



INDIAN
INSTITUTE
of PUBLIC
HEALTH
GANDHINAGAR

ESTABLISHED BY GOVT. OF GUJARAT AND PHFI

INDIAN INSTITUTE OF PUBLIC HEALTH GANDHINAGAR

Draft
STUDENT HANDBOOK
(As updated on July 2024)

Student Handbook

(As updated on July 2024)

Master of Public Health (MPH)

MPH - Public Health Nutrition (MPH-PHN)

Master of Hospital Administration (MHA)

**INDIAN INSTITUTE OF PUBLIC HEALTH GANDHINAGAR
(A University established under IIPHG Act, 2015 of Gujarat)**

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1. About IIPHG

Indian Institute of Public Health Gandhinagar (IIPHG) is India's first Public Health University, established in 2008 with the laying of its foundation stone by Honourable Shri Narendra Modi, the then Honourable Chief Minister of Gujarat. IIPHG was established by the Government of Gujarat and the Public Health Foundation of India (PHFI), recognised under the special IIPHG Act 2015 of the Government of Gujarat.

Its state-of-the-art green campus is spread over 50 acres of land in Gandhinagar, with world-class research facilities and laboratories. It has emerged as the largest Public Health University and is the hub for excellence in public health teaching, innovation, research and practice.

It is also recognised as a Scientific and Industrial Organisation (SIRO) by the Department of Scientific and Industrial Research, Ministry of Science and Technology, New Delhi. IIPHG has been recognised as an ICMR Collaborating Centre of Excellence. IIPHG is a NIDHI Techno Business Incubation Centre for Public Health recognised by DST under NIDHI-TBI with physical space, a mechanical lab, a microbiological lab, a 3-D printing lab, and an electronic lab.

IIPHG has state-of-the-art facilities for students. This includes Hostels, a Library, a Computer Lab with an internet facility, a cafeteria, a Sports facility, a Student Hall, and a Student Gym. IIPHG has a hostel with 150 independent rooms with attached toilets and washrooms. The boys' and girls' hostel floors/spaces are separate and have adequate security. The hostel also has accommodation to be used as a Guest house.



Currently, IIPHG offers the following master's courses

**Master of
Public Health**

**Master of
Public Health-
Public Health
Nutrition**

**Master of
Hospital
Administration**

IIPHG is dedicated to academic excellence in its programmes and other courses. The institute recognises the significance of education in public health and hospital administration and its effect on population health outcomes. The institute highly emphasises excellent teaching, research, and training to achieve academic excellence. Faculty members are highly skilled and experienced in their respective disciplines, and they engage students via creative and engaging teaching approaches. The curriculum is designed to give students a thorough grasp of the healthcare system and its issues, and students are encouraged to apply their knowledge in real-world circumstances. IIPHG aspires to create knowledgeable and talented health professionals with a strong emphasis on academic quality.



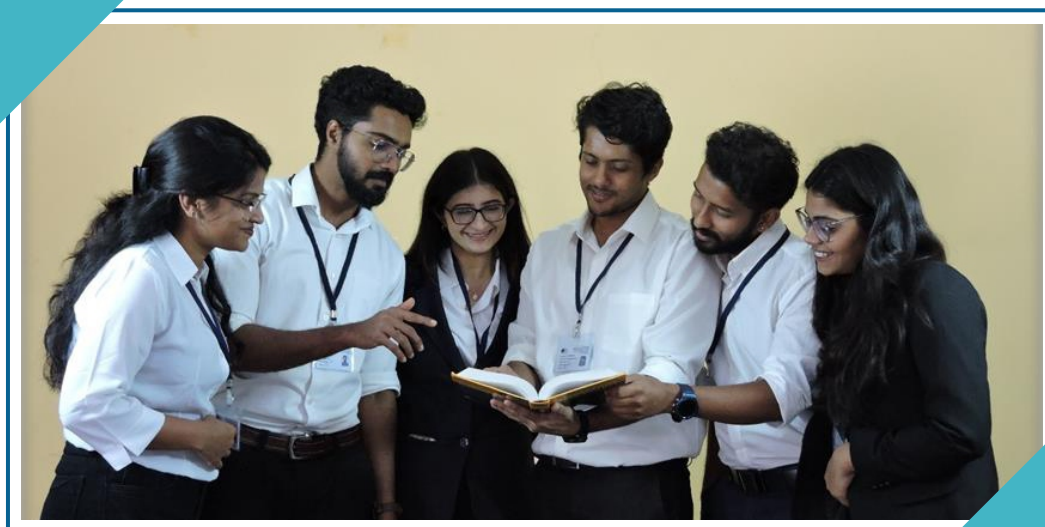
2. About MPH, MPH-PHN & MHA Program

The MPH, MPH-PHN & MHA program offered by IIPHG is consistent with the IIPHG's mission to strengthen the country's overall health system– to help participants acquire skills to examine and respond to current and future public health challenges.

By the end of the MPH program, participants are expected to achieve the following learning objectives:

1. Demonstrate ability to apply fundamental principles of public health and management to identify, assess, analyse, and prepare a socio-culturally sensitive response for a public health problem.
2. Demonstrate an understanding of the national health situation and health systems and respond to the linked public health problems.
3. Demonstrate ability to communicate arguments, concepts, evidence, and strategies to a variety of audiences (communities/beneficiaries, policymakers, programme planners, local-national-international NGOs, researchers).
4. Demonstrate a basic understanding of public health practice and research.

To achieve the learning objectives, the MPH program is designed to help participants acquire a range of skills:



<p>Technical skills</p>	<ul style="list-style-type: none"> ■ Biostatistics and Epidemiology ■ Social and Behavioural Sciences ■ Qualitative and Quantitative Research Methods ■ Data Analysis and Interpretation
<p>Management skills</p>	<ul style="list-style-type: none"> ■ Programme Management ■ Monitoring and Evaluation ■ Human Resource Management ■ Financial Management ■ Logistic planning
<p>Discipline-specific skills</p>	<ul style="list-style-type: none"> ■ Health Policy and Systems ■ Demography ■ Communicable and Non-communicable Diseases, Disease Surveillance
	<ul style="list-style-type: none"> ■ Reproductive, Maternal, Neonatal, Child Health, Adolescent Health and Nutrition (RMNCHA + N) ■ National Health Programmes ■ Health Communication and Promotion ■ Environmental and Occupational Health ■ Health Economics, Financing and Insurance ■ Public Health Laws and Ethics in Research ■ Global Health ■ Gender and Health
<p>Soft skills</p>	<ul style="list-style-type: none"> ■ Critical Thinking and Problem-solving ■ Teamwork ■ Communication (verbal and written) ■ Empathy ■ Cultural Sensitivity

The Master of Public Health (MPH) in Public Health Nutrition at the Indian Institute of Public Health Gandhinagar (IIPHG) is designed to equip students with the knowledge and skills necessary to address public health challenges related to nutrition. This specialized program aims to produce professionals capable of developing, implementing, and evaluating nutrition-related public health policies and programs. The MPH in Public Health Nutrition integrates a multidisciplinary approach, combining theoretical knowledge with practical experience. The program is tailored to meet the needs of students from diverse academic backgrounds who aspire to pursue careers in public health nutrition. By the end of the program, participants are expected to achieve the following learning objectives:

By the end of the MPH-PHN program, participants are expected to achieve the following learning objectives:

1. Gain an in-depth understanding of the principles of public health nutrition and the role of nutrition in promoting health and preventing diseases.
2. Learn about the major nutritional problems affecting populations, particularly in the Indian context, and the global perspective on these issues.
3. Develop skills in epidemiological methods and biostatistics to assess and interpret data related to nutritional health.
4. Understand how to apply these methods to identify nutritional problems and evaluate public health nutrition programs.

To achieve the aforementioned learning objectives, the MPH-PHN programme is designed to help participants acquire a range of skills:



<p>Technical skills</p>	<p>Mastery of fundamental principles of</p> <ul style="list-style-type: none"> ■ Biostatistics and Epidemiology ■ Social and Behavioural Sciences ■ Qualitative and Quantitative Research Methods ■ Data Analysis and Interpretation
<p>Management skills</p>	<p>Mastery of fundamental principles of</p> <ul style="list-style-type: none"> ■ Programme Management ■ Monitoring and Evaluation ■ Human Resource Management ■ Financial Management ■ Logistic planning
<p>Discipline-specific skills</p>	<p>Critical knowledge and understanding of</p> <ul style="list-style-type: none"> ■ Health Policy and Systems ■ Demography ■ Maternal, Child and Adult nutrition ■ Chronic disease and Nutrition ■ Meal planning ■ Normal and Therapeutic diets ■ Food and Nutrition Security ■ Food Systems and Food Environment ■ Nutritional Programmes and Policies ■ Health Communication and Promotion ■ Environmental and Occupational Health ■ Food Safety and Regulations ■ Global Health ■ Nutrition in Emergencies ■ Gender and Health
<p>Soft skills</p>	<ul style="list-style-type: none"> ■ Critical Thinking and Problem-solving ■ Teamwork ■ Communication (writing and presentation) ■ Public Health Empathy ■ Cultural Sensitivity

By the end of the MHA program, participants are expected to achieve the following learning objectives:

1. Develop the ability to apply fundamental principles of hospital management and administration in real-world scenarios and gain proficiency in implementing administrative strategies that improve hospital operations and patient care.
2. Acquire a comprehensive understanding of how various healthcare delivery organizations operate and learn how these organizations contribute to promoting healthier communities and improving public health outcomes.
3. Cultivate skills to identify, conceptualize, and analyse managerial issues and challenges within the healthcare delivery context and enhance decision-making capabilities by utilizing critical thinking and problem-solving techniques specific to healthcare management.
4. Demonstrate the ability to effectively manage and lead healthcare delivery systems with a focus on ethics and inclusivity.

To achieve the learning objectives, the MHA program is designed to help the students acquire a range of skills:



<p>Domain Specific skills</p>	<ul style="list-style-type: none"> ■ Hospital Planning, Organization and Structure ■ Quality Accreditation in Hospitals ■ Hospital Safety ■ Hospital Project and Operations Management ■ Hospital Management Information System ■ Hospital Epidemiology ■ Health Economics & Outcomes Research ■ Health Financing & Insurance ■ Legal & Ethical issues in Hospital
<p>General Management skills</p>	<ul style="list-style-type: none"> ■ Principles of Management ■ Organizational Behaviour and Human Resource Management ■ Statistics for Hospital Managers ■ Managerial Computing ■ Marketing Management ■ Financial Accounting & Management ■ Strategic Management ■ Logistics planning & Supply Chain Management ■ Research methods
<p>Soft skills</p>	<ul style="list-style-type: none"> ■ Critical thinking and problem solving ■ Teamwork ■ Communication (Verbal and Written) ■ Patient sensitivity ■ Patient Safety ■ Cultural sensitivity
<p>Competency Building</p>	<ul style="list-style-type: none"> ■ Leadership Development and Change Management ■ Entrepreneurship and Consultancy Management ■ Mental Health and Well Being ■ Hospital Safety ■ Quality and Accreditation in Hospital ■ Strategic Management ■ Data Visualization for Decision Making

3. Eligibility and Admission

Eligibility for MPH

The program is open to candidates with a bachelor's degree in any discipline from a recognised university in India or abroad, with at least 50% marks. Public health is a multidisciplinary area and applicants from diverse academic backgrounds such as medical and paramedical sciences, biological sciences, veterinary sciences, management, social work, engineering, law, commerce, accounting, communication, etc. are eligible to apply. Relevant work experience in the health and development sector will be an added advantage.

Eligibility for MPH-PHN

This course is intended for freshers as well as individuals working in the nutrition sector who intend to develop themselves professionally in the field of public health nutrition. Graduates from medical and paramedical background including dentistry, Indian Systems of Medicine, graduates in Veterinary/Nursing Sciences, Bachelor of Physiotherapy, Bachelor of Occupational Therapy, Bachelor of Pharmacy, or students with graduation degree in basic life science, biotechnology, biochemistry, family and community science, home science (food & nutrition as major subject), dietetics, food science and quality control, food and nutrition, and/or microbiology can apply.

Eligibility for MHA

The program is open to candidates with a bachelor's degree in disciplines of medicine & surgery, dentistry, physiotherapy, AYUSH, health & allied paramedical sciences and nursing including biology, biochemistry, zoology, biotechnology, life sciences from a recognized university in India and abroad, with at least 50% marks. Relevant work experience in health and hospital sector will be an advantage but is not mandatory.

Selection Process

Selection of students for MPH, MPH-PHN & MHA shall be done through a formal selection process that includes a proctored entrance test once the eligibility criteria are fulfilled. After qualifying in the entrance test, a structured weighted evaluation is undertaken, taking into consideration the candidate's academic performance after XII standard, work experience (if any), and performance during the personal interview. The final merit list shall be declared based on the entrance test, and weighted evaluation. Provisional admission shall be offered to the candidates selected in the merit list.

3.1 Provisional Admission

The candidates who have been selected shall be given provisional admission, which will be communicated through the official website of IIPHG and via e-mail. Candidates will have a maximum of two weeks to accept the offer of provisional admission by paying an advance fee, the amount of which will be informed in the intimation letter. Wait list in the respective courses will be prepared and the admission to the wait listed candidates shall be offered in accordance with the number of vacant seats.

The final admission will be based on the verification of all the relevant and necessary documents in their original form, including proof of their educational qualifications, work experience, and any other relevant documents, on a designated date on campus.

A provisional admission will also be offered to selected candidates who are currently pursuing a compulsory internship after completing four or more years of graduation courses (such as MBBS, BDS, BAMS, BHMS, Physiotherapy, and other similar courses); however, they will have to submit the undertaking of completing the internship within 8 weeks of the result announcement. The provisional admission can only be confirmed after the submission of the internship completion certificate. If a candidate fails to produce a valid document within the stipulated time, their admission will be cancelled, and the fees will be forfeited as per the University rules. Similar rules will also be applicable for students who have appeared in the final exam/semester of their respective graduate programs and are short-listed for admission into the MPH, MPH-PHN & MHA program.

3.2 Withdrawal of admission

If a candidate wishes to withdraw their admission due to any reason, they can do so by writing to the Registrar; the refund policy will be as per the University Grants Commission (UGC) and Government of India norms, which are updated from time to time.

4. Fee Structure

4.1 MPH Program Fee (As of 1st July 2024)

The academic fee includes tuition and hostel fees. The hostel fees may undergo revision in the ongoing academic year if decided by management, and if so, they shall be communicated to the students. The hostel fee does not include food charges and only covers stay.

Indian Resident including Nepal and Bhutan

Payment schedule	Fee for the period	Tuition Fees	Hostel Fees	To pay by date #
Advance fee	Jul-24 to Dec-24	25,000		30/06/2024
1 st instalment		1,12,500	33,000	
2 nd instalment	Jan-25 to June-25	1,37,500	33,000	31/12/2024
3 rd instalment	Jul-25 to Dec-25	1,37,500	33,000	30/06/2025
4 th instalment	Jan-26 to June-26	1,37,500		31/12/2025
Total		Rs. 5,50,000	Rs. 99,000	

Resident International

Payment schedule	Fee for the period	Tuition Fees	Hostel Fees	To pay by date #
Advance fee	Jul-24 to Dec-24	3,300	840	30/06/2024
1 st instalment				
2 nd instalment	Jan-25 to June-25	3,300	840	31/12/2024
3 rd instalment	Jul-25 to Dec-25	3,300	840	30/06/2025
4 th instalment	Jan-26 to June-26	3,300		31/12/2025
Total		\$13,200	\$ 2,520	

Resident SAARC nations

Payment schedule	Fee for the period	Tuition Fees	Hostel Fees	To pay by date #
Advance fee	Jul-24 to Dec-24	2,500	840	30/06/2024
1 st instalment				
2 nd instalment	Jan-25 to June-25	2,500	840	31/12/2024
3 rd instalment	Jul-25 to Dec-25	2,500	840	30/06/2025
4 th instalment	Jan-26 to June-26	2,500		31/12/2025
Total		\$10,000	\$ 2,520	

*The candidate will pay an amount of Rs.10000/- non-refundable (One-time at the time of admission).

4.2 MPH-PHN & MHA Program Fee (As of 1st July 2024)

The academic fee includes tuition and hostel fees. The hostel fees may undergo revision in the ongoing academic year if decided by management, and if so, they shall be communicated to the students. The hostel fee does not include food charges and only covers stay.

Indian Resident including Nepal and Bhutan

Payment schedule	Fee for the period	Tuition Fees	Hostel Fees	To pay by date #
Advance fee	Jul-24 to Dec-24	25,000		30/06/2024
1 st instalment		1,00,000	33,000	
2 nd installment	Jan-25 to June-25	1,25,000	33,000	31/12/2024
3 rd installment	Jul-25 to Dec-25	1,25,000	33,000	30/06/2025
4 th installment	Jan-26 to June-26	1,25,000		31/12/2025
Total		Rs. 5,00,000	Rs. 99,000	

Resident International

Payment schedule	Fee for the period	Tuition Fees	Hostel Fees	To pay by date #
Advance fee	Jul-24 to Dec-24	3,000	840	30/06/2024
1 st instalment				
2 nd instalment	Jan-25 to June-25	3,000	840	31/12/2024
3 rd instalment	Jul-25 to Dec-25	3,000	840	30/06/2025
4 th instalment	Jan-26 to June-26	3,000		31/12/2025
Total		\$12,000	\$ 2,520	

Resident SAARC nations

Payment schedule	Fee for the period	Tuition Fees	Hostel Fees	To pay by date #
Advance fee	Jul-24 to Dec-24	3,000	840	30/06/2024
1 st instalment				
2 nd instalment	Jan-25 to June-25	3,000	840	31/12/2024
3 rd instalment	Jul-25 to Dec-25	3,000	840	30/06/2025
4 th instalment	Jan-26 to June-26	3,000		31/12/2025
Total		\$12,000	\$ 2,520	

*The candidate will pay an amount of Rs.10000/- non-refundable (One-time at the time of admission).

4.3 Payment of the fees

Students should pay the fees prior to the due date mentioned. Any revisions to the date shall be communicated to the students beforehand. The payment should be done through the fee payment gateway on the institutional website, through the following link: <https://iiphg.edu.in/online-fee-payment/>

**Any delay beyond the scheduled date will attract a penalty of Rs. 100/- per day (late fees) as per the existing regulations.*

4.4 Mess Charges (for the academic year 2024-2025)

The mess charges for veg Meals are Rs.6,000/- & Rs.6700/- for Non-veg meals, respectively per month. This shall include Breakfast, lunch, high tea and dinner.

Payment schedule	Fee for the period	Veg Meal	Non_Veg Meal	To pay by date #
1 st instalment	Jul-24 to Dec-24	36,000	40,200	1/7/2024
2 nd instalment	Jan-25 to Apr-25	24,000	26,800	31/12/2024
3 rd instalment	Jul-25 to Dec-25	36,000	40,200	30/6/2025
Total		Rs. 96,000	Rs. 1,07,200	

5. Program Structure

The MPH, MPH-PHN & MHA at IIPHG is a full-time on-campus program. The formal teaching of MPH, MPH-PHN & MHA for the academic batch 2024-2026 at IIPHG starts in July 2024. The course is a two-year fulltime program and a total of 80 credits, including an internship and a dissertation. One semester usually lasts for 16 -18 weeks. The MPH, MPH-PHN & MHA program at IIPHG is in accordance with UGC's recommendations.

5.1 Semester

MPH, MPH-PHN & MHA at IIPHG is spread over four semesters over two years. Each year will have two semesters: July to December and January to June. Students shall undergo two internships, the first internship of eight weeks, after the second-semester exam & second Internship of twenty weeks, including a dissertation, after the third-semester exam. The MPH, MPH-PHN & MHA programme at IIPHG is divided into four semesters, including an internship and dissertation period, covering 80 credits.

The official working hours of the university are between 09.00 AM to 5.00 PM (five days a week), except for the gazetted holidays as notified by Govt. of Gujarat, India. A detailed semester planner will be shared with students at the beginning of each semester. Depending on course content, guest/Invited faculties, and field visit requirements, the scheduled classes' timing can be altered, which will be communicated to the students with prior information. Such information will be communicated via e-mails, oral communication in class and/or through the class representatives. Every student is responsible for being aware of the class timetable.

5.2 Courses: Core and Elective



Core Courses: The core courses are mandatory and need to be taken by all students. The details are reflected in the semester planner.

Elective Courses: Apart from the core courses, the students will be offered a range of electives in the 3rd semester. Students are required to choose electives as per their expertise/interest. It is compulsory for each student to choose electives for a total of 6 credits. A course listed as an elective will only be offered if a minimum of 10 students opt for it. The list of proposed electives will be made available to students during 3rd semester.

MPH Program Details

Semester-1			Semester-2		
Course code	Subject	Credit	Course code	Subject	Credit
CC1102	Epidemiology-I (EPI-1)	2	CC1107	Public Health Nutrition (PHN)	2
CC1103	Social and Behavioural Sciences in Health (SBSH)	2	CC1110	Communicable Disease	2
CC1104	Environmental & Occupational Health (EOH)	2	CC1112	Health Management-II	3

CC1106	Health Management – I (HM1)	3	CC1113	Reproductive and Child Health	2
CC1111	Program Management (PM)	3	CC1115	Health Economics (HE)	2
CC1109	Biostatistics-1	2	CC1121	Research Methodology	2
CC1114	Demography (DEMO)	2	CC1123	Gender and Health	2
CC1126	Urban Health (UH)	2	CC1124	Health Financing and Insurance	2
			CC1127	Non Communicable Diseases	2
			CC1118	Internship (INT)	6

Semester-3			Semester-4		
Course code	Subject	Credit	Course code	Subject	Credit
CC1108	Health Communication & Promotion (HCP)	3	CC1128	Dissertation	16
CC1116	National Health Programs (NHP)	3			
CC1119	Epidemiology – II (EPI2)	2			
CC1120	Biostatistics – II (BIO2)	2			
CC1130	Climate & Health (CH)	1			
CC1132	Health System, policy & Law (HSPL)	2			
*Electives					

MPH-PHN Program Details

Semester-1			Semester-2		
Course code	Subject	Credit	Course code	Subject	Credit
CC1101	Fundamentals of Public Health	2	CC1124	Health Financing and Insurance	2
CC1102	Epidemiology-I	2	CC1123	Gender and Health	2
CC1103	Social and Behavioural Sciences in Health	2	CC1121	Research Methodology	2
CC1104	Environmental & Occupational Health	2	CC1141	Understanding Micronutrients	2
CC1106	Health Management-I	3	CC1142	Basics of Dietetics	3
CC1109	Biostatistics-I	2	CC1143	Nutrition Assessment I	3

CC1111	Program Management	3	CC1144	Nutrition Assessment II	2
CC1114	Demography	2	CC1145	Nutrition through Life Cycle I: Introduction & Child Nutrition	3
CC1140	Introduction to Human Nutrition and Macronutrients	2			
			CC1118	Internship	6

Semester-3			Semester-4		
Course code	Subject	Credit	Course code	Subject	Credit
CC1108	Health Communication & Promotion	3	CC1128	Dissertation	16
CC1119	Epidemiology-II	3			
CC1120	Biostatistics-II	2			
CC1146	Nutrition through Life Cycle II: Maternal Health and Nutrition	2			
CC1147	Nutrition through Life Cycle III: Adolescent & Adult Nutrition, Chronic Diseases & Ageing	3			
CC1148	Food and Nutrition Security, Food Systems and Food Environment	2			
CC1149	Nutrition Policies, Programmes and Law	2			
CC1150	Nutrition in Emergencies	1			
CC1151	Food Safety and Regulation	2			

MHA Program Details

Semester-1			Semester-2		
Course code	Subject	Credit	Course code	Subject	Credit
CC2102	Principles of Management (POM)	2	CC2111	Hospital Planning, Organization and Structure (HPOS)	3
CC2103	Managerial Economics (ME)	2	CC2112	Financial Management (FM)	2
CC2104	Organization Behaviour (OB)	2	CC2113	Health Economics & Outcomes Research (HEOR)	2
CC2105	Financial Accounting (FA)	2	CC2114	Human Resource Management (HRM)	2
CC2106	Statistics for Hospital Managers (SHM)	2	CC2115	Marketing Management (MM)	2
CC2107	Hospital Managerial Computing (HMC)	2	CC2116	Hospital Management	2

				Information System (HMIS)	
CC2108	Communication for Healthcare Managers (CHM)	2	CC2117	Research Methods for Hospital Managers (RMHM)	2
CC2109	Hospital Epidemiology (HE)	2	CC2118	Data Visualization for Decision Making (DVDM)	2
CC2110	Field Immersion (FI)	2	CC1119	Internship	8

Semester-3			Semester-4		
Course code	Subject	Credit	Course code	Subject	Credit
CC2120	Strategic Management (SM)	2	CC2126	Internship	16
CC2121	Hospital Project and Operation Management (HPOM)	3			
CC2122	Health Financing & Insurance (HFI)	2			
CC2123	Logistic Planning and Supply Chain Management (LPSCM)	2			
CC2124	Quality and Accreditation in Hospital (QAH)	2			
CC2125	Legal and Ethical Issues in Hospitals (LEIH)	2			
*Electives					

5.3 Credit System

Each of the courses follows a credit system. Each course credit is equivalent to sixteen hours of classroom sessions, including one hour of evaluation. In case of course with field experience, then each credit is equivalent to thirty- two hours of engagement with students.

5.4 Teaching Methods

MPH, MPH-PHN & MHA at IIPHG is an interdisciplinary course, both in its content and teaching. Faculties at IIPHG have diverse disciplinary backgrounds, national and international experience, and a breadth and depth of public health and hospital management experience. Hence, the program will utilise a variety of teaching/learning techniques, including seminars, journal clubs, collaborative learning, group discussions, assignments, hands-on training on computers, visits to organisations of public health/hospital interests, film reviews, poster-making, debates, practicum, field

projects/visits etc. A substantial amount of contribution from students in terms of self-study and initiative to learn is expected.

5.5 Field/ Institutional visits

Field visits are an integral part of teaching and learning at IIPHG within the semesters as well as during internship and dissertation work. The field training/project work would be designed as problem-based learning modules, which could include visits to government health facilities, non-governmental organisations, private and corporate hospitals, water and sanitation facilities, urban and rural communities, industries, and other developmental organisations.

5.6 Library and Laboratory

IIPHG offers an on-campus library that aims to provide access to its printed resources, such as books and journals, as well as electronic journals and online databases, primarily for students and faculties. The library also subscribes to journals related to public health, management, and hospital administration, as well as periodicals and a range of electronic journals and databases.

The library is supervised by a committee consisting of the librarian, faculty members, and student's representatives. The library's usual functioning time is between 9.00 AM to 5.00 PM. The institute also offers a reading room for the students, the timings of which are notified to students from time to time. The librarian also offers plagiarism checks for the manuscripts and internship/dissertation reports in demand using UGC-approved software. One of the unique features of IIPHG is the presence of an on-campus dedicated basic and advanced functional microbiological laboratory. IIPHG also has a fully functional computer lab loaded with statistical software and 40 computers linked with a lane and a common server.

5.7 Semester Break

The semester break will be at the end of the semester examination as intimated by the institute through the academic calendar. The semester break usually is upto 2 weeks.

6. Attendance and Academic Discipline

The student's attendance will be marked each day by bio-metric and used by the Office of the Registrar to calculate monthly cumulative attendance. In addition to biometric attendance, session-wise attendance will be the prerogative and at the full discretion of the concerned faculty. A faculty member may refuse to mark a student as present if s/he comes late to the class or leaves a class before the end of the lecture. Students are required to maintain a minimum of 75% aggregate attendance in each semester. Students with less than the required aggregate attendance will not be eligible for the semester examinations and will have to repeat the semester in the following year. Any engagement of students in observation visits/study tours arranged as a part of fieldwork is considered a full class for attendance. Attendance at the special lectures, seminars and other academic programmes organised by the IIPHG is mandatory.

The Registrar's office needs to be informed of any continuous leave of more than a week.

Leave of Absence

Students can seek leave for below-mentioned reasons, according to laid down instructions:

(A) Medical Reasons

Lack of mandated attendance due to medical reasons will be considered provided submission of certificate by the medical professional to the Office of Registrar. In addition, lack of mandated attendance due to any other significant reason as certified by the competent authorities will be considered after its submission to the office of Registrar. The Medical leave will be computed equivalent to 10% of total teaching days in a semester.

(B) Deemed attendance

Students who lose their attendance for reasons such as representing the university in academic, cultural or sports events outside or within the university will be given 'deemed attendance' equal to the number of lectures they missed provided prior permission from the respective course/module coordinator(s) has been obtained and certificate of participation from organisers of such events/activities are produced. Permission for securing deemed attendance for more than 10% of total credit hours in a course in a semester must be approved by the Registrar/Director of the University as well or any other authority the Director delegates this responsibility. It is the responsibility of the student to furnish proof of approval of 'deemed attendance' to the administration immediately after the respective activity for which deemed attendance is claimed is over and certainly, before cumulative attendance is declared for the respective semester. The

students who are sponsored and also an employee of a Central or State Government or an employee of any government agency have to follow their respective service rules in addition to norms laid by IIPHG regarding their leave eligibility. Statements of days of attendance may be obtained from the office of the Registrar through a formal application from the respective student.

IIPHG expects a sense of basic discipline, ethical responsibility, mutual respect, critical thinking, and a non-threatening environment on campus. IIPHG expects a deep and abiding commitment to academic discipline with all honesty and good faith, clarity in the communication of core values, professional conduct of work, mutual trust and respect, and ethical behavior for all members on campus.



7. Evaluation and Examinations

The MPH, MPH-PHN & MHA program evaluation for each course would comprise an internal evaluation for individual modules/courses and end-semester examinations.

7.1 Internal Evaluation

This refers to the concurrent evaluation of Post Graduate courses at IIPHG (MPH, MPH-PHN and MHA) ; it is hereby approved that the respective faculties to decide the components of concurrent evaluation in each of their course as per the information below:

- a) The evaluation of each course will be as per the credit allotted. For modules with 1/2/3 credits, the marks allotted are 15/25/40 respectively.
- b) There will be two components to the evaluations.
- c) For 1 credit course, any one method from either of the two components to be adopted.
- d) For 2 or more credits course, at-least one method from each component is mandatory.

Component 1	Component 2
Written (individual or in group) a) Assignments b) Examination / Open Book Exam/Quiz c) Critical Review of articles d) Project / Suitable other written inputs	Verbal (individual or in group) a) Seminars /Power point presentations b) Debate c) Case study presentation d) Viva Voce

Individual faculties will be free to decide for the weightage of the components as suitable to the course/module. This will be effective from all ongoing and upcoming courses from/on 1st July 2024 till further notice.

If student misses out some or significant portion of the module and its evaluation due to any reason, course lead will conduct evaluation of such student as per the internal evaluation guideline.

7.2 End-Semester Examination

At the end of each semester, there will be an end-semester examination as the terminal evaluation for all the courses taught in that semester. The date, time, and schedule shall be communicated to the students beforehand by the Examinations cell. Each course will be evaluated according to the marks allocated as per credits of the respective course.

Table 1 provides details of marks allocated to various courses are as per credits.

Table 1: Marks allocated to various courses are as per credits

Course credits	Internal Evaluation (40% of total marks)	Semester end examination (60% of total marks)	Total Marks
1	15	20	35
2	25	40	65
3	40	60	100

7.3 Marking and Grading System

MPH, MPH-PHN & MHA courses will have internal evaluations through concurrent assessments done by the course instructor during the course. The internal evaluation will have 40% weightage. At the end of each semester, the end-semester examination will be conducted, which carries a weightage of 60%.

The following are the components of evaluation and marks allocation, according to credits:

Course credits	Internal Evaluation 40% of total marks	Semester end examination 60% of total marks	Total Marks
1 credit	15	20	35
2 credits	25	40	65
3 credits	40	60	100

Performance in each course will be evaluated and graded according to the 10-point grading system recommended by UGC. Based on performance, each student shall be awarded a final grade at the end of the semester for each course. Absolute grading is used by converting marks to grades based on predetermined class intervals. The grades obtained by the students shall be finalized as follows.

Percentage of marks	Description	Letter Grade	Grade Point
90-100	Outstanding	O	10
79-90	Excellent	A+	9
75-79	Very Good	A	8
70-74	Good	B+	7
60-69	Above Average	B	6
50-59	Average	C	5
40-49	Pass	P	4
<40	Fail	F	0
	Absent	Ab	0

A student obtaining Grade F shall be considered failed and will be required to reappear in the examination. The passing marks scored in the previous exam shall be carried forward to the subsequent semester in which the student has appeared for a supplementary examination.

7.3.1 Computation of Semester Grade Point Average (SGPA)

The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$\text{SGPA (Si)} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.

Example of SGPA Computation

Course Number	Credit/s	Letter grade	Grade point	Credit point (Credit*grade)
1	3 (C1)	A	8 (G1)	3 * 8 = 24
2	2 (C2)	B	6 (G2)	2 * 6 = 12
3	1 (C3)	P	4 (G3)	1 * 4 = 4
	6			40

$$\begin{aligned} \text{SGPA} &= \frac{C_1G_1 + C_2G_2 + C_3G_3}{C_1 + C_2 + C_3} \\ &= \frac{24+12+4}{3+2+1} \\ &= \frac{40}{6} \\ &= 6.66 \end{aligned}$$

7.3.2 Computation of Cumulative Grade Point Average (CGPA)

CGPA is indicated in final grade in mark card/ transcript showing grades of all 4 semesters and their courses. CGPA reflects the failed status in case of fail till the courses are passed. The Cumulative Grade Point Average (CGPA) is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where S_i is the SGPA of the with semester and C_i is the total number of credits in that semester.

Example for CGPA Computation

Semester 1	Semester 2	Semester 3	Semester 4
Credit 20 SGPA: 6.9	Credit 20 SGPA: 7.8	Credit 20 SGPA: 5.6	Credit 20 SGPA: 6.0

$$\begin{aligned}\text{CGPA} &= \frac{C_1 \times \text{SGPA}_1 + C_2 \times \text{SGPA}_2 + C_3 \times \text{SGPA}_3 + C_4 \times \text{SGPA}_4}{C_1 + C_2 + C_3 + C_4} \\ &= \frac{20 \times 6.9 + 20 \times 7.8 + 20 \times 5.6 + 20 \times 6.0}{20+20+20+20} \\ &= \frac{526}{80} \\ &= 6.57\end{aligned}$$

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

Formula for CGPA to % Marks conversion

$$\text{Percentage (\%)} \text{ of Marks} = (\text{CGPA} - 0.5) \times 10\%$$

Promotion criteria

A student shall be allowed to enter into next semester despite backlog in any course/s. Such students need to appear in Supplementary Examination and clear the backlog.

Passing criteria

A student shall be declared successful or 'passed' in a semester, if s/he secures a $GP \geq 4$ ('P' grade or above) in every course in that semester (i.e. when the student gets an $SGPA \geq 4$ at the end of that particular semester); and s/he shall be declared successful or 'passed' in the entire post-graduate programme, only when s/he gets a $CGPA \geq 4.00$ for the award of the degree as required.

Grade card

A grade card will be issued to each student indicating her/his performance in all courses taken in that semester and also indicating the Grades and SGPA.

Transcript Format

Based on the above recommendation on letter grades, grade points, SGPA and CGPA, the transcript shall be issued for each semester with a consolidated transcript indicating the performance in all semesters.

Transcripts

After successful completion of the entire Programme of the study, a transcript containing performance of all semesters and academic years will be issued as a final record. The Grade Sheet shall indicate full information on the grades obtained in all courses including those in first and subsequent attempts. Duplicate transcripts will also be issued if required after the payment of requisite fee. Partial transcript will also be issued up to any point of study to any student on request and by paying the stipulated fee in force.

7.4 Re-evaluation

In case of a difference of perception regarding the marks obtained in the end semester examination, a student may apply for re-evaluation within 15 days of publication of the result. A copy of the form is available in *the Annexure-1*. The revaluation can be applied once for one or more than one course by paying a revaluation fee of Rs.2000/- per course. Re-evaluation can only be requested for the end-semester examination. The re-evaluation process includes a blinded evaluation of the answer sheet by an independent subject expert and re-totalling. The result of the re-evaluation shall be declared within four weeks of receipt of clearance of fees from the Accounts sections. Request to see any other student's answer book is not permitted.

7.5 Re-examination / Supplementary Examination

Students who fail in each course/s or were absent at the time of semester end examination for a valid and permissible reason shall be given the opportunity to appear for a supplementary examination. The authority of the approval for the same will be with the Office of the Registrar. A supplementary examination will be organised within two months of the declaration of the results. A fee of Rs. 2000 /- shall be charged to students applying for the supplementary examinations for each paper on each attempt. Re-examination requests shall not be entertained for candidates who have secured pass marks, with an objective to improve her/his marks.

In each course, a student can appear up to a total of three times, including the scheduled semester-end examination for each course. The Office of the Registrar will issue notifications for supplementary examinations to the students at least two weeks before the proposed supplementary exam. Students will have to apply with applicable fees and appear for the examination on the date as per schedule. Students who have failed the scheduled semester-end examination and subsequently pass the supplementary examination will receive the marksheet with the attempt. However, students appearing for the first time in any exam will be marked as first attempt.

7.6 Unfair means

Any unfair means caught during the examination will disallow the student from completing the examination of the concerned course in which he/she was caught. The answer sheet will not be considered for evaluation. The invigilator on duty for the respective exam will report the same to the Controller of Examination, Deputy Controller of Examination, and/or the Registrar. Depending on the severity, further action shall be taken based on the recommendation from the competent committee constituted by the Director.

Malpractices constituting Unfair means include:

- Copying from fellow students
- Use of Mobile or any other technological aid during the examination
- Helping other students to indulge in aforesaid or any other malpractices
- Students caught copying in examination halls (Chits / Hinders on clothes / Table/body surface/ piece of paper)
- Wilful and deliberate indulging in activities that seriously affect the performance/concentration of other students and
- Not allowing the invigilation team to perform a designated process of invigilation
- Stealing/misplacing Blank or written answer sheets
- Deviating from the approved instruction as shared in advance and printed on the Answer sheet

8. Internship and Dissertation

8.1 Internship

The last two months (8 weeks) of the second semester in MPH, MPH-PHN & MHA program are scheduled for the students to undergo summer internships. The student may intern with a health/development organisation, health facilities, hospitals, consultancies, industry, or any other relevant organisation related to public health, hospital management or allied fields. A faculty coordinator and internship/Dissertation Committee will facilitate the process, but it is primarily the responsibility of students to identify their place and type of internship engagement. The faculty coordinator and internship cell shall facilitate the process of placing the students for internship. The students are also allowed to identify their choice of organization and type of engagement. Each student will be allotted a faculty mentor to guide the student's progress during the internship period.

Students' have to submit the progress report to the mentor and copy to the internship cell. A supervisor from the respective internship agency/host organisation will also supervise the students. Students are expected to learn public health/hospital administration, managerial and soft skills during the course of the internship and apply learning from theoretical courses in a practical situation. A focused area of work/activity would be developed by the student with support from a faculty mentor and supervisor from the respective agency where the student needs to be placed.

It is the responsibility of both the student and his/her mentor to ensure the timely completion of activities as a part of the internship. This includes identification of host/place for internship, submission of progress report to the Internship and Dissertation Committee and final evaluation as per set protocol of the University.

8.1.1: Evaluation of Internship

The internship will be evaluated by the supervisor at the internship agency, faculty mentor and panel of faculty members at IIPHG. A formal presentation (to a committee constituted by the Office of the Registrar) and the internship report duly signed by the Faculty Mentor need to be submitted by the student for evaluation.

The pattern of evaluation is as follows: Grading for Internship– Total 100 marks

- 2 faculty member review committee= 20 marks
- Assessment by External Mentor= 40 marks
- Institutional Mentor= 40 marks

8.2 Dissertation for the MPH & MPH-PHN program

A research project or dissertation is compulsory for MPH & MPH-PHN students in semester IV. This is intended to allow the students to plan and design a study, prepare and execute research tools, collect /collate data, analyse the data and write a thesis under the guidance of a faculty guide/s. Under close supervision of the allotted faculty guide, each participant will develop a major project as part of the coursework. The dissertation research will be carried out over a period of six months during Semester IV. The proposed study will be subjected to technical and ethical clearance, as applicable

The deliverables will have three primary components: a protocol, a written project report/dissertation, and a thesis defence in the form of an oral presentation. The faculty guide will evaluate the student concurrently on the study protocol through the monthly progress reports while the study is in progress and finally on the report.

The student may do the dissertation independently or with a health/development organisation, health facilities, industry or any other relevant public health organisation. Although a faculty mentor, a dedicated faculty coordinator and an internship/dissertation cell will facilitate this activity, a student may choose to identify the organization on their own. After the finalisation of the place of dissertation, it is the primary responsibility of a student to identify the topic and methods of their dissertation, and secure necessary administrative permissions. A member of the host organisation, if any, will be a local mentor for the student. Any difficulties that arise during the project will be reported to the institute, and suggestions will be sought from the faculty guide and the local mentor.

8.3. Internship/Dissertation for the MHA program

Internship/Dissertation is compulsory for MHA students in semester IV. The internship/dissertation is expected to enable the student to apply learnt knowledge during the course work to a practical work situation and consolidate the learning through exposure to field situation. The internship would also aim to improve the techno managerial skills of the students for managing hospitals. It will also provide an opportunity to get exposed to workplace environment and interpersonal issues to be managed in a real-life workplace scenario. The students may opt for internship/dissertation depending upon their organization, guidance from local mentor and faculty mentor. The period of internship/dissertation is six months.

During the period, the student would work on assignments mutually decided by the student and the advisors in the organization and at the institute. The student may also be asked to work in a running project, but should have a definite objective to achieve by the end of the internship period. The student would identify a secondary advisor from the host organization who would guide her/him on a daily basis. The student should start searching for their internship topic and organization where he/she wants to do project in consultation with his/her mentor at IIPHG. Periodic reports would have to be submitted as per the Milestone plan. The student would follow the norms and policies of the host organization for the duration of the internship. Students are advised to be in regular touch with the primary advisor even beyond the formal reporting requirements.

The internship and dissertation committee shall facilitate and coordinate for the entire process of internship and dissertation as per the guidelines. The orientation session for internship/dissertation shall be arranged for the students before the start of their internship and dissertation. The guidelines for internship and dissertation along with the detailed timeline of milestones to be achieved during their internship and dissertation period will be provided to the students, faculty mentor and local mentor.

8.4. Evaluation of Dissertation for the MPH & MPH-PHN Program

The dissertation will be evaluated by the faculty mentor and panel of experts for dissertation. The evaluation will be structured and objective criteria will be set to grade the Dissertation.

Grading for Dissertation – Total 100 marks

- Panel of experts (Viva Voce)= 40 marks
- Assessment by Faculty Mentor= 40 marks
- Assessment by Local Mentor=20 marks

8.5.Evaluation of Internship for the MHA program

The internship report will be evaluated by the faculty guide as well as a panel of independent faculty member s/researcher within or outside of IIPHG. The evaluation will be structured and objective criteria will be set to grade the Internship report. The pattern of evaluation will be shared by the Office of Registrar well in advance to the evaluation panel.

Grading for Internship– Total 100 marks

- 2-member faculty review committee= 40 marks
- Institutional Mentor (including local Mentor)= 60 marks

9. Award of Degree

The degree will be awarded to students who have successfully completed all requirements of their program of study and produced a no dues certificate duly signed by all the relevant sections/ authorities as indicated in the prescribed “no dues form”.



10. Placements

A dedicated faculty will head a placement Cell, and the committee will also comprise other faculty members, Admin & Academic staff and students. The placement cell supports students in getting placed on completion of the degree program by co-ordinating with potential recruiters, public health organisations, Development partners etc. A placement brochure will be prepared for the entire batch and shared with all concerned to facilitate recruitment. Students also need to explore the opportunities proactively; the placement cell facilitates the essential documents required to facilitate placement to potential recruiters.

Once selected by an organisation and the student accepts the offer, he/she is expected to join the organisation. Once placed, s/he will not be considered for any other interview as organised by the placement cell. The student is advised to avoid any formal professional engagement until the process of submission of the dissertation report is complete. Written approval of submission of the report to the Guide will be required to allow the student any formal engagement/recruitment.



The graphic is a blue-themed promotional banner. On the left, there is a dark blue vertical panel with a yellow star icon above the text 'EXCEPTIONAL PLACEMENTS'. Below this, two white boxes with yellow stars contain the following statistics: 'Highest Package 18 lakhs Per Annum' and 'Average Package 6 lakhs Per Annum'. On the right side of the banner is a photograph of a diverse group of approximately ten students, both men and women, dressed in professional attire, posing for a group photo outdoors. The entire graphic is framed by a white border and has teal triangular accents in the corners.

11. Hostelling

11.1. Hostel Allotment

A student pursuing his/her studies at IIPHG may reside in a hostel within its campus, during the studentship of the academic program. The information regarding hostels is being provided on the IIPHG website. The rules and regulations are framed to ensure that the hostel property is protected; student staying in the hostel is comfortable in a conducive environment for healthy living and discipline is maintained amongst the inmates. Hostel accommodation is provided with the understanding that the resident student will strictly abide by the hostel rules currently in force or as may be enforced from time to time. The IIPHG Administration may refuse accommodation to any student who is known to have grossly violated the Hostel rules or whose presence is likely to disturb the peace and tranquillity of the hostel. Violation of hostel rules will make the student liable to disciplinary action, including permanent expulsion from the hostels. Students must remember that the hostel is the home of the student on the campus and therefore, he/she should behave on the campus and outside in such a manner as to bring credit to him/her and the Institution. Once admitted to the hostel, a student will continue to be a hostel inmate throughout the year unless otherwise debarred from the hostel on disciplinary grounds and he/she will have to pay the room rent for both terms. Every student must be acquainted with all the rules and regulations of the hostel. He / She must observe them strictly. Ignorance of rules will not be considered as an excuse. Hostel rooms will be allotted on a first come, first serve basis and during hostel allotment.

11.2 Admission, Fees and Allotment Process

Admission to a hostel is provisional and will be confirmed only after approval from the Assistant Registrar (Academics) under the guidance of the Registrar and is also subject to satisfactory medical certification and payment of fee as given below:

1. **Medical certification:** All students must submit a certificate from a qualified medical practitioner stating that the student is physically and mentally fit to be admitted to the course and she/he does not have any communicable disease which may pose potential threat to other members in the institution. Students should also inform the IIPHG authorities about any previous medical history/drug allergies and blood group. This would be very useful in case of any medical emergency.
2. **Hostel Fee:** The student shall pay Hostel fee as per the details provided by IIPHG at the time of admission. The hostel fee is for semester-wise, as per the academic calendar of the respective program. The student has to pay fee for each semester in advance. It should be

noted that the fee will not be charged on monthly basis, if a student wants to stay for less than 6 months, he/she has to pay whole semester fee. The fee shall be paid by Demand Draft /Cheque/Electronic Transfer/Payment Gateway.

3. **Request to hostel authorities:** The student shall make request to competent hostel authorities in writing- night out, birthday celebration, guest room request, suggestion, celebration of event, organising seminar and cultural activities etc. This should be noted e-mail request will not be entertained.
4. **Room Allotment/Shifting:** Allotment of rooms shall be the sole discretion of the Hostel Authorities, which may allot the rooms either on first-come-first-served or any other basis, depending upon the situation, prevailing factors and objectives e.g. fostering cross-cultural relationships.
5. Students must occupy the respective room allotted to them. Once allotted to the students for an academic semester, rooms will not be changed except under special situations. Under no circumstances the inmates should exchange seats/rooms without the knowledge of the hostel authorities.
6. In exigencies, the Hostel Authority, without assigning any reason, may shift students from one room to another.
7. Once students leave the hostel in any circumstances, they will not be entitled for re-allotment of the hostel room. Such a request would not be entertained in any circumstances.

11.3 Safety and Personal Belongings

The Hostel authority shall provide keys of the allotted room to the respective student. The student is personally responsible for the safety of all their valuables, which should be kept in the cupboard under lock and key. The Student should not leave mobile, ornaments and other valuables unguarded. Students will not change the lock and key without permission of the Hostel Authority. In case of loss of keys, the student must inform the Assistant Registrar (Academics) and deposit a prescribed fee for the provision of duplicate keys.

11.4 Furniture & Fixture

The student shall not bring any extra furniture or other fixtures in the room. All furniture and fixture in the rooms allotted to the student must be cared for properly. The student will be required to pay double the original cost if any item is found damaged or missing from their room due to careless/negligent handling. The student will also be required to pay the charges of repairing an

item that is found to have been wilfully damaged or damaged on account of misuse or unfair wear and tear. An additional fine of INR 1000 will be levied per item.

1. Interchange of Furniture/Fixture: Students are prohibited from interchanging any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery as imposed by the authorities, students involved in such activities may be expelled from the hostel.
2. Assets in Common Areas/Corridors: Theft/damage to hostel assets in common areas/corridors will be recovered from all students of the flank/wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries will be made from all the occupants of the hostel.

11.5 Using electric gadgets/ appliances

The use of electrical / electro-mechanical equipment except laptops is prohibited in Hostel Rooms. The gadgets and appliances, such as electric stoves, heaters, iron, refrigerators, infrared cookers, and air coolers, are strictly prohibited by the boarders in or outside the rooms. Private cooking in the rooms or anywhere in the hostel is strictly forbidden. Any such appliance found in a Hostel room will be confiscated and shall attract both a monetary fine of Rs. 000 /- for the first time and disciplinary action by the Office of the Registrar on recommendations from the Assistant Registrar (Academics) if repeated. The use of audio systems, which may cause inconvenience to the roommates or other inmates, is not allowed. The use of personal TV, VCR, VCD/DVD, etc. is strictly prohibited.

When the students go out of their rooms, they should switch off all the electrical/electronic appliances and lock the doors (at all times). Violation of this rule will attract suitable penalty and punishment as decided by the office of the Registrar. If any electrical/electronic appliances are found on when the room is locked or the student is not inside the room, then a fine of Rs. 1000/- will be levied from the student.

11.6 Use of personal Vehicles and parking of vehicles for inmates of hostels

The student who have two-wheelers/Four-wheelers should get due sanction by submitting a formal written request, copy of registration papers and driving license to the office of the Registrar. Students' vehicles should only be parked in designated parking areas. Vehicles parked in other areas may invite penalties of Rs. 200 per offence from the authorities.

11.7 Accommodation for guests

Suppose a student's father/mother/guardian needs accommodation for a short duration (maximum for 3 days). In that case, he/she has to intimate the Hostel authorities by e-mail / written request, preferably seven days before the expected occupancy date. Accommodation will be provided to him/her, subject to the availability of Guest Rooms in the Hostel. E-mail communication in this regard will not be entertained.

A student whose guests would be accommodated in the Hostel Guest Room has to pay the guest room charges in advance as per the rates fixed by the IIPH-Gandhinagar. The rates can be obtained from the Office of the Registrar. As only limited Guest Rooms are available, rooms will be allotted to the guests on a first-come-first-served basis.

Day scholars and other relatives of hostel students are not permitted in the Hostel rooms. Entertaining unauthorised guests will lead to severe punishment, which will include a monetary fine of Rs. 2000/- for the first time and if repeated then may be expulsion from the hostel. In addition, such cases will be referred to the Institute Disciplinary Committee for further necessary action. If any damage is caused to the Hostel property by the guests, compensation as assessed by the Hostel Authority shall be recovered from the host student.

11.8 Rules for Visitors

Any visitor is allowed enter into the hostel up to the visitors' area (reception area, service area) only. All visitors to the Hostel including the parents/guardians will have to make necessary entries in the Visitors' Book available at the Hostel entrance with the security guards.

The male students' visits to the women's hostel and vice versa are not allowed and are strictly prohibited. Violation of this rule will lead to severe penalties and punishment as decided by the Hostel and Institute Authorities. A fine of Rs. 1500 will be levied. In case of repeated breaching of rules, expulsion from the hostel will be recommended.

11.9 Vacating the Hostel

A student shall have to vacate the hostel within five days of completion of the Third Semester examination. Prior written permission from the Assistant Registrar (Academics) will be required for an extension in duration of stay beyond 5 days. Any additional day of stay will be charged as per institutional norms. In case a student does not vacate her/his room, the belongings will be removed from the room and the room will be locked by the authorities in the presence of a senior officer with no responsibility of the hostel authorities for the loss, if any.

11.10 Expulsion from Hostel

The IIPHG authorities reserve the right to terminate the temporary occupancy of the student for any wilful disobedience or defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-social, anti-national or undesirable activities as per law or according to locally acceptable social and cultural norms. In such cases the deposit shall be forfeited and the hostel fee will NOT be refunded. Students recommended for expulsion from the respective institutes, will also be expelled from the hostel and the hostel fee will not be refunded.

11.11 Storage of Baggage during Vacation

Students should vacate the hostel room during long vacation, internship and dissertation period. They may avail of a common storage facility in limited quantity (2-3 cartons/Bags/Suitcase) to keep their belongings at their own risk during such period. On completion of the final year of the programme or when a student desires to vacate hostel accommodation at the end of an academic year, he/she should take all his/her belongings with him/her.

11.12 Celebration of Festivals and Birthdays

The student shall take prior permission from the Hostel authorities to celebrate any festivals and birthdays. Birthday celebrations should be held in a common place for one to two hours between 8.00 PM and 10.00 PM. There should not be any kind of discomfort to other students. No outside guest or interference of any kind will be allowed. If any student found celebrating Birthday outside the prescribed hours and location, a fine of Rs. 1000 will be charged.

Celebration of any festival or screening of educational movies will require prior permission from the concerned authorities. Student representatives should make written requests at least 3 days in advance.

11.13 Identity Card and Security Personnel

The student should always carry his/her Identity card provided by the IIPHG when moving out of the Campus, so that the institute can be contacted and informed in case of an emergency/accident. Student should co-operate with security personnel for verification and checking of Identity Card. The students should not argue with security personnel. The name of the student's not carrying, Identity card with him/her will be reported to the authorities for action.

11.14 General Conduct with staff

The student shall treat the hostel staff and housekeeping staff with due courtesy at all times. Service of the housekeeping staff shall NOT be utilised for private or personal work. No tips in cash or kind should be given to the staff of the hostel.

11.15 Medical Emergency

IIPHG provides First Aid to the students. Any student, who is not well, will immediately report to designated staff to avail treatment in nature of FIRST AID given by IIPHG. In case of medical emergency, the student will be shifted/referred to the hospital. 108 helplines can be called for this purpose.

11.16 Strictly Prohibited Activities

1. Ragging

Ragging in any form whatsoever is strictly BANNED. It is a cognisable offence and violation will invite action as per law of the land, in addition to expulsion from the IIPHG. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action. Accepting/undergoing ragging and not reporting this is also an offence. Students should report any such incident immediately to any member of the Anti-Ragging Committee / any senior staff of the institute/Faculty directly. Every student and their parents/guardian must sign an anti-ragging undertaking at the time of admission.

2. Alcohol / Drugs / Smoking

The student shall not bring, store, possess, consume and/or drink any alcohol/ intoxicating drink, drug or substance of any kind whatsoever and/or smoke in the room and/or any part of the premises. The same shall apply to the visitors also. An occurrence of such behaviour shall invite strict disciplinary action leading to expulsion from Hostel, rustication from the Institute and action as per law of the land. If alcohol, cigarettes, chewing tobacco or any other substance- drug, or intoxicating drink found in hostel room, fine of Rs. 1000 will be levied and the matter will be referred to Institutional Authorities for further action.

3. Gambling

No gambling of any kind whatsoever shall be allowed on the premises of the hostel. Any violation of this Rule violation will invite action as per law of the land, in addition to expulsion from the IIPHG.

4. Misuse of Internet and Online Social Media

Any act of uploading derogatory remarks or image ridiculing a person in eyes of other against the IIPHG or any other person or organisation will invite disciplinary action. Students should strictly refrain from indulging in any act of violating the code of internet use.

5. Political or Communal Activity

The student shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of any political or communal matters.

6. Information to Media

The student shall take prior written permission of the Hostel Authorities and the Office of Registrar before giving any information or interview regarding the Hostel/Institute to any member of the Press, Print Media, Radio, Television or any other media or before making any speech containing any information regarding the Hostel/IIPHG.

7. Firearms

Any type of storage or possession of firearm, ammunition, explosive and inflammable goods on the premises of the hostel is strictly prohibited. Violation of the rule will lead to expulsion from hostel and IIPHG.

8. Pets

The student shall not bring and/or keep any pets in the premises including fish, cats, dogs, and so on. Student should desist from pampering stray dogs by offering food, petting them etc.

11.17 Mess and Dining Facility

Mess: The student shall pay mess fee as instructed by the IIPHG in advance for the quarter. Students staying in hostel should take food from the mess only. No outside food/tiffin service is allowed in the mess/hostel. Students are not allowed to carry mess food to their room, unless permitted by hostel authorities. If food items/plates found in student room, then fine of INR 500 will be levied.

Wastage of Food: All mess members should ensure that they do not waste food. Members are expected to inform the Mess Supervisor well in advance of their absence/dining out or night out to avoid food wastage.

Guests: Guests are allowed in mess only with prior permission of the appropriate authorities and on payment of charges applicable.

Mess Timings

Breakfast	- 8.00 AM to 10.15 AM
Lunch	- 12.00 PM to 2.00 PM
High Tea	- 4.30 PM to 6.00 PM
Dinner	- 8.00 PM to 10.00 PM

All hostellers and other guests shall strictly adhere to these timings.

11.18 Other Facilities

Laundry: Students will have to arrange on their own. The institute will try to facilitate.

Housekeeping Service: General housekeeping work like cleaning for the flooring, bathroom etc. will be arranged by institute as per pre-decided schedule. The student needs to be present during the decided time as the rooms will be cleaned only in the presence of the inmates. If a student fails to be present on the designated time period, he/she may miss that opportunity to get the room cleaned.

11.19 Attendance, Hostel Timings and Night Outs

Each boarder has to personally sign the Entry/Exit/Attendance register/biometric attendance record every day between 9.00 PM to 10.30 PM. Any movement (in/out) through the main gate of campus after 10:30 PM is not allowed. Without special permission from the authorities, no boarders are allowed to go out/come in between 10:30 PM and 6 AM. If any student enters the Institute after 10:30 PM, a Fine of INR 500 will be levied.

Night out shall be permitted by the Hostel authority only under the following conditions /circumstances and upon receipt of a written application from the students:

- When permitted in writing by the IIPHG Authorities for academic reasons.
- On holidays with written consent from parents/local guardians.
- Once night-out permission is accorded; students will be permitted to report only after 6.00 AM the next morning.
- The student has to fill prescribed night- out form in advance (Annexure-2).

Any non-compliance may attract strict disciplinary action.

11.20 Outstation events

The student is permitted to go outstation to participate in various conference/competitions/Institutional Fests, etc. only after submitting proof and application along with the parent' consent to the authorities. Academic block premises including Computer Labs will be closed for students from 10:30 PM to 8:00 AM. Security personnel will be instructed to evict students during this time. However, on special occasions (eg. during the Examination Period) the opening hours can be extended.

11.21 Code of Conduct

All hostel occupants need to abide by the code of conduct laid down by the institute:

- All residents are required to maintain standards of behaviour expected of students of an Institute of Importance. They are expected to behave courteously and fairly with everyone inside and outside the Hostels and campuses.
- Silence must be observed in the Hostel premises. All unnecessary noises must be avoided.
- Modesty in dress is expected from students.
- All residents are required to produce, whenever asked, their valid identity cards issued to them by the IIPHG.
- The rooms, common areas and surroundings of the Hostel should be kept clean and hygienic.
- Notices must not be pasted on walls. Walls must not be scribbled on.
- A room is allotted to a student on his/her personal responsibility. He/she must take care of the cleanliness and maintenance of his/her room.
- Residents must also take care of the Hostel and its environment.
- Suppose any maintenance work (civil, carpentry, electrical, and sanitation) is required to be carried out in the rooms, corridors, toilets, or any other place on the hostel premises. In that case, boarders should bring it to the notice of the Hostel Authorities.
- Boarders must cooperate in carrying out maintenance work and completely vacate their rooms when the Hostel Administration requires the rooms for this purpose. On such occasions, the hostel authorities shall provide alternative accommodation.
- The resident of a room is responsible for any damage to the property in the room during his/her occupancy or at the time of vacating the room. If any furniture or fixture under the responsibility of the resident is found to be damaged or broken, the Hostel Authority shall take strict disciplinary action including levying a monetary penalty equal to the market price of the item and a fine of Rs. 1000/- for each item.
- In case of any damage or loss of Hostel property kept in the common area, the cost of repairing/replacing the same will be recovered from the boarders responsible for such damage or loss, if identified; otherwise, the same will be recovered from all the students of the wing/Hostel, as decided by the Hostel Authority.
- The resident shall not move any furniture from its allotted place. If there is any additional item in a room other than those belonging to the Hostel, the occupant of the room shall hand it over to the Hostel staff, failing which he/she will be charged a penal rent as decided by the Hostel Authority.

11.22 Grievance Redressal

If any student feels aggrieved on any matter concerning the running of the Hostel or its Mess, he/she may write to the Hostel Authority for help, guidance and/or redressal of the grievance. Depending on the nature of the grievance, the Hostel Authority may refer the case to the IIPHG's Grievance Redressal Committee for further action. The University has an Internal Complaints committee with an objective to prevent sexual harassment among women at workplace and campus.

11.23 Breach of rules and regulations:

Any breach of the rules mentioned above will invite an enquiry that will be conducted by the Hostel Authorities. If a resident is found guilty, then the Hostel Authorities will take disciplinary action that it deems fit. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to expulsion, at short notice, from the hostel. Hostel authorities have the right to visit and inspect any hostel room at any time without prior intimation. The Hostel Authorities reserves its right to change these rules from time to time keeping the students informed through general circulars displayed on the hostel notice boards.

Students are expected to follow the Hostel rules as mentioned above, failure of which will lead to strict action by the competent authority.

Sr.No	Act of Violation	Action
1.	Indulging in any political, communal, immoral or untoward activity , any propaganda or publicity of any nature which violates harmony, discipline and the image of the Institute	Disciplinary action which may include expulsion from Hostel
2.	Drugs/ Alcohol consumption or possession or sale or being under influence of: a) Alcohol, Tobacco, Gutka and Cigarettes b) Narcotic drugs and Psychotropic substances	Disciplinary action which may include expulsion from Hostel and legal action as per law of land
3.	Ragging : Anyone found indulging in ragging in any form in the Hostel	Disciplinary action which may include expulsion from Hostel and legal action as per law of land
4.	Return Hour: Students shall return to the Hostel before 10.30 PM, after which student will be allowed to hostel and fine will be levied.	Fine of INR 500 will levied from the student.
5.	Visitors and non-hosteller: if taken to hostel rooms	Fine of INR 1000 will be levied to hosteller
6.	Entering in to girl hosteller's room by Boy or vice versa	Fine of INR 1500 will be levied to hosteller
7.	Having meals inside the hostel room unless medically advised and endorsed by the Hostel Authorities	Fine of INR 500 will be levied to hosteller
8.	Using of Electric Iron or any appliances other than Laptop	Fine of INR 500 will be levied for the first time, if repeated INR 1000 will be levied.
9.	Willful disobedience or proxy signatures, forging of any kind or all of the types of defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities	Disciplinary action which may include expulsion from Hostel and legal action as per law of land
10.	Damages: If any common property is damaged or lost	Market price and Fine of INR 1000 for each item.
11.	Celebration of Birthday outside the prescribed location and timings	Fine of INR 1000 will be levied.
12.	Celebration of any other function, cultural event etc. without prior approval from Hostel Authorities	Disciplinary action which may include expulsion from Hostel

The proforma of Undertaking to be submitted by students and Parents of students who wish to avail the hostel services is Annexed as 5 and 6.

12. Other Information

12.1 Insurance and assistance for Medical facilities

It is highly recommended that all the students must take sufficient medical insurance. If the student already has a policy, she/he must submit a copy at the time of admission.

All the students must have medical insurance sum insured amount of at least Rs. 1 lac. If the student already has a policy, she/he must submit a copy at the time of admission. If not, she/he must take a policy within a month of getting admission and submit a copy to the institute. IIPHG can facilitate purchasing a group mediclaim policy for such students provided there is sufficient number. In case of hospitalisation, minimum 24 hours stay in the hospital is essential for claiming reimbursement of expenses from a medical insurance agency, provided other conditions and details of the Medical Insurance policy supplied by IIPHG are fulfilled.

IIPHG has the facility of First Aid at the campus reception area. The nearest Urban Health Centre is around 2 Kms from the institution. While the students are advised to have Medi claim policy and also personal insurance. The nearest Government Medical College is around 6 kilometres from IIPHG. IIPHG is in MOU with two corporate hospitals in Gandhinagar.

The details of same is provided herewith :

Hospital 1	Hospital 2
Name: Aashka Hospitals Ltd. Address: Between Sargasan and Reliance Cross Road, Sargasan, Gandhinagar – 382421 Contact No. (079) 29750750, 7575006000 Contact Person: Kamal Acharya (7575007703 / 9870049816).	Name: Pagarav Multi Speciality Hospital & ICU Address: 512/1, Nr. G-6, Opp. SBI, Sector – 23, Gandhinagar – 382023 Contact No.: 8980809753 Contact Person: Dr. Anand Barot (9426327897)

As per the MOU, the students can avail both indoor and outdoor services along with lab and other investigations including X-ray and USG at discounted rates and free ambulance services. In case of medical emergency, the student will be shifted/referred to the hospital. 108 helplines can be called for this purpose.

12.2 Cells and Committees at IIPHG

As per the UGC recommendations, IIPHG has various statutory and non-statutory committees. The students are regularly informed about statutory committees. The details of the same are available at the Institutional website (www.iiphg.edu.in)

- Admission Committee (AC)
- Anti Ragging Committee (ARC)
- Institutional Ethics Committee (IEC)
- Internal Complaint Committee (ICC)
- ST, SC and OBC Committee (SSOC)
- Student Section (SC)
- Feedback Committee (FC)
- Equivalence Committee (EqC)
- Mentorship Committee (MC)
- Library Advisory Committee (LAC)
- Sports & Cultural Committee (SCC)
- Institution Innovation Council (IIC)
- Internal Quality Assurance Cell (IQAC)
- International Student Affairs Cell (ISAC)
- Minority Cell (MC)
- Entrepreneurship Development Cell (EDC)
- Research and Development Cell (RDC)
- IT Cell (ITC)
- Elearning Cell (eLC)
- Training, Placement & Career Guidance Cell (TPCG Cell)
- Alumni Cell (AC)
- Exam Cell (EC)
- Scholarship Cell (SC)
- Doctoral Studies Cell (DSC)
- Women Development Cell (WDC)
- Equal Opportunity Cell (EOC)
- Green Campus Cell (GCC)

13. Faculty and Staff at IIPHG

S. No.	Name	Qualification	Designation	E-mail
1.	Dr. Deepak Saxena	MBBS, MD (Community Medicine), PhD, Post Doc	Director	director@iiphg.org ddeepak72@iiphg.org
2.	Dr. Anish Sinha	MBBS, MD (Community Medicine), AFIH	Registrar (I/c) & Associate Professor	asinha@iiphg.org
3.	Dr. Tapsavi Puwar	MBBS, MD (Community Medicine), MPH	Controller of Examination & Professor and Head, Department of Public Health Science	tpuwar@iiphg.org
4.	Dr. Mahaveer Golechha	MS, M.Sc., PhD	Professor & Head, Department of Health Policy, Management and Behavioural Science	mahaveer.golechha@iiphg.org
5.	Dr. Somen Saha	MBA, MPH, PhD	Dean of Research and Training & Professor & Head, Department of Public Health Programme	ssaha@iiphg.org
6.	Dr. Bharati Sharma	MSc, PhD	Associate Professor	bsharma@iiphg.org
7.	Dr. Veena Iyer	MBBS, MPH, PhD	Associate Professor	veenaiyer@iiphg.org
8.	Dr. Jallavi Panchamia	MBA(HR), PGDBEM, BE, Ph.D	Associate Professor	jpanchamia@iiphg.org
9.	Dr. Komal Shah	MSc (Biochemistry), Ph.D	Associate Professor	kshah@iiphg.org
10.	Dr. Anurag Saxena	MBA, BE, PhD	Assistant Professor	asaxena@iiphg.org
11.	Dr. Vishal Jani	PGDRM (IRMA), BDS, PhD	Assistant Professor	vjani@iiphg.org
12.	Dr. Harsh Shah	MBBS, MD (Community Medicine)	Assistant Professor	hdshah@iiphg.org
13.	Dr. Sandul Yasobant	MPH, MBA, PhD, Post Doc	Assistant Professor	yasobant@iiphg.org
14.	Dr. Apurvakumar Pandya	MA (Clinical Psychology), PhD	Assistant Professor	apandya@iiphg.org
15.	Dr. Medha Wadhawa	MBA, PhD	Assistant Professor	mwadhawa@iiphg.org
16.	Dr Shalu Chaudhary	MBBS, MD (Community Medicine)	Assistant Professor	schaudhary@iiphg.org

13.1 Administrative & Technical Staff

Sr.No.	Name	Qualification	Designation
1	Mr. Bharat Panchal	M.Com, PGDM (Mkg)	Manager Finance
2	Dr. Vijay V. Panchdhane	PhD, MIRPM, M. Com, MA(Economics), MCM, DIT, CCP, CCO,	Assistant Registrar-SS (Academics)
3	Mr. Praveen Makwana	M.Com, IRPM	Assistant Registrar-SS (Administration)
4	Mr. Hardik Shah	B. Com	Jr. Section Officer (A&F)
5	Ms. Lata Nair	BA, MPA	Jr. Section Officer (Sectorial)
6	Mr. Jignesh Contractor	B.Sc, Diploma in Computer Application	Jr. Section Officer (IT Support)
7	Mr. Sanjay Patel	BE	Sr. Asst. - Engineering
8	Mr. Ajaysinh Parmar	MBA (Marketing)	Sr. Associate (Academics)
9	Mr. Paresh Thakor	M.com, PGDCA, M.sc (IT)	Asst. HR, Admin & Purchase
10	Mr. Hardik Vanik	BA, MLISC	Assistant (Library & Documentation)
11	Ms. Dhara Gandhi	MBA (Marketing)	Assistant (Academic)
12	Ms. Udayasri Rupakula	MBA (Finance)	Jr. Assistant (Academic)
13	Mr. Prashant Dhoriya	MCom (Finance)	Jr. Section Officer (A & F)

14. Annexures

14.1 Annexure-1 Re-evaluation Form



INDIAN INSTITUTE OF PUBLIC HEALTH GANDHINAGAR
(A University established under IIPHG Act, 2015 of Government of Gujarat)

APPLICATION FORM FOR SEMESTER EXAMINATION (REEVALUATION)

Program Name: _____ Month/Year-(_____ / _____)

Full name: _____ Batch (Yr): _____ Roll. No: _____

Type of Exam: End-semester / Supplementary

Dear Sir/Madam,

I wish to apply for examination Re-evaluation for following courses in the Semester _____ examinations as mention below:

Course Code	Name of Courses	Receipt Number for Reassessment fees (Rs. 2000/- per Course)
Total Amount		

Signature: _____

Date: _____

14.2 Annexure-2: Undertaking by Student for Night-out



INDIAN INSTITUTE OF PUBLIC HEALTH GANDHINAGAR
(A University established under IIPHG Act, 2015 of Government of Gujarat)

Undertaking by the Student-Night Out

Name Of student: _____

Class : _____ (MPH/MHA) Batch : _____

Roll No: _____ Room No: _____

Total No .of days: _____ From ____/____/____ TO

____/____/____

Purpose:

Address during this period:

Contact Number: _____

I hereby affirm to return on expiry of the permitted duration. I will be back at _____
(time) _____ (date).

I hereby notify that I have informed my parent's/local guardians and I am leaving the hostel for
the night (s) of _____ to _____ as my fax/e-mail from my parent's /local
guardians is awaited.

I hereby undertake that I am solely responsible for the incidents, whatsoever, may happen during
my stay outside IIPHG campus.

Signature of the Student: _____

Date: _____

14.3 Annexure-3: Undertaking for Hostel Residents



INDIAN INSTITUTE OF PUBLIC HEALTH GANDHINAGAR
(A University established under IIPHG Act, 2015 of Gujarat State)

RULES AND REGULATIONS FOR HOSTEL RESIDENTS

UNDERTAKING BY THE STUDENT

I.....D/O-S/O,
Mr./Mrs..... staying in Room No. in
..... Hostel has read the above Rules and Regulations and I
undertake that I will abide with these rules and regulation, failing which shall be liable for
censure/fine/disciplinary action. Further, if I will vacate the room in any circumstances, I will
not eligible/entitled for the re-allotment.

Name of the Student:

Programme:

Room No:

Signature of the Student Date

14.4 Annexure-4: Undertaking by Parent of Hostel Residents



INDIAN INSTITUTE OF PUBLIC HEALTH GANDHINAGAR
(A University established under IIPHG Act, 2015 of Gujarat State)

RULES AND REGULATIONS FOR HOSTEL RESIDENTS

UNDERTAKING BY THE PARENT

I _____ F/O - /M/O
Ms. /Mr. _____, studying in
_____ and residing in _____ Hostel in Room
No. _____, has read and understood the above Rules and Regulations and I undertake that I will cooperate with the Hostel Authorities and I will also provide all the medical information, if any, of my ward to the Hostel Authorities and will be available on call and promise to visit and take care of my ward, as and when required.

My Contact Details are:

I hereby undertake that my ward and me are responsible for incidents, whatsoever, and ensure that my ward shall follow the norms of Indian Institute of Public Health-Gandhinagar code of conduct while he/she is inside or outside the hostel.

Name of the Parent: _____

Signature _____ Date: _____



**INDIAN
INSTITUTE
of PUBLIC
HEALTH
GANDHINAGAR**

ESTABLISHED BY GOVT. OF GUJARAT AND PHFI

Opp. Airforce Head Quarters, Nr. Lekawada Bus Stop,
Chiloda Road, Lekawada CRPF P.O. Gandhinagar, Gujarat, India- 382042.

- director@iiphg.org
- contact@iiphg
- +91-079-66740700