

**SHREE GURU GOBIND SINGH TRICENTENARY
UNIVERSITY
BUDHERA, GURUGRAM (HARYANA)**



**SYLLABUS &
SCHEME OF EXAMINATION
OF
MASTER OF PUBLIC HEALTH
FOR
2020-2022**

1. Preamble :

Master of Public Health - focuses on improving and protecting community health and well-being, with an emphasis on control and prevention of diseases& injuries, in the community. Unlike the practice of medicine in clinical settings public health professionals study health policies, health systems, health programmes, access to healthcare, health communication and conduct research in these areas for effective implementation of public health.

2. Need for Master of Public Health:

The public health professionals have a holistic approach to Community Health and as expounded by WHO the concept of “One Health” conveys the need for this discipline. One Health is a multi-sectoral and trans-disciplinary approach working at local, regional, national and global levels and justifies the statement that “Health of the Community” cannot be achieved by Health sector alone and needs inter-sectoral coordination from non health sectors to achieve optimal health of the community. Thus the disciplines of preventive medicine, management, communication, social & behavioural sciences, biostatistics, epidemiology, environmental sciences, finance and health administration form the core subjects in the course and the candidate undertaking this course develops competencies in these areas to function as a public health professional.

GOAL:

The goal of this MPH Programme is to develop a cadre of professionals with knowledge and skills to function effectively as a public health specialist in diverse situations.

3. Justification/Score of the Course:

The course will help candidates to develop skills in the following areas:

- a) Apply the knowledge and skills to improve health care delivery system of the society.
- b) Monitor, evaluate and analyse data for information
- c) Inform, educate, and empower people about health issues
- d) Support financial planning and execution.
- e) Impart management skills for successful running of public health programs in the country
- f) Ability to facilitate inter-sectoral coordination and public private partnership
- g) Leadership skills to handle health workforce for optimum organizational output.
- h) Teach & train future public health personnel.
- i) Use of digital tools for managing public health issues.
- j) Manage strategic Management Information Systems
- k) Demonstrate ethics and accountability at all levels (professional, personal and social)

4. Duration of the Course:

Name of the Programme	Duration
Master of Public Health	02 ears divided into 4 Semesters)

5. Admission to the Course:

(a) Name of the Degree :

On successful completion of the course, the students will be awarded Master of Public Health degree.

(b) Eligibility for Admission:

Name of the Programme	Eligibility
Master of Public Health	Graduates in the following stream are eligible : Medicine / AYUSH / Dentistry / Veterinary Sciences / Allied and Health Sciences / Life Sciences, Demography / Population Studies / Nutrition / Sociology / Psychology / Anthropology / Social Work / Biotechnology / Biostatistics from an UGC recognized university with 50% marks (45% marks for SC candidates)

(c) Migration Admission :

A student of any other University/Institute/College, recognized by the concerned regulatory/statutory body like UGC etc., shall be eligible for migration (admission) to the University. Migration will be allowed, if the seat is available in that programme and cannot be claimed as a right by the candidate. Migration can only be allowed, if the student studied the programme in regular mode and is not having any backlog.

In addition to the Application Form for admission, student has to provide the following documents.

- (i) Marksheets/result of all the examinations passed.
- (ii) Detailed syllabi for all the courses studied till date.
- (iii) The migration Certificate and Character Certificate stating that no disciplinary/academic action has been taken or pending.
- (iv) All other relevant documents which are required for admission in the programme in which migration is sought.

Studies and Examinations passed by the candidate are recognized as equivalent to the corresponding examination of the University and he fulfills the minimum qualification and other eligibility laid down for admission to the programme to which he/she seeks migration in the University.

The migration case will be submitted to the University Equivalency Committee to verify all the relevant records and candidate will be admitted on the recommendations of the Committee only.

(d) Student Exchange and Credit Transfer

For a student exchange from or to a University, credit transfer from or to a University is possible only when there is an academic tie-up with the University and mutually agreed student exchange and credit transfer policy is approved by the Academic council. Student under the exchange programme shall not be considered as migrated.

The University may enter into collaboration with other Universities worldwide whereby students of those Universities can spend a semester or more at SGT University and study courses, accordingly to mutually agreed guidelines. Such students will be known as Associate Students of SGT University for the duration they spend at SGT University and will be governed for all academic matters of the University. Reciprocally, SGT University students may be permitted to spend a semester or more and study courses in collaborating Universities with or without transfer of credits.

(e) Schedule of admission and payment of fees:

The admission schedule, along with last date for the submission of admission forms and payment of fees, shall be fixed and notified by the Registrar with the approval of the Vice-Chancellor from time to time duly approved by the Academic Council/Board of Management of the University.

Students detained due to shortage of attendance and re-admitted will attend regular classes with alternative batch and will be required to pay the Tuition Fee and Examination Fee and make over the attendance criteria as prescribed in the Ordinance. However, ex-students will be exempted from making up the deficiencies of the attendance criteria.

6. Mode of Selection of Candidates for Admission:

On the basis of the merit of the qualifying examination or as per the guidelines of the Statutory Bodies/Haryana Private Universities Act, 2006 as amended from time to time.

7. Medium of Instructions :

The medium of the instruction and the examination shall be English only.

8. University Examinations :

(a) End Term Semester Examinations :

The examination for all the Odd Semesters shall ordinarily be held in the month of November/December and of the Even Semesters in the month of May/June.

Fail/re-appear candidates of the Odd Semesters will re-appear in exams as an ex-student in the subsequent exams of the Odd Semesters. Similarly, for the Even Semesters he/she will re-appear in exams in the subsequent exams of the Even Semesters. However, candidates appearing in the Final Semester examination (Regular) may appear simultaneously in his/her re-appear paper(s) of lower semesters i.e. previous semesters as arranged by the Controller of Examinations.

(b) Scheme of the Examinations/Distribution of Marks:

The Scheme of examination, distribution of marks in various papers along with the credit system and the syllabus of the course shall be as prepared by the Board of Studies of the Faculty of Medicine & Health Sciences ,duly approved by the Academic Council of the University from time to time.

(c) Attendance Requirements/Eligibility to Appear in Examination :

The student should fulfill the following criteria to be eligible for appearing in the End Term Semester Examination:

- (i) He/she should have 75% attendance during the respective semester in each subject in theory and practical separately, which is mandatory. Only 5% relaxation in the required attendance on account of illness and other contingencies by the Dean/Principal may be condoned. Further, the Vice Chancellor may also condone additional 5% of the required attendance in an extreme emergency case on merit basis. The relaxation of the attendance by the Dean/Principal/Vice Chancellor cannot be claimed as a matter of right by the students; it shall depend on facts and circumstances of individual case.

If a student does not meet the attendance criteria as mentioned above, he/she will not be permitted to appear in the End Term Examination. He/she can appear in the subsequent Odd/Even Semester examination after making up the deficiencies in the attendance.

- (ii) The students who score less than 35 % marks in internal assessment will not be permitted to appear in the semester examination.
- (iii) He/she is not a defaulter in payment of any dues of the SGT University
- (iv) No disciplinary action is pending against the student.

Sr. No (v) H	Exemptible attendance	Ground of Exemption	Dean of the Faculty is competent authority to condone shortage of lecture/ attendance.
1. e / s	5%	For illness and contingencies of serious nature by the Dean & the Vice Chancellor	
2. h e	All periods of the day of donation	Voluntary blood donation to the Blood Bank.	
3. s	All periods of the day of Examination.	For appearing in the supplementary examinations (Theory /Practical/Viva-voce	
4. h o u l d	Maximum of 10 days attendance during a semester	For participation in University or Inter-Collegiate Sports Tournaments/ Youth Festivals, NCC/NSS Camps/University Educational Excursions, Mountaineering Courses	
5. b e	Maximum of 15 days attendance during a semester	For participation in Inter-University Sports Tournaments/Youth Festivals/Exhibition/Symposium	

on the rolls of the Faculty/College during the semester.

- (vi) The shortage of attendance can be condoned by the competent authority as mentioned below in the table to the maximum limit and the same will be within the limit of the attendance criteria as mentioned in Point No. (i) above:

(d) Provided that :

- (i) He/she has obtained prior approval of the Dean of the Faculty.
- (ii) Credit may be given only for the days on which lectures were delivered or tutorials or practical work done during the period of participation in the aforesaid events.

(e) Attendance Shortage Warning :

Attendance shortage warning will be regularly displayed on the Faculty's Notice Board every month and shall also be informed to the parents/guardians by the respective Course Coordinator.

In case, a student falls short of attendance during any semester, his result will be marked as "DETAINED" which can be removed subsequently after completing attendance requirement.

(f) Submission of Examination Forms :

All the students are required to submit their Examination Form through University ERP only before the last date as notified by the Controller of Examinations. The Examination Forms of the eligible students shall be validated by the Dean and will be forwarded to the Controller of Examinations within the prescribed date. In case, examination form is not submitted by scheduled last date, a late fee will be charged as prescribed by the University from time to time.

9. Setting of Question Papers:

- (a) The Dean of the Faculty shall supply the panel of internal and external examiners duly approved by the Board of Studies to the Controller of Examinations. The paper(s) will be set by the examiner(s) nominated by the Vice Chancellor from the panel of examiners.
- (b) The question paper will be moderated by committee who are proficient in the subject in the office of the Controller of Examinations. The moderation will be done to assure that no question is out of syllabus and there is no mistake in the question and the committee will amend/correct the papers accordingly.
- (c) An examiner shall be allowed to set not more than three papers in a semester examination.
- (d) The examiner(s) will set the question papers as per criteria laid down in the Scheme of Examinations as approved by the Board of Studies/Academic Council of the University.

10. Appointment of Examiners :

The examiners will be appointed as per the following guidelines with the approval of the Vice Chancellor by taking due care that his/her own relative is not appearing in the examination:

- (a) An internal/external examiner should be of the level of an HOD / Professor / consultant / equivalent or above in the respective subject in a University / Institution / College / Hospital.
- (b) One external and one internal examiner will jointly conduct the practical examination.
- (c) External examiners shall not be from the same University and should preferably be from out of state University.
- (d) External examiners shall be rotated at an interval of 3 years.

11. Evaluation Process – Theory, Practical & Internal Assessment:

(a) Evaluation of Answer Books:

The answer books may be evaluated either by the paper setter or any other internal or external examiner to be nominated by the Controller of Examinations with the approval of the Vice-Chancellor from the panel of examiners approved by the Board of Studies.

(b) Re-evaluation of Answer Books:

The students can apply for Re-evaluation/Re-checking of any paper within two weeks of declaration of result, through the HOD/Dean of the Faculty by paying fee as per re-evaluation rules of the university.

(c) Internal/Formative Assessment:

Formative assessment in each theory paper shall have the following distribution:

(i)	Attendance	=	5 Marks
	75 to 80		01
	Above 80 to 85	=	02
	Above 85 to 90		03
	Above 90 to 95		04
	Above 95 to 100		05
(ii)	Midterm Class Tests	=	20 marks
	(subjective & objective)		

- | | | | |
|-------|--|---|----------|
| (iii) | Assignment | = | 05 marks |
| (iv) | Problems/Projects/Seminar/
Case Study etc | = | 10 marks |

The concerned teacher shall make continual assessment weekly over the content covered during the week and also shall have record of the same. It shall preferably be displayed monthly and finally cumulatively before the start of the semester examination.

In case, any student fails to clear the Internal Examination, the Vice Chancellor may relax and permit for Re-examination considering the request of the student on merit with the recommendations of the respective Deans.

- (i) In case of ex-students, those appearing for re-appear/improvement examination in any semester, their previous Internal Assessment marks will be counted.
- (ii) The concerned teacher shall submit records to the HOD/Dean on the basis of which the Internal Assessment has been awarded and HOD/Dean shall make the same available to the Controller of Examinations whenever required.
- (iii) That the internal assessment marks are submitted to the Controller of Examinations at least 7 (seven) days before the commencement of the end-term examinations of each semester.

(d) Practical Examinations :

(i) Appointment of Examiners:

The practical examinations shall be conducted by a Board of two Examiners consisting of one internal and one external examiner to be nominated by the Vice-Chancellor from the panel of examiners recommended by the Board of Studies.

(ii) Distribution of Marks: Practical examination for summative examination in all semesters will have the following distribution:

(aa)	Summative assessment distribution	(30 Marks)	(60 marks)
	Demonstration/conduction/presentation	= (20 marks)	(40 marks)
	Viva Voce examination	= (10 marks)	(20 marks)
(ab)	Internal/Formative assessment distribution	(20 Marks)	:(40 marks)
	Attendance	= 5 marks	10 marks
	75 to 80	01	02 marks
	Above 80 to 85	02	04
	Above 85 to 90	03	06
	Above 90 to 95	04	08
	Above 95 to 100	05	10
	Laboratory/field work report	= 5 marks	10
	Midterm practical /oral examination/ Presentation / assessment	= 10 marks	20 marks

Dissertation : Internal Assessment for dissertation will be awarded as per criteria given below:

- Distribution of marks (80 marks)
- Attendance 25%--- (20 marks)
- Dissertation 25 % marks –20 marks
- Internal viva voce – 50% marks (40 marks)

(e) Comprehensive Viva-Voce :

The comprehensive Viva-Voce for project/dissertation shall be conducted by a board of two examiners consisting of one internal and one external examiner to be nominated by the Vice Chancellor from the panel of examiners recommended by the Board of Studies. Evaluation of the Project Report/ will be done by the External Examiner.

(f) Evaluation of dissertation --

(i) Topic and appointment of Guide/Supervisor:

Each student for thesis. Will be assigned a teaching faculty as Guide/Supervisor from the faculty. Topic of the Research will be as approved by the Dean of the faculty on the recommendation of the teaching faculty/guide/supervisor.

(ii) Submission of dissertation

The student will submit the Project Report in the form of Dissertation on completion of the 4th Semester but before 15th May, failing which it will be acceptable only with late fee of Rs. 1000/- upto 30th May.

(g) Re-appearance for Improvement :

A student may re-appear in any theory paper prescribed for a semester after making the prescribed Examination Fee as notified by the University from time to time, on foregoing in writing his/her previous performance in the paper/s concerned. This can be done in the immediate subsequent semester examination only (for example, a student re-appearing in paper prescribed for 1st Semester examination may do so along with subsequent 3rd Semester examination and shall not be allowed to appear along with papers for 5th Semester.

A candidate who had cleared examination of Third Academic Year (5th and 6th Semesters) may re-appear in any paper of 5th and 6th Semester only once at the immediate subsequent examinations on foregoing in writing her/her previous performance in the paper/s concerned, within the prescribed span period. Likewise will be applicable for the Fourth Academic Year also.

In the case of re-appearance in paper, the result will be prepared on the basis of candidate's current performance in the examination.

In the case of a candidate, who opts to re-appear in any paper/s under the aforesaid provisions,, on surrendering her/his earlier performance but fails to re-appear in the paper/s concerned, the marks previously secured by the candidate in the paper/s in which he/she has failed to re-appear shall be taken into account while determining his/her result of the examination held currently.

12. Criteria for Promotion to Higher Semester(s) :

The student shall be promoted to even semesters automatically without any condition of passing minimum number of papers. For promotion from 2nd to 3rd Semester or so, the student shall have to clear at least 50% papers of 1st and 2nd Semester taken together.

13. Pass % criteria and grading system:

(a) The candidate will be declared pass if he obtains 50% marks in the End Term Examination in Theory and Practical separately , including Internal Assessments

(b) If the student fails in either theory or practical papers will have to reappear in both theory and practical examination.

(c) Credit Based Grading System:-

Key Definitions :

Programme: An educational programme leading to award of a Degree, diploma or certificate.

Course : Usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weight

Credit: A unit by which the course work is measured. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours for Practical Work/Field Work/ Research Based Paper /Project per week for 15 weeks.

Credit Point: It is the product of grade point and number of credits for a course i.e, Credit Point = No. of credit in a course x "grade value" of the grade obtained in the course.

Semester Grade Point Average (SGPA): The SGPA is the ratio of 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. $SGPA(S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$

Cumulative Grade Point Average (CGPA): CGPA The is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of programme, i.e, $CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$

Grade Point: It is a numerical weight allotted to each letter grade on a 10-point scale with 7/6/5 LETTER GRADES: It is an index of the performance of students in a said course.

Grades are denoted by letters O, A+, A, B+, B, C, P and F etc.

Grade and its corresponding values.

Range of Percentage of Marks	Letter Grade	Grade Points	Range of Grade Points	Classification
90% and above	O (Outstanding)	10	9-10	Outstanding
80% and above but less than 90%	A+ (Excellent)	9	8<9	Excellent
70% and above but less than 80%	A (Very Good)	8	7<8	1 st Division with Distinction
60% and above but less than 70%	B+ (Good)	7	6<7	1 st Division
Above 50% but less than 60%	B (Above Average)	6	>5<6	2 nd Division
Minimum Pass Marks 50%	P (Pass Average)	5	5	Pass
Below Minimum Pass Marks	F (Fail)	0	-	Fail

Semester Grade Point Average (SGPA):

$SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$ = Where C_i is the number of credits of the i th course and G_i is the grade point scored as per marks obtained by the student in the i th course. Further, G is calculated as given below:

$$G = \left[\frac{\text{Marks obtained in paper}}{\text{Total marks of paper}} \right] \times 10 \text{ (The multiplication factor)}$$

Cumulative Grade Point Average (CGPA):

$(CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i})$ (Where S_i is the SGPA of the 1st Semester and C_i is the total number of credits in that Semester).

Formula for calculating percentage of marks;

$CGPA \times 10$ (The multiplication factor)

(d) Grace Marks :

Maximum 1% of total marks (Maximum to 5 marks) excluding internal assessment marks can be awarded to a student in one academic year.

14. Declaration of Results:

- (a) After the semester/year examinations are over, the Controller of Examinations shall publish the results of those students who had appeared in the examinations preferably within 45 days of last paper of course examination.
- (b) A student enrolled in Master of Public Health Programme in 2020 Admission Batch onwards would be required to publish at least two research papers including not more than one review papers in SCOPUS / Web of Science Indexed Journals during the post graduate studies so as to make her / him eligible for passing the examination and for the award of degree provided she / he meets other conditions as laid down in the Ordinance. If a research paper / reviewed paper has been accepted by the journal it will be sufficient for the purpose of meeting this eligibility criteria.
- (c) However, even if the condition mentioned in para-(b) above, is not met before the start of Term End Examination in final year, no student shall be debarred from writing the Term End Examination provided she/he meets other conditions as laid down in the Ordinance.
- (d) Each successful student/ the student placed in reappear shall receive a copy of the Detailed Marks Certificate/ Grade Card Sheet of each semester examination.
- (e) The successful students after the 4th semester examination shall be equated in six ascending letter grade (P to O) and grade points from 5 to 10 on the basis of final CGPA obtained by him/her in the 1st to 4th semester examinations.

15. Discharge of the students from the program

The student who does not clear all the papers within the stipulated time frame span period i.e. duration of the program + 02 years will be discharged from the programme.

16. Re-admission

As per the chapter 2, Clause 2.4.5. of the First Ordinance of the University, if a student remains absent, without leave of absence, from his/her classes for a continuous period of seven working days without any valid reason, medical or otherwise, his/her name shall be struck off from the rolls of the University. However, the student may be re-admitted on payment of the prescribed fee by the University from time to time, if Dean/Principal is satisfied

that re-admission of the student will not fall short of requisite percentage of the attendance. If a student is re-admitted, all his previous records are revived under the current structure, regulations and scheduled of fees.

A student, who has been rusticated or expelled from University, cannot be re-admitted.

17. Simultaneously pursuing other degree

As per the guidelines of the University Grants Commission, students will not be permitted to pursue two degrees simultaneously. If at any time, it comes to the notice of the University, his/her degree will be cancelled without any prior notice.

18. Appearing for additional papers after award of degree

The student will be allowed to appear for additional papers available in that degree course after the completion of course within the span period subject to attendance requirement and internal assessment. A separate marksheet will be issued for such paper(s).

19. Other Provisions:

- (a) Nothing in this Ordinance shall debar the University from amending the Ordinance and the same shall be applicable to all the students from the date of its implementation.
- (b) Any other provision not contained in the Ordinance shall be governed by the rules and regulations framed by the University from time to time.
- (c) In case of any interpretation, The Vice-Chancellor is empowered in this regard and his interpretation shall be the final. .

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