



GOVERNMENT OF ODISHA
HEALTH & FAMILY WELFARE DEPARTMENT

NOTIFICATION

No. HFW-MEII-MISC-0124-2020/ 3616 /H&F.W., Dated 08-02-2021

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


In order to strengthen the health care system in the state and to generate more qualified Master in Public Health personnel in the state, Government have been pleased to allow various institutions to impart such courses in the State.

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

This will come into force in the whole State from the date of its Notification. The earlier Notifications issued in this regard are superseded.


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

By order of the Governor


Additional Chief Secretary to Govt.

Memo No. 3617 //H Dt. 08-02-2021

Copy forwarded to all Departments of Govt. / All Heads of the Deptt/ All Dean & Principals / All CDM & PHO / Principal AG (A&E) Odisha Bhubaneswar, / Chairman OPSC Odisha, Cuttack / Private Secretary to Minister, Health & FW / All officers and sections of the Department for information.


Deputy Secretary to Government

Memo No. 3618 /H, Dt. 08-02-2021

Copy forwarded to Director, Printing, Stationary and Publication, Odisha, Cuttack with a request to publish the notification in the next extraordinary issue of the Odisha Gazette and supply 50 copies of the Gazette to Health & Family Welfare Department for reference.


Deputy Secretary to Government

General Guidelines for Opening

Master of Public Health (MPH) Courses in various institutes of Odisha

Introduction:

The discipline of Public Health is multi-disciplinary and is fast gaining momentum as a career opportunity for many young aspirants. Several private / non-government institutions are inclined to start academic programmes / courses in Public Health. The domain of Public Health is ever expanding at an accelerated speed, especially in view of the felt needs of various governmental bodies and non-governmental agencies on the need to deal with health of the community in a holistic and scientific manner. Thus, more & more students / career seekers are opting for these courses. As the alumni coming out of these institutions will be working in the various frontiers of public health such as Policy Development, Advocacy, Programme Implementation, Operational Research, Training & Capacity Building, etc., there is a need to ensure optimum quality for these courses. This document intends to prescribe the essential requirements for launching the MPH course/ Programme in the state of Odisha. The guidelines mainly focus on the infrastructure, faculty and other basic amenities for an annual intake of 40 MPH students.

1. Infrastructural requirements

Campus

The institute should have built up area of 10,000 square feet either in own building or in rented building with well defined campus. In case of rented building, there should be a valid rent agreement. The rented space/building may be arranged with appropriate fire safety measures and provisions for differently-abled persons.

Administrative block

Space for administrative block shall be provided as under:

- a. Principal/Dean/Director/Head of the institute room (100 sqft)
- b. Staff common room (200 sqft)
- c. Board room (200 sqft)
- d. Office (500 sqft)
- e. Separate toilets for Male and Female students

- f. Cafeteria (200 Sqft)
- g. Also there should be provision for Reception Desk, lobby & rooms for each faculty

Central Library

There shall be a Central Library (minimum 500 Sq.ft.) with seating arrangement for at least 50 students for reading. There should be good lighting and ventilation and space for stocking and display of books and journals. There should be at least 500 texts and reference books including journals. The institute should adopt information technology for teaching Public Health. There should be provision for e-library also. To have e-library and individual dissertation work, the institute should have computers in a separate computer room with a dedicated server. (Add – 1/3rd of the journals should be international journals)

Lecture Theatre/ Class Room

There shall be a minimum of three lecture theatres/ class rooms preferably air conditioned, in the Institution out of which two may be with a seating capacity for 40 students and one with seating capacity for 80 students. Lecture theatres/ class rooms shall be provided with necessary independent audio-visual aids including overhead projector, LCD projector, screen (or LCD display) and a sound system. These lecture theatres/class rooms shall be shared by all the departments in a programmed manner. There shall be provision for E-class & E-podium. Lecture halls must have facilities for conversion into E-class/Virtual class for teaching with video & audio conference facilities. In addition to the above requirement, there shall be enough space to carry out group work including in class rooms, computer labs and other common space.

Class rooms: At least two class rooms of appropriate size is recommended as below:

Class Size	Carpet Area Requirement in Sq. ft /student	
	Minimum	Desirable
15-20 Students	13	15
30-40 Students	12	14
60 Students	11	13

Should it be modified as two 40 seated rooms and one 80 seated room ?

Faculty Area: At least 100 sq. ft space per full time equivalent faculty. The faculty area may include the space for faculty, teaching and research assistants.

Sports and activities

There must be provision of space for sports for students & staff indoor and/or outdoor. There shall be open play ground (aspirational)

Auditorium & Examination Hall:

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

Hostel Facility

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

Electricity supply

There should be round the clock power supply with backup facility.

Cafeteria

There should be one cafeteria for both students and staffs within the institute premises.

Amenities Area

- Toilets: The institute should have adequate number of toilet blocks with urinals, lavatories and wash basins.
 - a. At least one toilet block, each, separately for men and women.
 - b. At least 40 Sq. ft space for 40 student population, should be under toilet blocks. This is in accordance with the National Building Code for toilets in educational buildings.
- Common room, lounges, and canteen: 1000 Sq. ft.

Computing Resources

The Institution should have personal computing facility for students, with required Statistical Software for quantitative data analysis and Qualitative data analysis software, and access to Internet.

- On average one personal computer terminal for every six students in a batch. Thus about 10 PC Terminals for a batch size of 60 students.
- The microcomputer laboratory (micro lab) should be open for extended hours to allow for effective use by students. Recommended a minimum of 12 hours a day for 6 days a week

Sanitation and water supply

Adequate sanitary facilities (toilets and bathrooms—separately for women and men) and safe continuous drinking water facilities must be provided for the teaching staffs, students (men and women), technical and other staffs in all sections as required. Arrangements must be made so that plumbers and electrician would be available as and when required.

Human Resources

- a. One Head of the institute
- b. Faculties: Public Health is a multi-disciplinary subject. Therefore, there should be sufficient number of faculties in different streams of basic public health teaching such as Epidemiology, Biostatistics, Health systems and policy, Social Sciences, Programme management, Human Resource management, Health Economics, Environmental health and public health management.
- c. The Institute may hire guest/adjunct faculty for teaching certain topics such as communication, occupational health, etc and elective streams as specialization.
- d. The teacher student ratio should meet the UGC norms (6 to 8 students per faculty per year) as notified from time to time.

Office staff

Category of staff	Number
Administrative & Account Assistant	1
Computer Assistant	1
Course Coordinator	1
Librarian	1
Attendant	3
Store Keeper	1

MPH academic activities

The MPH course curriculum, method and resources for teaching, admission process, methods for student evaluation, marking/credit system should be decided in consultation with the University affiliating the course for said degree award. The institutes may offer generic MPH course or MPH with electives (specialization) as per the affiliating university norms. A course curriculum hand book outlining all the necessary details should be available with the institution.

Course Curriculum

(As per the University guidelines or as under)

The MPH degree is a two-year (full-time) programme consisting of four semesters. The dissertation (fourth semester) provide students with

opportunities to conduct field surveys and work in projects with various public health organizations and entities. A summary of courses offered is given below.

Course Code	Course Title	Credit
Semester I (42 credits)		
MPHC 101	Principle and practice of Public Health	6
MPHC 102	Introduction to Health System and Policy	6
MPHC 103	Health Management Principles & Practice	8
MPHC 104	Basic Epidemiology	8
MPHC 105	Basic Biostatistics	8
MPHC 106	Demography and Population Sciences	6
Semester II (48 credits)		
MPHC 201	Research Methods & Ethics	8
MPHC 202	Health Behaviour, Communication & Health promotion	8
MPHC 203	National Health Programs	8
MPHC 204	Health Economics & Health Care financing	8
MPHC 205	Maternal & Child Health	8
	Community Exposure	8
Semester III (48 credits) *		
MPHC 301	Environmental and Occupational Health	8
MPHC 302	Public Health Nutrition	8
MPHC 303-306	Health System Management (4 Elective module)	32
MPHC 307-310	Health Behaviour, Communication, Health promotion (4 Elective modules)	32
MPHC 311-314	Tribal Health & Vulnerable Population (4 Elective modules)	32
MPHC 315-318	Advanced Epidemiology & Biostatistics (4 Elective modules)	32
MPHC 319-322	Public Health Entomology & Microbiology (4 Elective modules)	32
MPHC 323-326	Advanced Environmental and Occupational Health (4 Elective modules)	32
MPHC 327-330	Advanced Public Health Nutrition (4 Elective modules)	32
Semester IV (42 credits)		
	Dissertation	42

Fee Determination

The institute should run the affiliated educational program on a no-profit-no-loss basis. Therefore, the fee should make reasonable resources to meet up operational expenses and for up-gradation of facilities. The fee charged by the Institute, may be in three broad categories, namely; (a) Admission Fee, (b) Course fee, (c) Caution money, and (d) Hostel fee which shall be notified by the concerned institution.

The fee of the concerned institution shall be determined by a Committee headed by DMET and comprising of both Addl. DMET, a representative from the Government, and any representative from the concerned institution.

Steps in the issuance of NOC / provisional recognition letter

The DMET shall float advertisement for issuing of NOC adhering to the academic calendar of the Government vide resolution number **26601/H, dated-22.10.2019**. The Interested organizations fulfilling the above criteria may apply to the Government with submission of inspection fee of Rs 40,000 or as decided from time to time through a demand draft payable in the name of Director Medical Education and Training. If the documents are found in order then the Inspection team would visit the organization / institution within a reasonable period and submit the report to government. The team shall use the inspection form as annexed in this guideline..

**Standard inspection form is annexed with this document*

Annexure

INSPECTION REPORT FOR OPENING PERMISSION OF A NEW FACILITY

Name of Inspecting Officer 1 with designation:

Name of the Inspecting Officer 2 with designation:

Purpose of the inspection:

Inspecting date:

Name & Address of Educational Agency:

Details of the office bearer of the Educational Agency

SL	Name	Designation	Sex	Age	Qualification	Profession	Address
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Name of the proposed Institution:

Present Location:

Permanent Location (proposed):

Application is for opening permission for course/stream

Sl.	Name of the facility	Proposed strength
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Date of receipt of application in Prescribed Authority's Office:

Temporary Accommodation details

Whether owned or rented:

Land details

Sl.	Tehsil	Mouza	Khata No	Plot No	Plot area (in sq. Ft.)	Built-up carpet area (in sq. Ft.)	Remarks
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Whether agreement done(y/n):

If yes, for how many years:

Whether the building is in a market area:

How far is the nearest market from the building (KM):

Whether is in a residential area:

How far from nearest residential area (KM):

Fire Safety Certificate from the Fire Safety Authority

Availability of Parking space (in sq. Ft)

Featured

No of class rooms

1. Infrastructure

Class room (on inspection)

Sl no	Area in sq. ft with description	Available	Proposed

Library (on inspection)

Sl no	Area in sq. ft with description	Functional	Proposed

No of books on public health available on the following subject (on inspection):

Epidemiology:

Biostatistics:

Social sciences and health:

Community medicine:

Health management:

Health policy:

Health systems:

Health finance:

Environmental and Occupational health:

Demography:

Communicable diseases:

Non-communicable diseases:

Health communication and promotion:

Details of access to Digital library (on inspection):

2. Faculty (on inspection)

Number of faculty discipline-wise

Domain	Name of faculty, highest qualification	Specialization
Social sciences		
Epidemiology and biostatistics		
Health management		
Health systems		
Human resources for health		
Health economics and financing		
NCD and nutrition		
Environmental health		

Proposed number of student intake by the Institute:

Student teacher ratio as proposed by the Institute:

3. Sustainability (on discussion)

Comments of the inspection team:

4. Past experience on public health (on document review)

Comments of the inspection team:

5. Final recommendations

(The recommendation should also include the student intake strength)

Any special claim of the institutions:

Recommendation of the Inspecting Officer 1:

Recommendation of Inspecting Officer 2.:

Recommendation of the prescribed authority:

Inspection documents, if any, to be uploaded/attached

Inspecting Officer 1

Inspecting Officer 2

**Representative of the
Institute**