

**GUIDELINES / RULES & REGULATIONS FOR  
ESTABLISHMENT AND TO WORK AS  
STUDY/EXTENSION CENTRE OF  
INSTITUTE OF PUBLIC HEALTH & HYGIENE**



**विद्यैव बलम्**

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# INSTITUTE OF PUBLIC HEALTH & HYGIENE

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## MISSION

Institute of Public Health & Hygiene is a center of academic excellence dedicated to the preparation of world citizens through global technical education.

The Institute strives to provide students with multi-disciplinary, intercultural and ethical understanding necessary to participate, lead and prosper in the market place of Allied Health Professionals



## VISION

To be an international Institute of excellence in technical education for the professionals, strategic and applied research and flexible delivery and teaching



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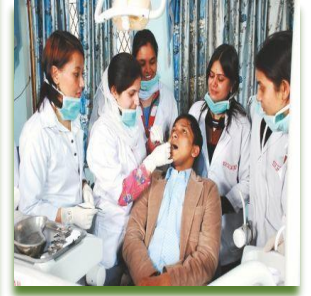
# TRAINING AT A GLANCE



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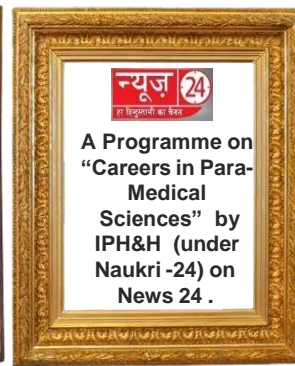
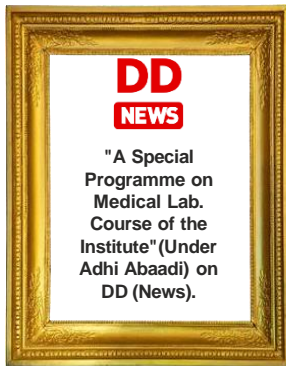




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# INSTITUTE OF PUBLIC HEALTH & HYGIENE

## The Great WALL OF MEDIA-FAME

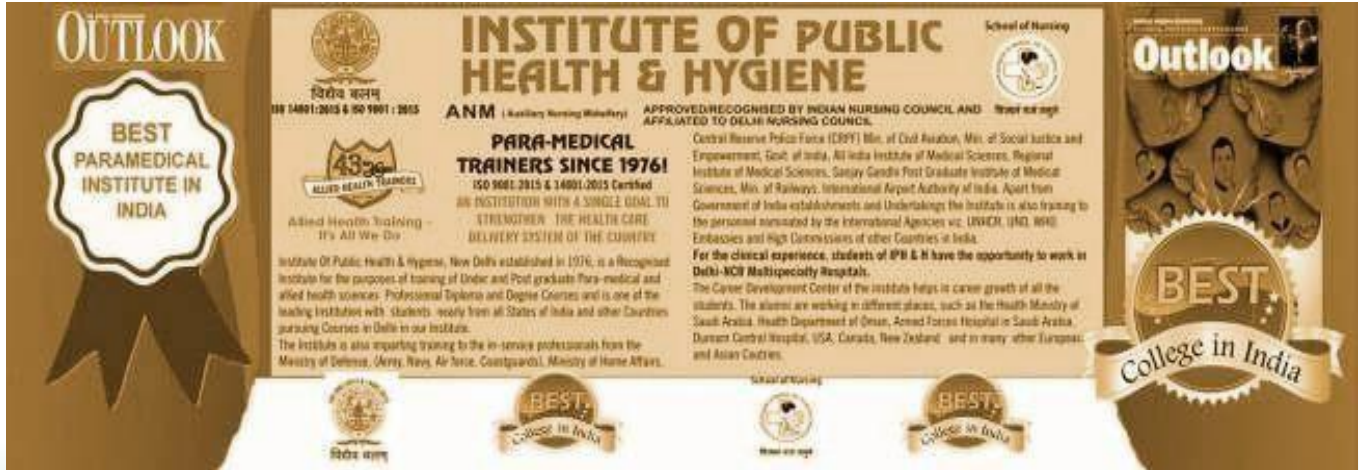






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# INSTITUTE OF PUBLIC HEALTH & HYGIENE OUR ACHIEVEMENTS



## NBT BUSINESS ICON AWARD TO IPH&H FOR CONTRIBUTION IN HELPING THE INDUSTRY AT LARGE TO GROW IN THE CATEGORY OF EDUCATION INSTITUTE



# INSTITUTE OF PUBLIC HEALTH & HYGIENE

## PARA-MEDICAL PROFESSION

### A CAREER FULL OF OPTIONS

#### Medical Tourism - A Multi-Billion Industry

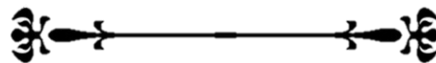
The demand for health care is increasing while the supply of Allied Health Professionals is decreasing! Study shows that healthcare Industry needs 18.3 lakhs professional while there are only 8.9 lakhs Allied Health Professionals available therefore there is huge shortage of approx. 9 lakhs trained Allied Health Professionals.

These professions are growing and together they make up the second largest health workforce after nurses. Allied health professionals provide essential services on which the health system depends and their skills are in demand worldwide.

There is an immediate need for health care workers in most of the professions, including nursing and allied health. There is and there will be a long-term shortage of qualified health care providers just at the peak when the demand for health care is increasing. The demand for healthcare is increasing because of the aging population and lack of awareness. A large portion of the population is now over 50 years old, just the time of life when there is a higher incidence of disease.

**PLACEMENT ORIENTATION :** In-Campus Interviews are being conducted for the benefit of candidates for jobs in India and abroad. In order to provide students the best placement, the Institute have signed MoU's with not only Indian Health-care Industry/Corporate Hospitals but also along with various prestigious Foreign Universities round the globe and placed its students in Health care Industry worldwide since 1976. Along with placement in other Organizations, special emphasis is being laid on self-employment ventures.

**ABROAD PLACEMENT :** The Institute also provides free of cost placement services in India & Abroad in collaboration with various Abroad Placement Agencies, Embassies & High Commissions. The Diploma-Holders of the Institute are already working in Gulf Countries & other European countries.

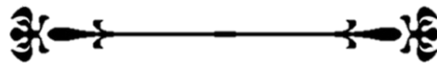




# Content

## विद्यैव बलम्

- 1) About Institute Of Public Health & Hygiene, New Delhi
- 2) Programmes of Study
- 3) Who can start the Study/Extension Centre?
- 4) Process of Approval
- 5) Information about Counsellors to be engaged by the Study/Extension Centre
- 6) Institute Of Public Health & Hygiene, New Delhi Role in Academic Activities
- 7) Infrastructure required at a Study/Extension Centre of Institute Of Public Health & Hygiene, New Delhi
- 8) Specific requirement at Study/Extension Centre
- 9) Study/Extension Centre activities
- 10) Functions of Study/Extension Centre of Institute Of Public Health & Hygiene, New Delhi
- 11) Functions of Director/Principal
- 12) Cancellation of Study/Extension Centre of Institute Of Public Health & Hygiene, New Delhi
- 13) Relationship
- 14) Arbitration







# About Institute Of Public Health & Hygiene, New Delhi

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The extreme shortage of medical facilities in the Country , prompted the establishment of Institute Of Public Health & Hygiene at New Delhi in July, 1976, Under the able guidance and mature insight of the Founder Chairman, Late Dr. Shyam Sunder Joshi, the foundation of the erstwhile academic excellence was laid and whose visionary ideas led him to envision and create an Institution that was inclusive and opened it's doors for the world-and engaged it's service in collaboration with the Country. It is a co-educational Institute catering to students from all walks of life. It is with pride that we count many students from all parts of the World among our alumni, from the heart of the city, in the service of the Country. The Institute's founder was also ahead of his time in engaging the Institute in direct servicetothe community.

Our Institution is committed to serve the future society more than any other institute. The Institute is doing this by educating individuals for fulfilling, productive lives and by creating solutions to present or anticipated problems through active participation in educational activities. As a major teaching Institute, IPH&H is both a repository for accumulated knowledge and experience and a testing ground for critically examining received wisdom, where groundbreaking training is conducted in a wide variety of fields and across disciplines. Taught by inspired, committed, and creative faculty, our programmes combined with enduring value of a liberal arts education with the skills and experience offered by professional Institutions, to ensure that our students are equipped for successful careers and fulfilling lives.

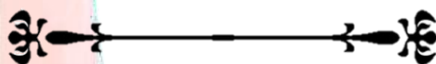
Since 1984 the Institute is a Pre-Release Training Centre for the Govt. of India Min. of Defence (DGR), New Delhi and is training in-service nominated candidates from the Army, Navy & Air force ,various State Governments viz., Govt. of Nagaland, Manipur, Mizoram, Assam, Madhya Pradesh, Sikkim, Meghalaya, Chandigarh Administration, Ladakh Hill Council, North Eastern Hill Council, IPH&H,ND of Delhi, Members of Federation of Indian Chamber of Commerce and Industry, International Airport Authority of India, All India Institute of Medical Sciences, Cement Corporation of India, TELCO, UNO, Sanjay Gandhi P.G.I. of Medical Sciences, RIMS Medical College, Indian Airlines, Children's Home, Private Hospitals, Nursing Homes, Organisations, Institutions, Establishments, Northern Railway etc.

The Institute has been recognized as vocational training provider in the Medical, Electronics, Hospitality and IT Management sectors by the Director of Technical Education and Training, Govt. of NCT Delhi under SDI-MES scheme of the Govt. of India and is also providing training to the CRPF personnel in First Aid/Med. Lab. Technician/X-Ray & ECG Technician

## THE CAMPUS

The self contained campus has excellent infrastructure and learning resources that collectively provide a stimulating and enjoyable learning ambience. The hostels accommodate boys and girls from various parts of the country and abroad.

The Institute is committed to provide the best environment for academic life & with our long heritage and strong commitment you'll have a rich, broad background in the humanities and the sciences when you qualify from IPH&H. This foundation, is believed, is the preparation you'll need to enter any field and enjoy a full life as an educated citizen of the world. Throughout the Institute, whether it is the new Medical Lab., Imaging Sciences Deptt., Dental Sciences, or Communication Technology for I.T. Deptt., the students will find evidence of IPH & H's continuing investment in meeting the needs of its academic community.



## Programmes of Study

Institute Of Public Health & Hygiene, New Delhi has decided to offer education through ODL mode in selected programmes where Institute has strength. The courses are designed and developed with views to prepare a cadre of manpower who may possess requisite knowledge and professional skills to effectively function in the globalised economy, which is no doubt highly knowledge intensive. In its endeavors to cater for education and training needs of different socio-economic groups of people, the programmes have been carefully identified to fill the gaps in availability of courses offered by other institutions and/or to provide cost-effective options to the weaker sections of the society, who are unable to reap the benefit of development due to lack of adequate education, training and skills. Without sacrificing the quality of education, the cost of education is kept very low so that the economically deprived sections may afford to pay fee and may benefit from the educational opportunity.

Learning resources are provided at the doorsteps of learners through the extensive network of educational institutes at our Study Centers. The experience and expertise of reputed colleges and universities and other educational institutions, which are our recognized Study Centers, are duly utilized for delivery of programmes and for effective learning.

### DIPLOMA PROGRAMMES\*

#### Duration : One Academic Year

- ANAESTHESIA TECH.
- CATH. LAB. TECH.
- RADIOGRAPHY
- MEDICAL LIBRARIAN \*\*
- DIALYSIS TECHNICIAN
- CARDIO VASCULAR TECH. \*\*
- OPERATION THEATER TECH.
- MEDICAL LABORATORY TECH.
- DIETETICS & HUMAN NUTRITION \*\*
- NON INVASIVE CARDIAC CARE TECH.
- PRE & POST HOSPITAL CARE ATTENDANT\*\*
- HISTOPATHOLOGICAL TECHNIQUES \*\*
- INVASIVE CARDIOLOGY CARE TECH. \*\*
- PUBLIC HEALTH & SANITATION TECH.
- DENTAL ADMINISTRATIVE ASSISTANT
- X-RAY & ELECTROCARDIOGRAPHY TECH.
- CENTRAL STERILIZATION SERVICES (CSSD)

#### Duration : Two Academic Years

- MEDICAL LABORATORY TECH.
- X-RAY & ELECTROCARDIOGRAPHY TECH.
- OPHTHALMIC TECHNICIAN
- DENTAL ASSISTANT #
- DENTAL LAB. ASSISTANT #
- PHYSIOTHERAPY
- DIALYSIS TECHNICIAN
- OPERATION THEATER TECH.

#### Duration : Eighteen Months

- PUBLIC HEALTH & SANITATION TECH.
- DENTAL LAB. MECHANICS
- MEDICAL TOURISM \*\*







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# Programmes of Study

## ACCELERATED PROGRAMMES\*

### Duration : Three Weeks

- HIV/AIDS COUNSELLING TECHNIQUES\*
- CONTACT LENS TRAINING\*
- MEDICAL BILLING\*

### Duration : Four Weeks

- REHABILITATION COUNSELLING\*
- BASIC LIFE SUPPORT \*

### Duration : Eight Weeks

- MEDICAL ADMINISTRATIVE ASSISTANT\*

### Duration : Twelve Weeks

- INTENSIVE CARE UNIT TECHNICIAN\*
- HOSPITAL HOUSE KEEPING\*
- EMERGENCY MEDICAL TECHNICIAN\*
- HOSPITAL WASTE MANAGEMENT\*
- ECG TECHNICIAN\*
- ELECTRO ENCEPHALOGRAM (EEG)\*
- BLOOD BANK TECHNICIAN\*
- OLD AGE CARE ATTENDANT\*
- RENAL LAB. TECHNICIAN\*

### Duration : Twenty four Weeks

- MEDICAL RECORD MANAGEMENT\*
- DENTAL ADMINISTRATIVE ASSISTANT\*
- HISTOPATHOLOGICAL TECHNIQUES
- MATERNITY CARE\*
- MEDICAL LIBRARIAN\*
- MEDICAL RADIATION TECH.
- PERI - OPERATIVE TECHNICIAN\*
- RESPIRATORY THERAPIST\*
- CARDIO VASCULAR CARE\*
- ECHO TECHNICIAN\*
- TMT TECHNICIAN\*
- HOLTER TECHNICIAN\*
- CCU TECHNICIAN
- CT TECH. / MRI TECH.\*
- DIALYSIS TECHNICIAN
- BASIC CARDIAC LIFE SUPPORT
- ADV. CARDIAC TRAUMA LIFE SUPPORT

\*Accelerated Courses (3 to 24 week) : We offer programmes starting from 3-weeks upto 24 weeks that meet for 6 hours, either 4 or 2 times a week respectively.

## ONE YEAR DIPLOMA PROGRAMMES FOR DOCTORS ONLY

Eligibility : Medical Graduate in any system of Medicine & Surgery)

- PUBLIC HEALTH & HYGIENE
- PUBLIC HEALTH EDUCATION
- FAMILY WELFARE & CHILD HEALTH
- CHILD BEHAVIOUR & DEVELOPMENT
- AND MANY OTHER PARA-MEDICAL DIPLOMA PROGRAMMES
- SEXUAL MEDICINE & COUNSELLING
- HOSPITAL ADMINISTRATION & MANAGEMENT



## Programmes of Study

### **IN-SERVICE / DISTANCE TRAINING PROGRAMMES (UNDER SCHEME-B)**

#### **ONE YEAR DIPLOMA PROGRAMMES**

- MEDICAL LABORATORY TECHNOLOGY
- X-RAY & ECG TECHNOLOGY
- OPERATION THEATRE TECHNOLOGY
- PUBLIC HEALTH & SANITATION TECH.
- CATH. LAB. TECH.
- HISTOPATHOLOGICAL TECHNIQUES
- PRE & POST HOSPITAL CARE TECHNICIAN
- INVASIVE CARDIOLOGY CARE TECH.
- HEALTH EDUCATION
- MEDICAL LIBRARIAN
- MEDICAL SALES MANAGEMENT
- NON INVASIVE CARDIAC CARE TECH.
- FAMILY WELFARE & HOSPITAL  
WARDS MANAGEMENT
- CHILD EDUCATION
- PARA-LEGAL PRACTICE
- PARA-LEGAL PRACTICE

### **IPH&H,ND DEGREE PROGRAMMES B.Sc.**

- MEDICAL LABORATORY TECHNOLOGY
- RADIO IMAGING TECHNOLOGY
- OPERATION THEATRE TECHNOLOGY
- CATH LAB ECHNOLOGY
- DIALYSIS TECHNOLOGY
- OPTOMETRY
- CARDIAC ACRE TECHNOLOGY
- MICROBIOLOGY

**[For B.Sc. ]**

### **M.Sc.**

- MEDICAL LABORATORY TECHNOLOGY

**100% SUCCESSFUL  
RESULT OF ALL  
REGULAR DEGREE  
PROGRAMMES FOR  
THE LAST 24 YEARS.**





## Who can start a Study/ Extension Centre ?

The Study/Extension Centre is the backbone of the Open Institute's education concept. The Institute offers a number of study programmes of Open and Distance Learning from its on-campus Departments managed by the highly qualified faculty. Since its resources in terms of space are limited and programmes are in high demand, a provision of Study /Extension Centre has been made. These carefully selected Study /Extension Centers are meant to enable the students to get full support of study resources including classrooms, library, IT support and counselling.

The Study /Extension Centre could be in an educational institution(Government Colleges/ private), or any other organization, industry, NGO willing to provide necessary infrastructural facilities like accommodation, machines, tools and equipment. It should also have enthusiastic qualified staff, fully backed by the management of the organizations for implementation of the prescribed course. The Institute reserves the right to select the institution to function as Study /Extension Centre from amongst the institution desirous to provided facilities available with them. The institution or the organization should be registered under the societies Act. Institutions running Study /Extension Centers of UGC recognized IPH&H,ND, Polytechnics, ITIs will also be considered for running Study /Extension Centre of IPH&H. The Study /Extension Centre shall normally have training facilities for a minimum of one course. The Study/Extension Centre shall have to make necessary arrangements for distribution of study material to students. The material will be supplied by the IPH&H (terms & conditions apply). The Study /Extension Centre shall make all arrangements for display of A/V aids, monitoring the programmes and conducting class tests and examination for students. The Institute shall prescribe the staffing pattern at the Study /Extension Centre in consultation with the management of the institution, but in no matter they will be IPH&H employees. The Institute/organization must have specific adequate facilities for learners of the Courses as per norms of the Institute. The specific requirements for each programme as outlined in **Annexure-I.**

### Process of Approval

- Application

The prospective institutions who fulfills the eligibility criteria may apply on the prescribed application form as per format; Annexure-II. The applicant should pay a fee of Rs.15,000/- in the form of Demand Draft in favour of Institute Of Public Health & Hygiene payable at New Delhi. The form should be submitted to the ODL Incharge along with bio-data of Director and counsellors(s) as per the formats (Annexure-III and IV).



# Process of Approval

## ▪ Scrutiny of Application

The application will be scrutinized by the Institute for eligibility criteria and other requirements as per the norms. If the application is found suitable, the institution will be required to submit processing fee which will be announced afterwards.

## • Inspection

After the receipt of processing fee, the Institute will send a team of experts from Institute or outside to inspect the Centre, its facilities and other resources including the faculty (Director/Principals, counsellors). The team may also review the financial position of the Centre and may ask for the balance sheet of at least three years.

## • Approval

The visiting team will submit its report to the ODL Incharge, IPH&H. If approved, the Centre will be informed by the ODL Incharge along with comments, if any. Depending on physical verification report, the Institute may not approve all the programmes of study for a Centre for which it has applied. This approval will be provisional and if there are certain deficiencies to be met, the ODL Incharge may provide a timeframe to address the deficiencies. If required, the IPH&H may resend the inspection team to check the improvement. The applicant institution will make suitable arrangement for smooth conduct of inspection by the team.

## • Signing of Memorandum of Understanding (MoU)

Each Study/Extension Centre on its approval by the Institute will have to sign a memorandum of understanding (MoU) and deposit a Security and Affiliation Fee as decided by the Institute

## • Renewal of MoU

MoU is tenured and has to be renewed at least one month before the expiry of its tenure with mutual consent of both the parties. It will be the responsibility of the Study/Extension Center to approach IPH&H for Renewal of MoU in advance. While renewing MoU the IPH&H may revise the terms and conditions with mutual consent and re-inspect the Centre. In such a case Study/Extension Center will deposit the processing (inspection) fee as prescribed. If MoU expires without renewal, it would be assumed that Study Center is not interested in continuing its association with IPH&H. After expiry of MoU, a Study Center will have to apply afresh with all the fees as prescribed including security deposit.





## LIST OF DIPLOMA/CERTIFICATE PROGRAMS ON OFFER FOR EXTENSION CENTERS

S. No	NAME OF THE PARA-MEDICAL COURSE
1.	Diploma in Public Health & Sanitary Inspector (One Year Duration)
2.	Diploma in Multi-purpose Health Worker (Eighteen Months Duration)
3.	Diploma in Medical Lab Technology (One/Two Years Duration)
4.	Diploma in Physiotherapy (Two Years Duration)
5.	Diploma in X-ray & ECG Technology (One/Two Years Duration)
6.	Diploma in Dental Technician/ Mechanic (Two Years Duration)
7.	Diploma in Ophthalmic Technology/Optomety (Two Years Duration)
8.	Diploma in Operation Theatre Technology (One/Two Years Duration)
9.	Diploma in Dialysis Technology (One/Two Years Duration)
10.	Diploma in MRI Technology (One Year Duration)
11.	Diploma in CT Technology (One Year Duration)
12.	Diploma in Cath Lab Technology (One Year Duration)
13	Diploma in Anesthesia Technology (One Year Duration)



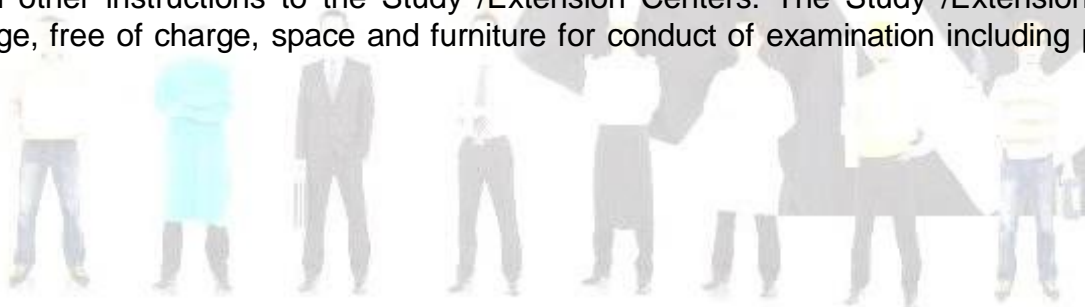


## Information about Counselors to be Engaged by the Study/Extension Centre

- Information about Counselors to be Engaged by the Study/Extension Centre The IPH&H,ND will specify the qualification and experience of the counsellors/teachers who will be engaged by the Study /Extension Centers for its study programme(s). At the beginning of each academic session, the Director/Principal of Centre will forward a list of counsellors along with their complete bio-data for approval by the IPH&H,ND (as per format of Annexure- IV). This information may also be provided online by the Study /Extension Centers to the IPH&H,ND.

### Role in Academic Activities

- Release of Admission Notification : The IPH&H,ND will publish Admission Notification through newspapers and web site and issue Prospectus for different courses. However, the Study/Extension Centres will be permitted to issue local advertisements at their own expenses for mobilizing student clientele for IPH&H,ND courses. A draft admission notification or any other publicity material in which name of the IPH&H,ND is given should be sent to the IPH&H,ND for its approval in advance. It will be ensured by the Study /Extension Centers that such advertisements do not give an impression of commercialization of higher education. The IPH&H,ND also insists on publication of advertisement by a Study /Extension Center specifically for IPH&H,ND and not along with other Organization for which the Study Center may be an authorized Study/Extension Centre.
- Registration of Students The IPH&H,ND will register the students after receiving the application forms along with the requisite certificates and fees from the Study /Extension Centres. The IPH&H,ND will check eligibility criteria and authenticity of certificates. In specific cases, the IPH&H,ND may use benchmark to short-list the candidates. After screening, a consolidated list of admitted candidates will be sent back to the Study/Extension Centres for the purposes of counselling etc. The IPH&H,ND may restrict number of students at a Centre or in a course, depending on the availability of resources. Enrollment numbers will be allotted by the IPH&H,ND to admitted students. The IPH&H,ND will have the right to refuse admission to any student without assigning any reason. Foreign nationals will be enrolled through the Foreign Students' Advisor (FSA) of the IPH&H,ND, on case-to-case basis and appropriate Study /Extension Center for such candidates will be determined by the IPH&H,ND.
- Conduct of Examinations Conduct of annual/semester examination will be the responsibility of IPH&H,ND. Examiners will be appointed by the IPH&H,ND and evaluation of scripts will be organized centrally by the IPH&H,ND. For the conduct of examination, the IPH&H,ND will supply question papers, answer books and other instructions to the Study /Extension Centers. The Study /Extension Centre shall provide/arrange, free of charge, space and furniture for conduct of examination including practical examination.







## Role in Academic Activities

- विद्यैव बलम्  
The IPH&H,ND may provide a fixed per unit expenses to Study /Extension Center for conducting the examination. This Unit cost will be determined in advance and communicated to the Study /Extension Center. The Study Center will submit pre receipt bills with names, designations and signatures of all the recipients involved in conduct of examinations within one month of end of the examinations. It will be the responsibility of the Study /Extension Centre to conduct periodic evaluation of students as prescribed by the IPH&H,ND for each programme at no extra charges. The IPH&H,ND may depute Observer(s)/Director/Principal(s) who will ensure smooth conduct of examinations at the 9 Study Center as per the IPH&H,ND norms without any malpractices. The IPH&H,ND may organize examination at Central examination centers by clubbing students from different Study /Extension Centers of a city. It may also arrange examinations at a Central Centre for students from different cities. However, advanced information will be given to students through Study Center and website.
- Evaluation and Declaration of Results Evaluation of scripts will be done by the IPH&H,ND appointed examiners/evaluators. For this purpose, IPH&H,ND will arrange central facility on campus. Results will be declared by IPH&H,ND as soon as possible through web site and the same will be communicated to the students through their respective Study/Extension Center. Mark sheets, degrees and certificates will only be issued by IPH&H,ND.

## Infrastructure Required at Study/Extension Centre of IPH&H,ND

- Infrastructure Required at STUDY/EXTENSION CENTRE of IPH&H,ND : Every Study/Extension Centre shall ensure the following facilities for counseling and learning activities of students enrolled in the programmes of IPH&H,ND.
  - 1.Classroom Adequate number of classrooms shall be provided by the Study/Extension Centre. The classrooms should be well ventilated and appropriately located in the campus or building of the Study/Extension Centre. The classroom should be equipped with black/white boards, overhead projectors or LCD projectors, screens and other teaching aids.
  - 2.Library Study/Extension Centre shall provide adequate number of books in its library. The IPH&H,ND will provide suggested list of study material and the Study/Extension Centre shall arrange to obtain adequate copies of suggested study materials for consultation by the students. The Study/Extension Centre will also provide Magazine and Journals relevant to different programmes. Every Study/Extension Center shall also subscribe to at least two daily English newspapers. Employment Newspaper shall also be made available to the students.
  - 3.Examination Hall Each Centre should have adequate facility to conduct examinations for all the students assigned to it. Necessary furniture should be in place. In case, a Study/Extension Center has space to accommodate more examinees, IPH&H,ND may consider it as one of its examination centres. The IPH&H,ND may reimburse the remuneration payable to Examination Superintendents, Invigilators, Clerks and Class IV staff as per norms. Reimbursement of no other expenses related to examinations will be considered. Alternatively, the IPH&H,ND may provide a fixed per unit expenses to Study/Extension Center for conducting the examination. This Unit cost will be determined in advance and communicated to the Study Center.
  - 4.Computer Room :Study/Extension Centre should have a well-equipped computer room with PCs as per the course requirement, printers, and internet facility. The Computer Room should preferably be air-conditioned and all the PCs should have power backup.



## Role in Academic Activities

5. Office for IPH&H,ND's Director/Principal Study/Extension Centre should be designated as an office for. This Office should have necessary furniture and facilities of a telephone, PC with internet and printer. A name plate "Office of Director/Principal of \_\_\_\_\_ (Study/Extension Centre/Extension Centre of IPH&H,ND) " should be fixed on this office.

### 6. Other Students Amenities and Facilities

- The Study/Extension Center should have safe drinking water supply.
- The Study /Extension Center should have separate and adequate numbers of toilets for boys and girls, which should be well- maintained and with supply of running water.
- Local telephone facility should be extended to staff of the Study Center.
- First-aid facility should be available to students.
- Each Centre should have firefighting equipment in working condition.
- There should be a strong room/safe to store questions papers and other confidential material.
- There should be adequate arrangement for security and surveillance.

7. Counsellors The Study/Extension Centre shall provide adequate number of qualified counsellors for each programme as specified by the IPH&H,ND'. All the counsellors should be conversant with the use of computers and they should have their e-mail IDs so that the IPH&H,ND Director/Principals may communicate with them.

8. Non-teaching staff The following minimum non-teaching staff shall be provided at every Study/Extension and Learning Resource Centre:

- Co-Director/Principal - 1 for each programme
  - Office Assistant/Data Entry Operator - 1
  - Class IV staff -1
- iii) All the staff of Study Center will be appointed and paid by the Study/Extension Center and shall be employees of Study/Extension Centre. Detail of Director/Principal and Counsellors should be provided to the IPH&H,ND in the format as specified.

9. Courses of other Universities at Study/Extension Center A Study Center selected by IPH&H,ND cannot serve as a Study/Extension centre for other Organization.

## Study/Extension Centre's Activities

Study/Extension Centre's Activities : The Study /Extension Centres of IPH&H,ND form an important part of the Overall structure of the Institute designed to provide extensive and efficient student support services to its learners by adequate learning resources. The Study/Extension Centers will be expected to offer academic support to students to supplement contents of the course in the form of Self-Instructional Material. Interaction with the academic Counselors and fellow students and access to modern technology with audio-visual aids should equip the students to complete the course in prescribed time. Thus, a Study/Extension Centre of IPH&H,ND helps the students by means of appropriate forms of educational technologies so as to provide extensive, modern and efficient student support services. Study/Extension Centres would be located in friendly surroundings and will normally days. It is expected that depending on the requirement of the programme, classes will be arranged on weekdays also in the evening. Part time Director/Principals will act as a link between the IPH&H,ND and Study





## Study/Extension Centre's Activities

Centers. The Study /Extension Centre will provide part-time academic and non-academic staff as per norms. It will be the responsibility of the Director/Principal to schedule, organize and supervise the efficient functioning of the centre. He/she has to keep and maintain up-to-date records of Centres' activities and communicate to the ODL Office , time to- time. IPH&H,ND may call regular meetings of Director/Principals to discuss progress and attend to pertinent issues. No TA/DA will be paid by the IPH&H,ND for such Interactive sessions. In order to provide orientation to Director/Principals, Academic Counsellors and other support staff appointed at the Study/Extension Centre, the IPH&H,ND may organize Orientation programme / Workshop in New Delhi or selected venues.

### Functions of the Study/Extension Centre of IPH&H,ND

The Study /Extension of the IPH&H,ND will have the following major functions/activities to perform.

1. Academic Counselling All Study /Extension of the Institute shall provide opportunity to the learner for face-to-face interaction with counsellors. Keeping in view the convenience of learners, counselling sessions/group's discussion etc. shall be organized on weekdays, holidays and Saturday/Sundays as per approved scheduled. The Study /Extension shall also provide pre-entry counselling to the prospective learners and clear their doubts.
2. Delivery of Learning Resources : The Study /Extension would provide all the learning resources to the students in the form of print such as Self-instructional Material (SIM) or digital media (CDs, soft copies). The Institute may organize contact and counselling through video conferencing with students. Adequate facilities should be available with the Centers for this activity.
3. Library services :A Study /Extension established/recognized by the Institute will provide with relevant course material, reference books, audio-visual for each study programme. The Study /Extension shall arrange to extend these facilities to all learners. Library should remain open for extended hours during examinations.
4. Information services: The Director/Principal and other part-time staff shall provide the latest information regarding course material, examinations, counselling, various programmes being run by the IPH&H,ND and supply them the necessary literature available at the Study /Extension through announcements, notice boards, e-mail etc. The Study /Extension will thus serve the students as an information and learning resource centre of the Institute.

### Functions Director/Principal of the Study/Extension Centre of IPH&H,ND

Functions of STUDY/EXTENSION CENTRE Director/Principal

- The Centre Director/Principal shall be responsible for all the activities of the Study/Extension Centre. He/she shall coordinate and supervise the work of all the individual Counsellors and will act as a link between the IPH&H,ND and the Study/Extension Centre.
- He/she shall be responsible for the maintenance of all records and registers in respect of the activities of the Study/Extension Centre, either academic or administrative.



## Functions Director/Principal of the Study/Extension Centre of IPH&H,ND

- He/she shall supervise the work of the supporting staff members of the Study/Extension Centre.
- He/she shall respond to all communications from the IPH&H,ND, remain in touch with the ODL Office and other IPH&H,ND officials and attend meeting whenever called in the IPH&H,ND. He/she will keep a watch on the IPH&H,ND web site and inform the students about new announcements concerning them.
- He/she shall inform the students of time and date allotted to them for attending the counselling sessions, contact Programme, tutorials etc.
- He/she shall ensure that the Study/Extension Centre is kept open on the days fixed by the IPH&H,ND.
- He/she shall be responsible for assigning the Counsellors the specific days on which they will be available to students.
- He/she shall ensure timely evaluation of the written assignment by the Counsellors and arrange to dispatch them to the Candidates. He/she shall maintain a record of such assignments submitted by the Candidates. Marks obtained by the students in continuous evaluation will be promptly communicated to the IPH&H,ND.
- He/she shall ensure that library facilities are properly maintained and extended to the students coming to the Study/Extension Centre for contact programmes and guidance.
- He/she shall ensure punctuality and attendance of the students and submission of the assignments in time.
- He/she shall ensure that the Study/Extension Centre is properly equipped with the Study material and the necessary audio and video equipment and computers are in proper working order at all time.
- He/she shall be available at the concerned Study Center on counseling days. In case he/she is not able to attend to his/her duties on the notified days or has to be away from work for reasons beyond his/her control, he/she shall make alternate arrangements to ensure that the work of the Study/Extension Centre is not hampered.
- He/she shall abide by the instructions issued to him/her from time to time by the IPH&H,ND and shall submit a quarterly report on the activities of the Centre to the IPH&H,ND. This information may also be submitted online/by e-mail.
- He/she shall ensure discipline in the Study/Extension Centre consistent with the aims and objectives of the IPH&H,ND.
- He/she shall be required to perform such other duties as may be assigned by the IPH&H,ND from time to time for the effective functioning of Study/Extension Centre. The institution selected as a Study/Extension Centre of IPH&H,ND shall have to execute a MoU/agreement with IPH&H,ND in fulfillment to the aforesaid terms and conditions.
- Cancellation of Study /Extension Centre by IPH&H,ND : In case of unsatisfactory performance of the Study /Extension Centre, the IPH&H,ND reserves the right to cancel the Study /Extension Centre and withdraw the candidates from there after giving one month's notice. The IPH&H,ND will make suitable alternative arrangement for enrolled students at other centre. The IPH&H,ND may determine minimum number of students in a course to be registered for a Study Center. If these numbers are not attained, the IPH&H,ND may consider de-recognition of such a Centre. Advance notice will be sent and the students may be shifted to other centre, preferably within the same city from the next academic year. If there is no Study Center of IPH&H,ND in that city, students may be given option to shift a centre of their choice.
- However, all efforts will be made to safeguard the interest of students.



## Relationship

- Nothing in the arrangement between IPH&H,ND and a Study /Extension Centre shall be deemed to constitute franchise, partnership or an association between parties and their employees nor create/constitute any party as an agent of other party for any purpose/purposes.

## Arbitration

- Any dispute arising with regard to any aspect of these guidelines and MoU, the concerned parties will resolve the same amicably, However, in case the dispute remains unresolved, it shall be referred to an Arbitrator, to be appointed by mutual consent of both the parties subject to jurisdiction being New Delhi .The decision of the Arbitrator shall be final and binding upon both the parties concerned.





विद्यैव बलम्

Sample Formats to be used by  
Study/Extension Centres of  
IPH&H, New Delhi

[iphh76@gmail.com](mailto:iphh76@gmail.com)

9811817972, 8178552287



- 26782850-54, 26786846-47





# INSTITUTE OF PUBLIC HEALTH & HYGIENE

Regd. Office & Training Centre:

RZ-A-44, Mahipalpur, New Delhi-110037

Ph.: +91-11-26782850-54, 26786846-47

Fax : +91-11-26781080

Helpline : (24x7) +91-9811817972

URL: www.iphhparamedic.in

E-mail: iphh76@gmail.com

## APPLICATION FOR LEARNING CENTRE


### 1. Society

Name & Address of the Applicant Society/Trust	
Permanent Address	
Address for Correspondence	
Fax No. (with area code)	
Phone No. (with area code)	
e-mail	
Registration No. and Date of Registration of applicant Society/Trust ( <i>attested copy of the Registration Certificate be enclosed as annexure-I</i> )	<b>Annexure</b>


### 2. Details of the Members /trustees and their experience in running educational technical or other professional Institutions.

S.No.	Name of the Trustee/ Member of Society	Designation in the Trust/ Society


*"Pioneers in Allied Health Training"*




ALLIED HEALTH TRAINERS  
42 Years of Excellence



PMKVY  
प्रधानमंत्री कौशल विकास योजना  
PRADHAN MANTRI KAUSHAL VIKAS YOJANA



N.S.D.C.  
National Skill Development Corporation  
Transforming the skill landscape



Healthcare Sector Skill Council



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E-mail: iphh76@gmail.com

3. Track record of the applicant: technical/non-professional/professional institutions/ managed/ run by the Trust Society, if any. Please use extra sheet, if required.

--

4. Institute

Name of the Institute	
Address for Correspondence	
Whether the Institute is in existence or proposed	
Total area in sq. mtr.	
Built up in sq. mtr.	
Covered area in sq. mtr.	
No. of Rooms available with area in sq. mtr. and functions of each room (use extra sheet, if required)	
Copy of Building Plan, to enclosed	<b>Annexure</b>
Status of land : Owned/ Rented/Lease (enclosed relevant document)	<b>Annexure</b>

-2-





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E-mail: iphh76@gmail.com

5. Courses, if any already being conducted, if any.

Courses title	Intake	Duration	Whether approved, if so, the body approving it

6. Courses-permission applying for

Course title	Intake	Duration	Entry, level qualification

7. Infrastructure

Library (area ,no. of books & periodicals , staff )	<b>Annexure</b>		
Computer Department (area ,no. of systems , configuration of systems, staff, printers, scanners)	<b>Annexure</b>		
Teaching Aid Materials, Audio-Visual Aids	<b>Annexure</b>		
Hospital Total No. Beds with Specialization	OPD	Patient	IPD
Laboratories / Radiology / Physiotherapy / Dental / Ophthalmic Departments (area, equipments & instruments , staff ) (provide information relevant to the course applying for permission)	<b>Annexure</b>		
Staff (Principal/Director /Administrative / Academic/Supporting Staff) (attach list)	<b>Annexure</b>		
Total No. of Beds with Specialization : No. of Patients Registered per day/IPD/ OPD/ Specialized (use extra sheet for providing details)	<b>Annexure</b>		

*"Pioneers in Allied Health Training"*



Years of Excellence





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E-mail: iphh76@gmail.com

8. Availability of funds with the society/trust (attach copy of audited accounts for the last three years). **Annexure**

9. Whether the Society/Trust undertakes to pay the affiliation fee. **Yes / No**

Any other relevant Information (please use extra sheet).

The Society/Trust undertakes that it shall abide by the conditions of affiliation and all provisions of the Institute and comply the orders and instructions issued by the Institute from time to time including those relating to building , infrastructure facilities and teaching staff.

Place:

Signature of the Authorized Signatory

Date:

Name:

Seal of the Trust/Society

Designation

\*\*\*\*\*

*"Pioneers in Allied Health Training"*







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E-mail: iphh76@gmail.com

## CHECKLIST OF ENCLOSURES

1. Copy of Registration Certificate of your Society/Trust/Association /Association/Institution etc.
2. Copy of the Registered Constitution/Trust Deed/Memorandum of Association with list of Office Bearers & Members with their addresses & professions, etc.
3. Name & address of the proposed or running Coaching Centre.
4. A Copy of the ownership of the Building, if on Rent, copy of the Rent Agreement.
5. The Building should consist of 5 Rooms as per the details given below:  
30'\*20'  
20'\*15'  
15'\*12'  
15'\*2
6. Faculty:-

Post	Qualification:
6.1 Principal / Director	: MBBS preferably with specialization in PSM
6.2 Lecturer (Full Time / Part Time)	: Graduate/P.G. in concerned subject
6.3 Administrative Officer	: Graduate (preferably with an additional Qualification of Office Management)
6.4 Administrative Staff	: Graduate with good intra personal Skills
6.5 Demonstrator /	: Must be a 10+2 and a Diploma holder in the concerned Technical field from a from a Recognized Institute.
6.6 Receptionist-cum-clerk	: 10+2 with pleasing personality and additional Knowledge of Typing/Shorthand/letter drafting and other who can take care of other office Works.
7. Current Activities of the Institute (Enclose relevant documents).

**Admission Notice- 2022**

**Sri Selvanayaki Medical Institute of Electropathy and Hospital, Tirupur**  
(Under Sri Selvanayaki Educational Trust)

In Collaboration with  
**Institute of Public Health & Hygiene, New Delhi**  
(Premiere Paramedical & Allied Health Trainer of the Country Since 1976)

Invites Applications for Admission in  
**Diploma in Medical Laboratory Technology**

Duration: Two Years

Eligibility: 10+2 with Science Subjects

**Salient features:**

- Employment Opportunities in Recession Free Industry
- Self Employment
- Online Admission & Student Learning Material
- Online webinars and symposium
- State of the Art Infrastructure & Simulation Labs
- Hands on Practical Training in Most reputed hospitals
- Placement Assistance



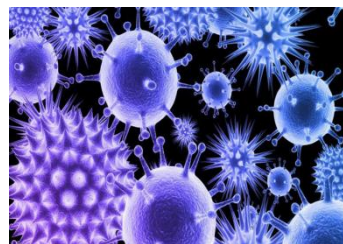
For admission enquiries; please contact:

**Sri Selvanayaki Medical Institute of Electropathy and Hospital**  
Lalpalayam, Kangayam Taluk, Tirupur, Tamilnadu-638701

Ph:

E-Mail ID:

URL:







Name of Employer	Date of Joining	Designation	Salary of Drawing

6. Nationality ..... Are you married or single? ..... Religion .....

7. Medium of Study: I wish to undergo training through:

English ..... 80%20% and Hind ..... 20%80%

8. Have you ever been convicted by any court of law? If so, please give the details .....

9. General Information

(a) Do you require Hostel Accommodation? Yes ..... No .....

(b) Are you a smoker? ..... (c) Do you consume alcohol or any narcotic drug(s) etc.? .....

10. Why you wish to join this Course? Give reasons or grounds therefore? .....

11. Would you like to join any other course, if the seat is not available in your desired course?

If so, please mention the Title of the Course you would like to join

Ist Choice : Course in ..... IInd Choice : Course in .....

### **RULES & REGULATIONS**

1. All the students shall be regular and punctual throughout each session beginning with the first day of instructions. Each student should have 75% attendance in each subject separately . An allowances of 10% attendance is made of illness, which should be supported with Medical Certificates. In any case the minimum attendance shall/should be 75%.
2. Irregular attendance , habitual idleness, Disobedience or unbecoming conduct in the premises will render student liable to be dismissed at any time by the authorities. In such matter, the decision of the Secretary /Director/Principal will be final.
3. Any student found short of attendance (minimum 75%) as per the Rules of Examinations of IPH&H, New Delhi he/she shall not be allowed to appear in the Final Examinations. Such debarred students must repeat the course to be eligible to appear for the Final Examinations with required percentage of Attendance (75%).
4. If any student found indulge in unfair practice or means in the Final Examinations he/she be expelled and debarred from appearing in the examinations for two successive years.



1. Any damage caused to the property of the Institute must be replaced/restored by the student & Guardian(s) concerned.
2. Students are responsible for the books, equipments, tools and other instruments used by them and shall make good on their loss or damage.
3. IPH&H, New Delhi does not take any responsibility for any injury sustained by the student though all precautions will be taken to avoid any accident.
4. It is compulsory for all the students to participate in the field visits, educational tours & other establishments of historical values. Though all precautions and safety measures will be taken but the candidates, their Parents / Guardians shall be fully responsible for any Natural or Un-natural cause and the IPH&H, New Delhi does not take any responsibility for the same.
5. FEES OF THE COURSE MUST BE PAID BY THE STUDENT AS PER THE RULES & REGULATIONS/ MENTIONED IN THE ADMISSION CONFIRMATION LETTER. AFTER THE DUE DATE THE STUDENTS NAME SHALL BE STRUCK OFF THE ROLL AND HE/ SHE SHALL BE RE-ADMITTED ONLY ON PAYMENT OF RE-ADMISSION FEES OF Rs. 15,025/- ONLY UPTO 6 DAYS. RE-ADMISSION CAN ONLY BE DONE ONCE DURING THE SESSION. IN CASE OF SHORT OF ATTENDANCE OR THE REASONS MENTIONED UNDER THE STRIKING OF ROLLS NO STUDENT CAN SEEK RE-ADMISSION.
6. FEE ONCE PAID WILL NEITHER BE REFUNDED OR ADJUSTED IN ANY CASE.
7. The parent/ Guardian will fill in the application form with accuracy. The signing of the form will constitute an agreement of the part on the Parent/ Guardian and candidate to abide by the Rules & Regulations of the Institute as laid down in the Prospectus and from time to time.
8. The IPH&H, New Delhi will issue its own Diploma after careful assessment of the student's performance at the Final Examinations.
9. The IPH&H, New Delhi will observe all gazetted holidays.
10. In case of any dispute during or after the training period, the decision of the authority will be final and Jurisdiction for legal proceedings will be NCT of Delhi only.
11. The IPH&H, New Delhi will reserve its right to change, delete alter and add of the above rules and regulations as and when necessary without prior information.
12. Any dispute arising out of the application of these Rules and Regulations or matters arising out of these will be subject to the jurisdiction of Courts in Delhi only. Wherever, the Rules are silent the decisions of the Institute will be final and binding.

#### **DECLARATION**

I hereby solemnly affirm & declare that:

1. The entries in this Form and the additional particulars, in reply to the questions above are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the admission, my admission or Diploma may be cancelled or withheld by the Secretary of the IPH&H, New Delhi as their Primary Right and I shall be solely responsible for it.
2. I am mentally and physically fit and do not suffer from any physical deformity or any communicable disease.
3. I shall be willing to serve in any Department of the Institute/ Hospital/Clinic/ Urban or Rural area at any time during my theory and practical training classes / field practice at my own expenses.
4. I do hereby agree to pay the cost of damages caused to the movable and immovable property of the Institute or any Department concerned by me due to negligence/mishandling in my work/duties.
5. I will not keep myself absent from the classes without obtaining due and prior permission from the Principal/Director/Secretary and assure to attend 75% classes(Theory and Practical) and obey the instructions given by them from time to time.
6. I am aware that Fees, once paid, is neither refundable nor adjustable in any circumstances. The Institute will not be responsible for any change in circumstances or family economic condition or conflicts, disputes or decision to discontinue the study or any other reason(s).
7. In case of any dispute during and after training period, the decision of the Management Committee will be final and Jurisdiction for legal proceeding by or against the IPH&H will be National Capital Territory of Delhi only.
8. I shall extend my full co-operation and agree to abide by the decisions Instructions of the Principal/ Director/Secretary of the Institute and shall have no objection if I am awarded fine for any act of misbehavior, disobedience and for being absent from the class and I will not proceed in any court of law or Consumer's Forum/Association in any part of the country against any decision of the Management in this respect.
9. I shall not take part in any kind of illegal, political activities and Student's Union/ Association/Action Committee etc. of the IPP&H or any other Institution/College etc. and if found so, the Management is free to take any adverse action.
10. That I hereby agree to abide by Rules and Regulations/ Terms and Conditions of the IPH&H, New Delhi as mentioned in the Prospectus and have obtained consent of my parents/ guardian to join this course and noted that Fees, once paid is neither refundable nor adjustable in any circumstances.
11. That I am aware that IPH&H is a recognized/ approved/ recommended Training Centre by the various State Governments.
12. That I am aware that IPH&H does not guarantee or assure employment in Central or State Govt. or Semi-Govt. or Autonomous Bodies/ Private Sector in any part of the Country rather it only issues Certificate/Mark Sheets of respective courses as per merit of the student.
13. That I shall not use any type of Intoxicants/ Drugs or Tobacco, in any form, or Pan/Pan-Masala etc. in the premises of the Hostel and the Institute and I assure to maintain high standard of character, behavior and hygiene during my stay & training period in the Institute.

I hereby remit a sum of RS. 20,000/- (Rs. 25/- as Registration Fee(+)) Rs. 20,000/- as 1st Installment of Course fees, in Cash/Bank Draft No. ....Dated .....  
Drawn on ..... Bank and payable at " New Delhi" in favour of "Institute of Public Health& Hygiene" and shall pay the balance of fees etc. as per the Admission Confirmation Letter, or as and when demanded by Institute. In case if I fail to pay the fees in time or on demand the IPH&H will have right/powers to cancel my admission and I will not proceed in any court of law in this respect. My 8 ( Eight passport size photographs and attested true Copies/Photostate copies of Certificates /Diploma /Degree/ Testimonials are attached herewith.

I and my parents /Guardians have carefully gone through the Prospectus , Rules & Regulation & Terms and Conditions of IPH&H and at my own will and desire in a free state of mind. I hereby apply for admission in the above said course.

Please accept my Admission Form and oblige.

Yours faithfully

Date..... Place .....

(Signature of the Candidate)

### DECLARATION BY STUDENTS / PARENTS / GUARDIANS

I, My Son/Daughter/Wife have gone through the above mentioned particulars and allow my Son/Daughter/Wife to join above stated Diploma Course of the IPH&H and I assure you that my Son/Daughter/Wife will obey the instructions/orders issued by the Secretary /Director /Principal or by any authorized person of the IPH&H. I take responsibility of payment of fees in time by the candidate and I am aware that fee's once paid is neither refundable nor adjustable in any circumstances.

Date..... Place .....

Signature of Father/Guardian/Husband

Name .....

Relationship with the Applicant .....

We hereby certify that the applicant and his/her guardian/parents/husband have signed this form in our presence and are not related to any of them.

1 .....

2 .....

Signature .....

Signature .....

Address .....

Address .....

.....

.....

Date .....

Date .....

# INSTITUTE OF PUBLIC HEALTH & HYGIENE

## E-Stamp Certificate No.....

I, the undersigned, on behalf of .....(Name of the applicant Institute), do hereby solemnly declare that:

1. That the .....(Name of the applicant Institute) is managed by the .....(Name of the Society/Trust) and the Society Registration Certificate/Trust Deed & MoA submitted in the proposal for establishment of the education information center of the Education Information Center of "Institute of Public Health & Hygiene" (Hereinafter called the Parent Institute), New Delhi, are true
2. That the premise where the Education Information Center is located is owned/rented and the ownership certificate/lease deed submitted along with proposal is authentic
3. That the Education Information Center has developed the required infrastructure as per the requisite mentioned in the application proforma provided by the Education Information Center of "Institute of Public Health & Hygiene" (Hereinafter called the Parent Institute), New Delhi, for establishment of education information center
4. That the hospital affiliation letter(s) submitted by the Education Information Center is/are true and authentic
5. That the Education Information Center has sufficient logistic, technical and academic support to impart the technical training for the applied courses
6. That the details of the academic staff, their CVs, Educational Qualification Certificates, Experience Letter and joining proforma are true and authentic
7. That the Education Information Center shall follow the norms of a maximum of 30 students in a batch for the applied courses
8. That the Education Information Center shall be responsible for providing required no. of theoretical and practical hours for the opted courses
9. That the Education Information Center will provide industrial training/internship to all the students enrolled for Two Year Diploma Program
10. That the Education Information Center shall submit quarterly performance report to "Institute of Public Health & Hygiene" (Hereinafter called the Parent Institute), New Delhi
11. That it will also intimate the "Institute of Public Health & Hygiene" (Hereinafter called the Parent Institute), New Delhi, about the fee being charged from the students per course along with fee rationalization and any increment/changes in the course fee
12. That the Education Information Center shall not misuse the name of the Education Information Center of "Institute of Public Health & Hygiene" (Hereinafter called the Parent Institute), New Delhi, in any manner and not tarnish its image by any of the unlawful activity
13. That the Education Information Center shall follow utmost secrecy and dignity in exams/exam related activities



# INSTITUTE OF PUBLIC HEALTH & HYGIENE

14. That the Education Information Center shall keep the "Institute of Public Health & Hygiene" (Hereinafter called the Parent Institute), New Delhi, indemnify, keep indemnified and hold harmless, against all claims, actual losses, damages, consequential damages, costs and expenses, whether arising as a result of any representation or warranty given by the Education Information Center being found to be incorrect or misleading or any action, proceedings, litigation or for any reason on account of the infirmity/delusive submission/clerical errors etc. by the Education Information Center.
15. That in case of any legal proceeding/litigation matter arises between the Education Information Center and the student enrolled under it, the "Institute of Public Health & Hygiene" (Hereinafter called the Parent Institute), New Delhi, shall not be held responsible in any way and shall not be considered as a party in the proceeding
16. That the Education Information Center shall not use the logo of the "Institute of Public Health & Hygiene" (Hereinafter called the Parent Institute), New Delhi, unless prior permission for the same is not obtained from it
17. That the Education Information Center shall get the advertisement matter wetted from the "Institute of Public Health & Hygiene" (Hereinafter called the Parent Institute), New Delhi, before releasing in any format of media and the content of the advertisement shall not be misleading or ambiguous

## DEPONENT

## VERIFICATION

Verified at New Delhi on this \_\_\_\_\_ Day of \_\_\_\_\_ Month of \_\_\_\_\_ Year , that all the particulars furnished by me above are true and correct to the best of my knowledge and belief and I have not concealed or misrepresented any fact there from.

## DEPONENT

## **Important Instructions for Admission by Learning Resource Center**

1. Admission application form should be complete in all aspect with all educational documents as per eligibility requirement of the applied program attached to it. All the student documents should be duly signed by the concerned student (Self attested).
2. Each application should have one photograph of the applicant affixed on it and Six extra passport sized photograph attached with the application form in a photo envelope.
3. Complete admission application forms for a given session should be sent to the office address of INSTITUTE OF PUBLIC HEALTH & HYGIENE, NEW DELHI in a sealed envelope with list of the students enrolled and covering letter of the Learning Center. Application forms should reach to the Institute well on time for a given admission cycle/session.
4. Filled in Examination Form for First Year should be sent along with admission application form itself.
5. The Learning Resource Center should send course wise class attendance sheet both for theory and practical duly attested by the center co-ordinator before examination of a batch.
6. All the admission applications should be sent only on updated admission application forms sent by "INSTITUTE OF PUBLIC HEALTH & HYGIENE" in each academic session (Photocopy acceptable)
7. No original documents of the student pertaining to 10<sup>th</sup>/10+2 should be sent to the Institute until not specifically asked to do so or kept with the Learning Resource Center without any valid reason. Only self-attested copies of the educational documents should be sent and also preserved with the Learning Resource Center for reference and record.
8. Student signature should match on all application forms





BRIEF RESUME OF THE ACADEMIC COUNSELORS/FACULTY MEMBERS OF THE STUDY/EXTENSION CENTER

**NAME OF PROPOSED STUDY CENTRE:** \_\_\_\_\_

1. NAME (IN BLOCK LETTERS) \_\_\_\_\_
2. DESIGNATION : \_\_\_\_\_
3. AREA OF SPECIALIZATION: \_\_\_\_\_
4. TYPE OF APPOINTMENT: REGULAR/TEMPORARY/CONTRACTUAL: \_\_\_\_\_
5. ADDRESS (RESIDENCE) : \_\_\_\_\_

Mobile: \_\_\_\_\_ E-mail \_\_\_\_\_

6. DATE OF BIRTH : DD \_\_\_\_\_ MM \_\_\_\_\_ YY \_\_\_\_\_

7. ACADEMIC QUALIFICATIONS :

EXAMINATION/ DEGREE	BOARD/UNIVERSITY	YEAR	SUBJECT(S)	DIVISION/ PERCENTAGE

8. EMPLOYMENT DETAIL:

DURATION (MONTH, YEAR) FROM TO	ORGANIZATION	DESIGNATION	NATURE OF JOB/ TYPE OF DUTIES

9. EXPERIENCE :

a) Total Teaching Experience at: \_\_\_\_\_

UG/PG Level (in years).

b) Details of Teaching experience:

LEVEL OF TEACHING	SUBJECT	YEAR(S)
UG Level		
PG Level		
Research Guidance		
Any Other (please specify)		

c) Publications of books, articles, research papers, if any: \_\_\_\_\_

d) Computer skills: \_\_\_\_\_

e) Any other relevant information:

Signature of the Academic Counselor  
Date:

Signature of Coordinator  
Date:







# INSTITUTE OF PUBLIC HEALTH & HYGIENE

FORMAT FOR AFFIDAVIT TO BE SUBMITTED BY THE STUDENT REGARDING ADMISSION AND COURSE COMPLETION

## Affidavit

I, the undersigned do hereby solemnly affirm and declare as under:-

1. That I took admission in the Learning Center of Institute of Public Health & Hygiene, New Delhi at \_\_\_\_\_ **(Name of the Learning Center)** and I joined the regular theoretical and practical training classes in \_\_\_\_\_ (Month & Year of Commencement of Classes) and attended \_\_\_\_\_ (%) of the total classes held during the said session
2. That I am fully satisfied with the standard of education/teaching and I have no complaint or any grievance against my Institute \_\_\_\_\_ (Name of the Learning Center) and IPH&H, New Delhi.
3. That I am clearly aware of the legal status of IPH&H, New Delhi as on date \_\_\_\_/\_\_\_\_/\_\_\_\_
4. That I did not pay any amount in the form of donation or capitation to the Institute
5. That the contents given above in column 1 to 4 are true to the best of my knowledge and belief and nothing has been concealed thereof.

Student Name	Course	Place	Date	Signature

# **INSTITUTE OF PUBLIC HEALTH & HYGIENE**

## **SAMPLE FORMAT OF THE AFFIDAVIT TO BE SUBMITTED BY STUDY/EXTENSION CENTER REGARDING COURSE COMPLETION**

### **Affidavit**

I, \_\_\_\_\_, Principal/Director of \_\_\_\_\_

\_\_\_\_\_ do hereby solemnly affirm and declare as under:-

That we have completed the full year course of the Institute of Public Health & Hygiene, New Delhi for the student of the session 2017-18, as per the norms of the Institute. Kindly conduct the exam for the session in the month of June 2018

**DEPONENT**

### **VERIFICATION**

**Verified that all the content of the affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein**

**Place:**

**DEPONENT**

**Date:**

# **INSTITUTE OF PUBLIC HEALTH & HYGIENE**

## **INSTRUCTIONS FOR CONDUCTING EXAMINATION AT STUDY/ EXTENSION CENTERS**

- All the Study/Extension Centers conducting examination should ensure fair and smooth examination and the liability for ensuring the standards and following examination criteria will lie with the Center.
- The admit card of the appearing students are prepared as per the details and application forms received from the Center. It is the sole responsibility of the center to ensure that only the enrolled candidate with valid ID appears in the examination.
- Attendance sheet of the examinee are sent to the centers well before the commencement date of examination. The Exam Suptt. Should prepared a suitable sitting plan for each examination/session and display it on prominent places so that the students do not get it tough to find their examination hall and sitting place.
- Question Papers of each examination will be sent to the registered e-mail IDs of the Education Information Centers, half an hour before the time of examination. It will be the responsibility of the Exam Suptt. To get them printed and seal in an envelope and hand it over to the concerned invigilator along with the opening certificate. The invigilator will open the packet in the examination hall and opening certificate has to be signed by him certifying the physical quantity and condition of the Question Papers received no. of packets received and the time of opening the packet having Question Papers. Opening certificate of each examination and every session has to be sent along with the answer sheets of the said examination.
- Answer sheets can be given to the students fifteen minutes before the schedule time of examination and they should be given proper instruction to fill the required fields given on the main page of the answer booklet. Please instruct the invigilator(s) on duty to check the filled details properly; especially the course code and roll no. of the candidate must have been properly filled-in. The invigilator should also be given clear information that no candidate writes his/her name anywhere on the answer sheet.
- Use of mobile phones or any kind of electronic gadget is strictly prohibited inside the examination room. Possession of Mobile Phones by the candidate, even in "switched- off" condition shall be treated as malpractice and shall encourage stringent action including disqualification from the examination.
- Answer sheets of each examination held in forenoon session, properly sealed in a waterproof envelope and neatly addressed has to be sent on the same day evening. Answer sheets of afternoon session can be sent on the next day along with forenoon examination answer sheets. Answer sheets of each examination and every session must be packed in a separate sheet along with the dispatch certificate.
- Any case of unfair means must be informed to "Institute of Public Health & Hygiene" New Delhi, immediately via electronic mail and the answer sheet(s) of such candidate should be packed in a separate envelope and sent to the Institute on the same day irrespective of the session of examination, along with the available evidence of UFM attached with the answer booklet.



# INSTITUTE OF PUBLIC HEALTH & HYGIENE

- Daily session wise attendance sheet of the staffs engaged in examination duty should be prepared by the Exam Suptt. mentioning the name, designation and nature of duty performed by the staff. Designation refers to as whether the staff was engaged as Exam Suptt, invigilator or in any other capacity during conduction of examination.
- Books/Study material/Notes etc. if accompanied by the student shall be separately kept in a locked room and in circumstances be allowed to be kept inside the examination hall.
- Center Suptt. Should instruct the invigilator that leaving the examination hall/submission of answer booklet by any student before one hour from the time of examination is strictly prohibited. Further, no student shall be allowed to go out of the examination hall, for whatsoever reason, and resume his/her seat back, before one hour of examination.
- Every center should ensure that a conducive environment for examination in terms of lighting, ventilation, sitting space etc. is provided to the examinee and the basic facilities like drinking water, wall clock etc. is available inside the examination hall .
- There must be a proper record of all the supplementary sheets given to the students. A separate proforma for maintaining this record is issued to every center. The invigilator must get this proforma signed by the student to whom supplementary answer sheet is being issued and it should be separate for every course and every session (Forenoon/Afternoon). Noteworthy to mention that only one supplementary answer sheet has to be issued to the student at a time.
- Exam Suptt and invigilators must ensure that the students do not carry calculators, statistical table, scientific table or any gadget/electronic device that could be of unfair assistance. It is desirable to have the photogenic evidence/ videography of the examinations being conducted at the Centers. Such innovative methods would not only maintain the highest examination standards but also generate authenticity between the Center and the parent Institute. Photogenic evidences can be sent along with the answer booklets on the last day of examination.
- Every centre should sent a verification report for each examination held, on the official e-mail ID of the “Institute of Public Health & Hygiene”, New Delhi i.e. [iphh76@gmail.com](mailto:iphh76@gmail.com). The verification report of forenoon session shall be forwarded by or before 1:30PM mentioning the time of opening the examination packets and sealing the answer booklets along with the total no. of student present and absent in the said examination. Similarly the verification report of afternoon session shall be forwarded by or before 5:30PM mentioning the above details.
- In case of any discrepancy related to examination, the Exam Suptt. Is requested to contact the Examination Section of the “Institute of Public Health & Hygiene”, New Delhi over its official e-mail i.e. [iphh76@gmail.com](mailto:iphh76@gmail.com) or on any of the contact nos. As under:
- **Ph-011-26782850/51/52/54 Mob-+91-9911266974/+91-9899623650**

# FORM E-1



## INSTITUTE OF PUBLIC HEALTH & HYGIENE

RZ-A-44, MAHIPALPUR, NEW DELHI - 110037

Tel: 011-26782850/51/52/53/54

R. No. ....

Date .....

Rs. ....

Authorised Representative/Cashier

1. Course Code

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2. Year

One Year

I st Year

II nd Year

1. Roll No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2. Session

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3. Full Name of The Student (as per 10th Certificate)

---

4. Father's Name

---

5. Address for Correspondence

6. Telephone : \_\_\_\_\_ 7. Date of Birth 

--	--	--	--	--	--	--	--

8. E-mail : \_\_\_\_\_

9. Examination: Half - Yearly  /Final  /Supplementary

10. Give the following particulars concerning your education:

Examination	Subject, Division and Percentage	Year	Name of the University Board / Institutions

11. Fees Payable :

Rs. \_\_\_\_\_ for all paper

Rs. \_\_\_\_\_ for Two paper

Rs. \_\_\_\_\_ for One Paper

(in case of payment through bank Draft, the Bank Draft should be in favour of "Institute of Public Health & Hygiene, New Dehi")

**Undertaking by the candidate**

12. I have gone through the syllabus & Regulation of the exam and understood the same for my eligibility for the exam. In case of any discrepancy filled in by me in the E-1 form. I shall be responsible for the consequences.

Date : \_\_\_\_\_

Place: \_\_\_\_\_

(Signature of the candidate)

**FOR OFFICE USE ONLY**

**Certified that :**

(a) He/She has paid all the dues of the Institute/College upto ..... and we will collect full arrears of this course before this candidate is allowed to appear in the Examinations, as we do not have any authority to realise any arrears after the commencement of Examinations.

(b) He/She has attended more than 80% of Lectures in Theoreticals and Practicals/Field Practice/Experience Training Classes held during the current Session .....

(c) We have no objection if she/he is allowed to appear in the Final/Supplementary Examination (in all Papers/ in Paper ..... only) by the IPH&H, New Delhi.

(Signature of the Principal)

(Signature of the Director)



# INSTITUTE OF PUBLIC HEALTH & HYGIENE

## Student Data from Study/Extension Center for SUPPLEMENTARY EXAMINATION

Center Name & Address: .....

.....

.....

.....

Contact No. ....

F-mail ID

S. No	Name of the Student	Course	Session	Year/Sem of Exam	Subject Code & Name of Supp. Exam	Amount paid	Date & Mode of Payment	Online Exam Form Filled* (Yes/No)

\*Filling online examination form is mandatory for online/offline examination of students irrespective of the fact the hard copy of examination form has been submitted earlier.

**PROFORMA FOR SUBMISSION OF PRACTICAL MARKS OF THE STUDENTS BY LEARNING CENTER**

S. No.	Student Name	Course	Session	Year	Max marks/Practical Marks Obtained			
					Biochemistry	Microbiology	Clinical Pathology	Histotech.
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Signature of the Principal

Date:

Place:

Signature of the Evaluator

Date:

Place:

# INSTITUTE OF PUBLIC HEALTH & HYGIENE

## Certificate of Opening of Question Papers (To be prepared separately for each paper/each session)

Examination Center Name: \_\_\_\_\_

Date of Exam: \_\_\_\_\_ Session : \_\_\_\_\_

\_\_\_\_\_ Time of

Opening the Packets \_\_\_\_\_ AM/PM

Sl. No.	Course Code	Course	No. of Packets opened	No. of Students appeared

Deficiency noted, if any.....

Date: \_\_\_\_\_ Signature

Place: \_\_\_\_\_ Name of the Examination Suptt.

Official Seal

### **Certification**

I/we, the undersigned hereby certify that the sealed packets containing question papers as per the quantity above, has been received and examined by me/us and found in proper condition and has/have been opened in my/our presence as

Signature of Invigilators/observers as witness

Signature.....

Signature.....

1. Name of the invigilator

2. Name of the Invigilator

Signature of the Observer, if sent by the Institute.....

N.B: This opening certificate is required to be submitted along with the response sheet/answer booklet for the prescribed session only.

# INSTITUTE OF PUBLIC HEALTH & HYGIENE

## Dispatch Certificate of Answer Copies (To be prepared separately for each paper/each session)

Examination Center Name: \_\_\_\_\_

Course/Program Title: \_\_\_\_\_ Course Code \_\_\_\_\_

Day of Exam: \_\_\_\_\_ Date of Exam: \_\_\_\_/\_\_\_\_/\_\_\_\_

Session: Forenoon/Afternoon

(Please tick the relevant)

Total No. of Students Enrolled for Exam:

Students Present :

Students Absent :

Total No. of Answer Sheets Packed :

Total No. of Unfair means case(s), If any :

Unfair Means (UFM)/'Absent', as the case may be, should be marked with red ink in the attendance sheet against the concerned roll no.

The answer sheet(s) have been packed in our presence on.....at AM/PM

Signature of the Invigilator (s)  
Signature.....

Signature of the Exam Suptt  
Signature.....

Name \_\_\_\_\_

Name: \_\_\_\_\_

Signature.....

Name \_\_\_\_\_

Official Seal

### N.B-

Answer books are required to be sent on the same day for forenoon session and on the next working day for afternoon session

In case , no student is present for a subject's exam, dispatch certificate is required to be prepared accordingly and submitted along with the attendance sheet of that course, showing the student(s) absent and may be sent with the answer sheets<sub>6</sub>(s)/booklet of other courses for that session only.



# INSTITUTE OF PUBLIC HEALTH & HYGIENE

## Daily Session wise Attendance Sheet of Staff Engaged for Examination Duty at the Examination Center

Examination Center Name.....

Day & Date.....

Session.....

S.No	Name	Designation*	Nature of Duty	Signature

(To be prepared separately for each session/day)

Date:

Signature of Exam Suptt.

Place:

Official Stamp



# INSTITUTE OF PUBLIC HEALTH & HYGIENE



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ENDING WORLD OF

ALLIED HEALTH  
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LEADERS

