

# STUDENT HANDBOOK MSPH PROGRAMME

Established in 1988-89

## Health Services Academy Degree Awarding Institute

Restructured under Health Services Academy (Restructuring) Act, 2018

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## **1. Mission and Vision of health Services Academy**

### **1.1 Mission**

To strengthen the capacity of public health professionals by offering excellence in teaching, research, service and policy advice.

### **1.2 Vision**

To be a nationally and internationally recognized center of excellence in Public Health, contributing to the health and well-being of the People of Pakistan and around the world.

## **2 Program Leadership and Administration**

### **2.1 Office of the Vice Chancellor**

Vice Chancellors is the administrative head and responsible for all academic, administrative and financial matters.

### **2.2 Dean/ Head of Department of Public Health**

The department of Public Health is headed by Professor Department of Public Health. The HoD leads, manages and develops the department to ensure it achieves the highest possible standards of excellence in all of its activities.

### **2.3 Programs Coordinator**

Associate Professor, Dr. Mariyam Sarfraz assisted by Dr. Umar Najam instructor/ Research Associate has been assigned with a duty of Programs Coordinator. She serves as a lead facilitator for departmental planning and decision making and is responsible, within defined scope for day to day operations related to all Programs.

### **2.4 Registrar Office**

The Registrar is a full time officer of the academy and will a) be administrative head of secretariat of the HSA, b) be responsible for provision of secretarial support to the Authorities of the HSA c) be custodian of common seal and academic records of the HSA d) maintain a register of registered graduates in the prescribed manner e) supervise process of election, appointment or nomination of members to various Authorities and other bodies in the prescribed manner f) perform such other duties as may be prescribed.

### **2.5 Student Affairs Office**

This section has been set up for students to get information about admissions, courses, examination etc. It provides advocacy services to the students seeking admission in different Programmes of the HSA and facilitates them on matters relating to their general welfare.

### **2.6 Examination Department**

The department is headed by the Controller of Examination and assisted by the Assistant Controller Examination. This department is responsible for all matters related to examinations, issuance of transcripts, degrees, conducting defense etc.

### **2.7 Finance Department**

Treasurer HSA is the head of Finance department who looks into all financial matters, salaries, audit accounts, funding etc.

### **2.8 Admin Office**

Admin Officer is the human resource manager and is responsible for all administrative tasks, hiring of faculty and staff, meetings, hostels etc.

## **3 Quality Enhancement Cell**

The department is headed by a Director and assisted by allied staff. This department is responsible to ensure higher standard of education and research in the academy as well as adherence to HEC directives issued time to time.

## **4 Research and Development**

### **4.1 Office of the Research Innovation and Commercialization**

ORIC HSA provides strategic and operational support to the institutional development, research commercialization and entrepreneurial innovation. The department is headed by a Director and has a support staff.

### **4.2 Pakistan Journal of Public Health**

Health Services Academy has its Journal named Pakistan Journal of Public Health wherein students are encouraged to publish their research work. The Journal could be reviewed: - <https://www.pjph.org/index.php/pjph>

## **5 Academic Resources and Student Facilities**

### **5.1 Computer Lab**

The HSA has two computer labs located on the first floor of the Academy. In order to provide state of art computer facilities to the students, the latest N-computing setup is available with software for statistical analysis, Students are allowed to use the computer lab for the research and literature search activities. These labs have access to internet and various databases. The opening hours of the computer labs are from 9:00 am to 9:00 pm during working days.

### **5.2 Library Facilities**

The Academy's library is located on the first floor of the Academy. Students can borrow books, do literature searches either via the Internet or using CDs of abstracts from literature services such as MedLine and PopLine, and additionally, consult reference books, and national and international journals available in the resource center. Opening hours of library are from 9:00 am to 9:00 pm during working days.

### **5.3 Audio-Visual Facilities**

Video, audio and multimedia facilities are available in all classrooms. These may be used for presentations and group projects. Students are required to book the required multimedia facilities with the audio-visual unit. HSA use latest technology to hold face-to-face meetings without having to move to a single location. The video conference room is used to hold routine meetings and synopsis or final defence of students, interview of applicants etc.

### **5.4 Laboratory**

If required, the laboratories of the Public Health Division of the National Institute of Health (NIH), Islamabad may provide full laboratory facilities, with prior approval of NIH and HSA, to students pursuing their academic Programme.

### **5.5 Hospitals**

In case of emergency you can contact one of the following hospitals

Federal General Hospital, Opposite Allergy Centre, NIH, Chak Shahzad, Islamabad.	Federal Government Services Hospital Sector G-6/2, Islamabad. Tel 9218300-9
Pakistan Institute of Medical Sciences (PIMS) Sector G-8/3, Islamabad. Tel 9261170-79	Shifa International (private) Sector H-8/4, Islamabad. Tel 4446801-30

### **5.6 Business Center**

The Business Centre is located on first floor and is open Monday to Friday from 9:00 am to 4:00 pm. The Centre provides services for copies, printing and scanning of documents.

## 5.7 Hostels

The HSA has two hostels for male and female students. With everything in close vicinity, the living environment is comfortable at nominal rates.

## 5.8 Mosque

Health Services Academy has a small mosque within the campus.

## 5.9 Day Care Centre

The center is set up in the female hostel with good facilities. Faculty, staff and students can avail this facility, if required.

## 5.10 Security

Health Services has taken stringent security measures. Cameras have been installed at different points while sufficient numbers of security guards are deployed across the campus to insure maximum security 24/7. The main gate of the academy is also well guarded. All employees and students are issued ID cards which should be prominently displayed.

## 6 Student Support

HSA has taken several steps to provide maximum facilitation to its students, such as:

### 6.1 Student Affairs Section

This section has been set up for students to get information about admissions, courses, examination etc. It provides advocacy services to the students seeking admission in different Programmes of the HSA and facilitates them on matters relating to their general welfare.

### 6.2 Orientation

It is arranged in every semester before the start of regular classes to guide students about the general regulations of HSA and the program in which they are enrolled.

## 7 General Policies

### 7.1 Fee Structure

Fee Structure for the Academic Year 2021-2022

#### A. Special Batches/ Evening Programs/Donor Supported /Scholarships/Sponsored

<i>Head</i>	<i>Semester-I</i>	<i>Semester-II</i>	<i>Semester-III</i>	<i>Semester-IV</i>	<i>Total in Rupees</i>
Admission Fee					
Registration Fee					
Examination Fee					
Thesis Evaluation Fee					
Tuition Fee					
<i>Total</i>					

## B. Subsidized Fee for students on self finance

Head	Semester-I	Semester-II	Semester-III	Semester-IV	Total in Rupees
Admission Fee	12,144	—	—	—	12,144
Registration Fee	12,144	—	—	—	12,144
Examination Fee	12,144	12,144	12,144	12,144	48,576
Thesis Evaluation Fee	—	—	16,500	—	16,500
Tuition Fee	104,000	104,000	104,000	82,000	394,000
<i>Total</i>	<i>140,432</i>	<i>116,144</i>	<i>132,644</i>	<i>94,144</i>	<i>483,364</i>

*Note: Subject to change without any prior notice.*

### 7.2 Fee Submission and Reimbursement Policy for Academic Programs of HSA

- 1 It is mandatory for students to submit their fee before joining the classes (New programs and ongoing)
- 2 If a student fails to submit fee before commencement of semester classes, his/her admission will be treated as cancelled automatically; Fifteen days grace period will be given for fee submission subject to approval by Vice Chancellor HSA.
- 3 Payment of fee in instalment is not permissible
- 4 Student will not be allowed to sit for classes or examination in case of delay in submission of semester fee.
- 5 If applicant requests to reimburse his/her fee prior to the orientation classes then 10% fee will be deducted from the total amount paid.
- 6 If applicant requests to reimburse his/her fee two weeks after commencement of classes, then 50% fee will be deducted from total amount paid.

### 7.3 Registration

At the beginning of each session, a student shall register in the courses in the MSPH program being offered by the Health Services Academy on prescribed registration cards. All students shall be registered for a required academic year and shall have to take all core courses, practical / field work in addition to required number of elective courses.

### 7.4 HEC – HSA Plagiarism policy

Health Services Academy is committed to establishing and sustaining a transparent as well as creative academic environment for quality, meaningful and original output to academia. HEC also reinforces and provides the use of Turnitin, for checking plagiarism. For details on HEC plagiarism policy, visit the below link: -

<https://hec.gov.pk/english/services/faculty/Plagiarism/Pages/default.aspx> (Detail in Appendix - A)

### 7.5 Harassment Policy

With a view to providing an environment of absolute academic freedom, which is so very essential for the pursuit of academic excellence in higher education, health services academy adopted HEC policy on protection against Sexual Harassment in HEIs. For details on HEC policy on protection against Sexual Harassment in HEIs, visit the below link: -

<https://www.hec.gov.pk/english/services/Documents/SEXUALHARASSMENT-POLICY.pdf> (Detail in Appendix - B)

Health Services Academy Islamabad has established an inquiry committee in accordance with the section 7 of the HEC Policy on Protection against Sexual Harassment in HEIs.

### 7.6 Disciplinary and Ethical Committee

The Ethics and Disciplinary Committee defines all ethics and regulations, as well as penalties for offenders, for all individuals involved in the, whether faculty members, employees and staff, students, or research associates.

## 7.7 Coronavirus COVID-19 Safety

A lot might have changed recently due to COVID-19. The Health Services Academy is trying hard to keep the students safe. It is the responsibility of the student to play their part in our Covid-secure campus: and what to do in case you need any help is described as under: -

### 7.7.1 Campus Safety Measures

HSA have been working hard to ensure that the academy is COVID secure for our whole community. Following are majors steps taken in this regard: -

- Use of hybrid teaching and learning model
- Socially distant study spaces
- A teaching schedule that reduces the volume of students moving around the campus at any one-time
- One-way walking routes
- Increased hygiene and cleaning regimes
- Free COVID-19 testing for staff and students with symptoms

### 7.7.2 SOPs or Safety Protocols for students and Staff

All members of the campus community, including faculty, staff, and students, are expected to adhere to the following guidelines in order to protect the health of its students, faculty, and staff, and the procedure to be followed in case of Covid-related symptoms.

- i. Wear a mask at all times when in a public space on campus.
- ii. Maintain social/ physical distancing of 6 feet in classrooms, laboratories, libraries, cafeterias, offices, corridors, staircases, and lifts.
- iii. Maintain good hygiene practices. Wash your hands thoroughly with soap and water or use a hand sanitizer; dry the hands before leaving the bathroom. Use a tissue (and dispose it properly) or the crook of your elbow when coughing or sneezing.
- iv. Use only the designated entrances and exits. Strategy for Gradual Opening of HEIs, revised Sep 2, 2020.
- v. Review latest updates and general guidance provided by the Health Services Academy on the web portal to be designed specifically for updating Covid related information.
- vi. Use communal facilities, e.g., kitchens, canteens, meeting rooms, printers and photocopiers only in accordance with the designated protocols, as it may be necessary to stagger usage or to continue to hold remote meetings so as to maintain social distancing.
- vii. Maintain and update a Daily Contacts Diary: you must keep a record of where you go, when, and who you see while on campus. Some public spaces on campus may ask you to provide this information.
- viii. Limit your movements. Try not to move around the campus too much. Stick to your own space as much as possible.

## 8 Regulations for Examination

Health Services Academy Islamabad will follow the regulations of Quaid-i-Azam University (QAU) Islamabad for examinations. (Detail in Appendix - C).



## 9 Semester-wise Distribution for MSPH program

Semester	Courses Code	Subject	Credits
First Semester (Credit Hours:15)	MPH-701	Basic Epidemiology	2+1
	MPH-702	Foundations of Public Health	3+0
	MPH-703	Qualitative Research	2+1
	MPH-704	Health Systems Analysis and Planning	2+1
	MPH-705	Basic Biostatistics	2+1
Second Semester (Credit Hours:12)	MPH-711	Applied Epidemiology & Biostatistics	2+1
	MPH-712	Communicable and Non-Communicable diseases	2+1
	MPH-713	RMNCH	2+1
	MPH-714	Health promotion	2+1
Third Semesters (Credit Hours:12)	MPH-721	Research Process	1+2
	MPH-xxx	Elective track with 3 modules	2+1
Fourth Semesters (Credit Hours:06)	MPH-799	Research Thesis	6+0
Total			45
Elective Courses			
Track No.01 Epidemiology and Biostatistics	MPH-741	Advanced Epidemiology and Biostatistics	2+1
	MPH-742	Epidemiological Report Writing	2+1
	MPH-743	Epidemiology of Communicable & Non-Communicable Diseases	2+1
Track No.02 Health Policy and Management	MPH-744	Human Resource Management for Health	2+1
	MPH-745	Health Policy, Planning and Management	2+1
	MPH-746	Financial Management	2+1
Track No.03 Applied Nutrition	MPH-747	Nutrition for Children, Adolescent & Mothers	2+1
	MPH-748	Community Management of Malnutrition	2+1
	MPH-749	International Food Programs	2+1
Track No.04 Reproductive Health	MPH-750	Demography and Population Dynamics	2+1
	MPH-751	Community Based RH Interventions	2+1
	MPH-752	Gender Development	2+1
Track No.05 Health Economics	MPH-753	Applied Health Economics	2+1
	MPH-754	Health Care Financing	2+1
	MPH-755	Supply Chain Management	2+1

## 10 Faculty (Teaching staff)

**Our faculty is dedicated to providing** the best possible academic environment and to support students when they need it, fostering learning, cooperation, and above all, academic integrity. Here, you can view profiles for our core faculty, as well as our adjunct faculty members.

<i>Dr. Shahzad Ali Khan</i>	Professor/Dean of Department of Public Health/Acting Vice Chancellor	MBBS, MBA, MSPH, PhD
<i>Dr. Shafqat Shehzad</i>	Professor	M.Sc., M. Phil, PhD
<i>Dr. Muhammad Naseem Khan</i>	Professor	MBBS, MSPH, PhD
<i>Dr. Chaudhry Muhammad Amjad</i>	Associate Professor	MBBS, MSPH, M Med, PhD
<i>Dr. Ejaz Ahmed Khan</i>	Associate Professor	MBBS, MPH
<i>Dr. Ramesh Kumar</i>	Associate Professor	MBBS, MPhil, MSPH, PhD
<i>Dr. Irum Gillani</i>	Associate Professor	MBBS, MSPH, PhD
<i>Dr. Mariyam Sarfraz</i>	Associate Professor	MBBS, MSc. Health Policy, PhD
<i>Dr. Gul Baloch</i>	Associate Professor	Ph.D Public Health
<i>Dr. Tariq Mahmood Ali</i>	Assistant Professor	M.Phil, PhD
<i>Dr. Tehzeeb Zulfiqar</i>	Assistant Professor	MBBS, MPhil, MSc, MSPH, PhD
<i>Dr. Ahmed Hussien Tareq</i>	Assistant Professor	Pharm-D, M. Phil, PhD
<i>Mr. Muddasar Mushtaq</i>	Assistant Professor	MSc, Mphil
<i>Dr. Sadia Mustafa</i>	Assistant Professor	MBBS, MRCOG, MRCGP, PG Cert PH
<i>Dr. Umar Najam</i>	Instructor/Research Officer	MBBS, MSPH

## 11 Departments of HSA

Office/Department	Focal Person	Location
QEC	Dr. Shafqat Shahzad, Director	Block "A" First Floor
	Dr. Ramesh Kumar, Deputy Director	Block "B" First Floor
	Dr. Tehzeeb Zulfiqar, Assistant Director	Block "A" Ground Floor
	Dr. Saadia Mustafa, Assistant Director	Block "A" Ground Floor
ORIC	Dr. Nabila Zaka, Director	-
	Mr. Ikhlq Ahmed, Assistant Director	Block "A" Ground Floor
Examination	Dr. Ejaz A. Khan, Controller of Examination	Block "B" Ground Floor
	Waseem Abbass, Assistant Controller of Examination	Examination Block
Registrar	Mr. Nadeem Sajjad, Registrar	Block "B" 1 <sup>st</sup> Floor
	Mr. Saeed Iqbal, Assistant Registrar (L&P)	Block "B" 1 <sup>st</sup> Floor
	Ms. Qurat Al Aain, Assistant Registrar (Academics)	Registrar Office backside of main Reception
	Mr. Mashooq Buzdar, Admin Officer	Block "A" Ground Floor
	Mr. Adnan Khan, Student Affairs Officer	Registrar Office backside of main Reception
Treasurer	Mr. Naveed Ali, Treasurer	Block "A" Ground Floor
	Mr. Amanet Ali, Assistant Accounts Officer	Block "A" Ground Floor
IRC/Library	Mr. Umair Syed, Manager IRC/Librarian	Block "B" 1 <sup>st</sup> Floor
	Mr. Junaid Zafar, Network Administrator	Block "B" 1 <sup>st</sup> Floor
	Mr. Haris Pal, Webmaster	Block "B" 1 <sup>st</sup> Floor

**Disclaimer:**

*The information provided in this handbook is general in nature which may not be used for legal purposes and may be changed without any notice. The sole purpose of this book is to facilitate students. For updated and specific information, concerned department may be consulted.*