anti-ragging Committee		
Name and University Appointment	Designation	Contact Number
Dr. Goutam Sadhu, Professor	Chairperson	8107777867
Dr. Sandeep Narula, Associate Professor	Member	8058760911
Dr. Neetu Purohit, Associate Professor	Member	9414058100
Dr. Sujata Verma, Assistant Professor	Member	9970688477
Dr. Anshuman Sewda, Assistant Professor	Member	9649515979

University Level Anti-Ragging Committee		
Name and University Appointment	Designation	Contact Number
Dr. Dharendra Kumar, Professor	Chairperson	9001073140
Dr. Sandesh Kumar Sharma, Associate Professor	Member	9982110845
Dr. Seema Mehta, Associate Professor	Member	9587635437
Mr. Achleshwar Singh, (Hostel and Guest Relations)	Member	9314422020

Hostel Level Anti-ragging Squad		
Name and University Appointment	Designation	Contact Number
Dr. Sujata Verma, Assistant Professor, Warden	Chairperson	9970688477
Dr. Saurabh Kumar, Associate Professor, Dean SPM	Member	8890398067
Mr. Achleshwar Singh, (Manager -Hostel and Guest House)	Member	9314422020
Ms. Shraddha Kalla, Librarian	Member	9950168340

The committee and squads constituted shall be responsible for ensuring an atmosphere of learning in the campus which is free from any fear, coercion, agony, pressure, and harassment. The squads will work under the overall guidance of the Anti-Ragging Committee of the University and in coordination with each other. The complaints/ grievances of ragging will be initially handled by the respective squad and on the report of the squad, the final decision will be taken by the Anti-ragging Committee after affording an opportunity of hearing to the concerned person.

The committee and squads constituted for the purpose are advised to go through the directives, recommendations given by the Hon'ble Supreme Court, the UGC, and the Government from time to time on this matter and to ensure compliance with such directives and recommendations. The Anti-ragging Committee shall ensure that the University's policy of zero tolerance on ragging should be put across to the student community and the new entrants be assured a safe and secure atmosphere within the campus and outside. The Committee may organize seminars/ workshops etc. for sensitizing the students on this issue and sharing with them the prevalent directives of the Apex court and the UGC and the existing deterrent provisions of law.

6.20 LIBRARY

The Johns Hopkins Welch Library Online Tutorials

The Welch Library's website offers tutorials on various aspects of referencing, finding online resources, preparing presentations, grant writing, etc. at <http://welch.jhmi.edu/welchone/node/54>.

The IIHMR University Library and Documentation Centre is dedicated to Dr. D. A. Henderson, renowned for his outstanding contribution to the eradication of smallpox, on May 31, 1996, by His Excellency Frank Wisner, US Ambassador to India.

Dr. D.A. Henderson Library and Documentation Centre have a well-balanced collection of books, journals, and other materials. It is committed to providing user-friendly services and easy access to facilities. The library collection is mainly focused on Health Management, Hospital Administration, Health Economics and Finance, Public Health, General Management, Management Information Systems, Population, Research Methodology, Sociology, Economics, Rural Management, etc. It has a collection of more than 32840 volumes including textbooks, reference books, training materials, case studies, manuals, reports, and conference proceedings. In addition, it has over 114 National and International Journals, Newsletters, CD-ROM databases, from India and abroad. Library is subscribing to ProQuest, J-Gate & Sage online e-Journals database. The Library has DELNET (Developing Library Network) membership, Indiastat.com, Popline, "ProQuest" & "EBSCOhost" e-books database. The library's acquisition, cataloging, circulation, and serial control are computerized under KOHA Software with WebOPAC. Library also houses Udai Pareek HRD Resource Centre.

The Online database & full-text collection can be accessed through RemoteXs login and Intranet

URL: <http://172.16.16.17:1001>

6.20.1 Library Hours

The library is open throughout the year except on a few public holidays (observed by the University) when it remains closed. The library hours are:

Working days	8.00 AM to 10.00 PM
Second, Fourth Saturday & Sunday	9.00 AM to 05.00 PM

Note: The loan counter shall be closed at 9.00 pm on working days and 4.30 pm on the Second/Third Saturday and Sundays.

Note: Students have access to resources at both the JH Welch Library and IIHMR University Library.

6.20.2 Borrowing Privilege:

- Each student would be given an identity card by the academic department with a barcode ID.
- Each student can be issued six (6) documents at a time for 15 days through an Identity card. It may however be reissued for another 15 days.
- Identity Card is non-transferable. The students are responsible for their safekeeping.
- A student who has lost an identity card shall make a written report of the same to the MPH coordinator with a copy to the library.
- Only identified books are issued to a user only on showing his or her identity card. Reference materials like Dictionaries, Directories, Thesis, Summer Placement Reports, Journals, News Magazines, News Papers, Newsletters, and New Books on Display will not be issued.
- All losses of library books should be reported to the library in-charge immediately in writing.
- If one book of a set is damaged or lost, the user concerned shall be liable to replace the books, or else they must pay the actual cost of the books plus a 20% extra fine as service charges to the library. If one volume is lost then the user must pay for the whole set of volumes.
- All books on the loan shall be returned at the expiration of a stipulated period. Books, which are temporarily in special demand, maybe lent for such a shorter period as may be necessary or may be temporarily declared reference books. The loan may be terminated at any time by the order of the library in-charge.
- The library staff at the issue counter are authorized to examine all materials into and taken out of the library by the members.
- All users are required to submit their reports in soft copy as well as the hard copy of the Capstone project and Practicum training at the end of their session for getting the “No Dues” certificate from the library.
- Return of all library documents and show identity card is required for obtaining the clearance certificate needed for departure from the university.

6.20.3 Library Courtesy

- No user will write upon, damage, or make any mark upon any book belonging to the Library.
- Books removed from the shelves should be left on the study table and no effort should be made to replace these books.
- A wooden rack is lying near the loan counter. Readers entering the library shall keep their personal belonging such as books, bags, etc. at the wooden rack. Only notebooks are allowed inside the library.
- Issued books are not allowed inside the library. Please keep the issued books on the wooden rack near the loan counter.
- Help maintain a quiet atmosphere for study. Conversation disturbs your neighbors who want to study. If the discussion is necessary, please go to the common/classrooms.
- **Switch off mobile phones while entering the library.**
- Spitting, smoking, napping, drinking tea, and edibles, and behavior which may disturb other users are strictly prohibited inside the library.

6.21 INFORMATION TECHNOLOGY (IT)

The University has a fully equipped IT system for use of students. The University also has a computer lab to match student needs. Following is the key information on the use of the computer lab:

6.21.1 Timing of Computer lab

The computer lab will be open from 8 A.M. to 7 P.M. on all the working days except class timings and national holidays. During 2nd, 3rd. Saturday and Sunday the computer lab shall be open between 9 A.M to 5 P.M.

6.21.2 Use of Computers

The lab has an adequate number of computers. However, to avoid congestion, the lab-in-charge may implement a rationing system. Students are requested to strictly follow the system. Please properly turn off the computer after you log out.

6.21.3 Use of Printers

- Use only new A4 size papers when you take the laser printouts. Do not use Dot-Matrix Papers, Rough & Crushed Papers in the Laser Printers.
- Do not waste computer stationery. Use draft mode when you take a rough printout.
- If any problem arises, refer the case to a technical person of the computer lab.
- If any problem arises on account of the mishandling of the printers by any of the students, the printer facility would be withdrawn for all students.
- Students are not allowed to tamper with any of the computer hardware parts.

6.22 E-Mail

A separate Email-ID will be provided to each student for using the email facility.

6.23 Internet

- Internet facilities are available through ID and password for 24-hours through the Wi-Fi facility in the campus.
- Using the Internet for indecent and objectionable purposes is a punishable offense.

Do's and Don'ts for Use of Computer Lab

Do's

- Keep silent and maintain the decorum of the computer lab.
- Make sure to enter the required details in the computer lab night visiting Register.
- Please complete the entry in the Register after taking printouts and after scanning any document on the scanner.
- Push the keyboard under the table and set the chair at the proper place after the use of the computer.
- Shutdown the computer and switch off the monitor after use.
- Switch off the unnecessary lights and fans before leaving the computer lab.

Don'ts

- Avoid unnecessary software installation downloading and printouts.
- Do not indulge in Chatting and online gaming between 9.00 am to 6.00 pm on working days of the University.
- Use of Social Networking websites in the labs is prohibited.
- Laptop and laptop charger are not allowed in the computer lab.
- Misuse of your group space available in IIMR2K3 Server.
- Bringing and attaching any external device (Pen drive, digital camera, headphone, etc.) to the computers in the IT Lab, without permission of the IT department lab in-charge, is prohibited.

Please wear your ID Card when you come to class.

Have a great time with us!