

**GUIDELINES FOR THE POST-GRADUATE CERTIFICATE COURSE
IN
INDUSTRIAL HEALTH OF 3 MONTHS DURATION -
“ASSOCIATE FELLOW OF INDUSTRIAL HEALTH” (A.F.I.H.)**

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**DIRECTORATE GENERAL FACTORY ADVICE SERVICE &
LABOUR INSTITUTES
GOVERNMENT OF INDIA, MINISTRY OF LABOUR & EMPLOYMENT
CENTRAL LABOUR INSTITUTE BUILDING, SION
MUMBAI 400 022**

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1. ORGANISATIONAL SET-UP FOR CONDUCTING 3 MONTHS POST-GRADUATE CERTIFICATE COURSE IN INDUSTRIAL HEALTH (AFIH)

The course shall be controlled by the Directorate General Factory Advice Service & Labour Institutes, Government of India, Ministry of Labour, at the All India level and shall be assisted by the Advisory Bodies to be known as 'Academic Council' and 'Question Paper Setting/Examination Committee'.

ACADEMIC COUNCIL

1.1.1. COMPOSITION

The following 14 members will constitute the Academic Council:-

1. Deputy Director General, DGFASLI
nominated by the Director General (DG) -- Chairman
2. Director / Deputy Director (Medical), DGFASLI,
nominated by DG -- Secretary
3. Director General
Directorate General of Health Services,
Govt. of India, Ministry of Health & Family Welfare -- Member
4. Director In-charge
Industrial Hygiene Division, Central Labour Institute,
Mumbai -- Member
5. Director
National Institute of Occupational Health
I.C.M.R., Ahmedabad -- Member
6. Director
I.T.R.C., Lucknow -- Member
7. Director of Industrial Safety & Health
Govt. of Maharashtra, Mumbai -- Member

8. C.I.F./ Director of Industrial Safety & Health
From 1 State/ U.T. as nominated by the Director
General, DGFASLI. -- Member
9. Representative of Confederation of Indian
Industry -- Member
10. Professor /Associate Professor / Reader of P.S.M.
/Community Medicine /Chest Diseases from a
Medical college as nominated by Director
General, DGFASLI -- Member
11. Dean (Faculty of Medicine)
University of Mumbai -- Member
12. Head of a specialized institution related to
Industrial Health such as Burn / Rehabilitation Centre
Etc. as nominated by the Director General, DGFASLI. -- Member
13. Clinical expert practicing Occupational Medicine
/Chest Medicine /Skin as nominated by the Director
General, DGFASLI -- Member
14. Practising Industrial health expert with AFIH/DIH
Qualification as nominated by the Director General,
DGFASLI. -- Member

1.1.2. FUNCTIONS

The council will function as an advisory body to the Director General. Nominated members shall have a term of 5 years. The council will have following functions:-

- The review and revise the syllabus, if necessary, through syllabus revision committee from time to time and suggest changes in the curriculum of the course.
- To recommend the recognition of institutions/organizations desirous of running the course, after receiving the report of the respective CIF/Director of Industrial Safety and Medicine or/and DGFASLI.

- To consider withdrawal/suspension of recognition in respect of institutions.
- To consider withdrawal of qualification/registration of the individual.
- Any other matter brought before the academic council for their advice by the Chairman related to syllabus, recognition, withdrawal of recognition/qualification or any other technical matter.

1.1.3. MEETING

Academic Council shall meet ordinarily once in every 3 years on the date and venue as decided by the chairman. However, special meeting may be called by the Chairman to discuss special agenda.

All the expenses including TA/DA etc. incurred by the members for attending the meeting are to be borne by the members themselves/their departments as the case may be. DGFASLI will not be reimbursing any part of these expenses in respect of the members.

1.2. QUESTION PAPER SETTING/EXAMINATION COMMITTEE

1.2.1. The Chairman and Members of Question Paper Setting/Examination Committee are as follows:

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|---|---|----------|
| 1. Dy. Director General to be nominated by DG | - | Chairman |
| 2. Director In-charge (Medical) | - | Member |
| 3. Director In-charge (Safety) | - | Member |
| 4. Director In-charge (Ind. Hygiene) | - | Member |
| 5. Director In-charge (Staff Training & Productivity) | - | Member |

1.2.2. FUNCTIONS

The committee shall be responsible for the question paper setting, printing of question papers and sending them to the centers so that it reaches on time, to appoint examiners for theory, practicals, project work & oral/clinical etc. and to receive the examiners report etc., get them tabulated by tabulator if needed and get back the details of marks and result. The Committee will also be responsible for declaration of result and distribution of certificates to the successful candidates. Besides these, any and all work related to examination will also fall within the responsibilities of the Committee.

1.2.3. MEETING

The Examination Committee shall meet once in a year to decide the details of the examination and other business pertaining to its functions.

1.3. SECRETARIAT

Secretariat of the Academic Council and Examination Committee will be at Industrial Medicine Division of the Central Labour Institute at Sion, Mumbai and will be managed by the Secretary. Administrative support shall be provided by the Central Labour Institute, Mumbai.

1.4. APPROVAL OF STATE/U.T. GOVERNMENTS

Respective State/U.T's Govt. will accord recognition to the institutes for conducting AFIH course as per the guidelines framed by DGFASLI and as recommended by the academic council of AFIH course. Institutes of DGFASLI shall be considered recognized by all the States / U.Ts Govts. for this purpose.

1.5. INSTITUTION LEVEL RESPONSIBILITIES

Every institution conducting the course shall nominate a Director, who shall be responsible for all the matters related to the course at the institute level.

He shall be the only competent person to have any correspondence with the State Govt., Central Govt., DGFASLI, Academic Council and/or Examination Committee.

2. REQUIREMENTS FOR RECOGNITION OF THE INSTITUTIONS TO CONDUCT THIS COURSE AND PREPARE THE CANDIDATES FOR EXAMINATION TO BE CONDUCTED BY EXAMINATION BOARD OF THE COURSE, DGFASLI, GOVT. OF INDIA, MINISTRY OF LABOUR.

2.1. PREMISES

Institutions/Organisations seeking such recognition must have premises of their own with all the facilities for imparting necessary training such as class rooms fully furnished, audio-visual aids, etc. Sufficient space for imparting practical trainings as per the curriculum.

2.2. REGISTRATION

Institutions/organisations seeking such recognition must be a registered body under the relevant law.

2.3. EQUIPMENTS FOR PRACTICAL TRAINING

Institutions/organizations must have the facilities either of their own/or arranged for imparting practical trainings on orthorators, audiometry, lung function tests, ILO Radiographs, ECG., personal environmental sampling, dust counting, measurement of noise and illumination, assessment of heat stress and laboratories of pathological and bio-chemical analysis of blood, urine, stool etc.

2.4. FACULTIES

Institutions/organizations must have faculties to impart the teaching of special topics competently. Normally, a faculty should be an MBBS with Post-graduate qualification in the respective branch of the medical science having sufficient experience in occupational health.

Or

A medical officer with minimum 10 years experience in the practice of occupational health after MBBS qualification in a large industry.

Or

A Teacher/Faculty in a medical institution imparting such training.

Or

An officer of the Industrial Medicine Division of DGFASLI.

Or

A Medical Inspector of Factories. Faculties for non-medical topics should be the holder of Masters Degree in the respective field with minimum 2 years of experience in the field, or a Bachelors Degree in Engineering with minimum experience of 2 years in the respective area.

2.5. FACULTIES FOR CLINICAL & SPECIALISED TRAINING

Institutions/organizations must have arrangements with ;the hospitals and large occupational health centers dealing with industrial workers/medical college hospitals/district hospitals etc. for imparting the clinical training to the candidates in the area of occupational health disorders/occupational diseases.

2.6. VISITS

Institutions/organizations must have arrangements for minimum 3 factory visits and minimum 2 institutions of specialized nature dealing with occupational health.

2.7. LIBRARY

Institutions/organizations must have a reasonably good library with books and journals in the area of occupational health.

3. PROCEDURE OF RECOGNITION

3.1. APPLICATION

Application for recognition should be made to the Chief Inspectors / Directors of Industrial Health & Safety of the respective States / U.Ts enclosing the documentary evidence of fulfilling all the requirements. On receipt of applications respective CIFs may inspect the institution for his satisfaction and will forward the application with his recommendation to the Secretary of the Academic Council of AFIH course, DGFASLI for further consideration. DGFASLI Academic Council will send back the recommendation of the council to the respective CIFs.

3.2. INSPECTION BEFORE RECOGNITION

CIFs/Directors of Industrial Safety & Health may inspect the institutions to satisfy himself regarding the availability of facilities as per the norms before forwarding the application to the academic council of DGFASLI. Academic Council may also send its own Inspector for such inspections wherever felt necessary. All the expenses of such inspection including TA/DA etc. of the inspecting team, will be borne by the organization seeking such recognition.

3.3. Recognition shall be granted for period varying between 2 to 5 years. After evaluating the performance by the expert body of the academic council, the recognition period may be extended further or withdrawn as the case may be.

3.4. NUMBER OF COURSES AND PARTICIPANTS

Institutions recognized to run the course will be intimated regarding the number of courses to be conducted by them in a year along with the period and number of candidates to be admitted by them in each course.

Recognition granted to an institution for conducting this course may be suspended or withdrawn by the State / UT's Governments or by the DGFASLI on the recommendation of the academic council of the course.

4. COURSE DETAILS

4.1. NAME

The course will be called “*POST GRADUATE CERTIFICATE COURSE IN INDUSTRIAL HEALTH – ASSOCIATE FELLOW OF INDUSTRIAL HEALTH*”. In short, it may be written as A.F.I.H.

4.2. DURATION

The course shall be a full time regular course and shall be of three months duration.

4.3. OBJECTIVE

The objectives of the course is to enable the doctors –

- to identify and manage the occupational health disorders / occupational diseases encountered in various industries in the country and to manage the industrial injuries caused by chemical intoxication, in general and in hazardous process industry in particular.
- to suggest preventive and control measures of such occupational health problems.
- to advise, supervise and participate in the national occupational health programmes for the health protection of industrial workers, improving national productivity and national prosperity.

4.4. ELIGIBILITY FOR ADMISSION

4.4.1. Candidates seeking admission must possess MBBS qualification with full registration of Medical Council of India.

4.4.2. Minimum of 1 year experience in industry or relevant field of occupational health or 2 years experience otherwise, after completion of compulsory internship.

4.5. SYLLABUS :

The Syllabus will be revised by a Syllabus Revision Committee on a periodical basis.

The Chairman and members of Syllabus Revision Committee are:

1. Dy. Director General to be nominated by DG - Chairman
2. Director In-charge (Medical) - Member
3. Director In-charge (Safety) - Member
4. Director In-charge (Ind. Hygiene) - Member
5. Director In-charge (Staff Training & Productivity) - Member

4.5.1. THEORY

The theory syllabus will be updated periodically by the syllabus revision committee.

4.5.2. PRACTICALS

The practical syllabus will be updated periodically by the syllabus revision committee.

4.5.3. CLINICAL TRAINING IN HOSPITALS/PUBLIC HEALTH DEPARTMENTS / OCCUPATIONAL HEALTH CENTRES IN INDUSTRY:

Clinical teaching in hospitals dealing with industrial workers, preventive and social medicine, public health/community medicine.

4.5.4. EDUCATIONAL VISITS

At least 9 field visits must be conducted to study the functioning of occupational health services, specialized advanced management of diseases & centers for management of occupational health problems.

4.5.5. TUTORIALS / PAPER PRESENTATION

Every candidate must present health & safety related paper on the allotted topic. His/her presentation should be discussed in detail in the class.

4.5.6. PROJECT WORK

Every candidate shall submit a project work (thesis) on the topics allotted to them as per the guidelines.

4.5.7. GROUP DISCUSSION/WORKSHOP/SEMINAR

4.6. EXAMINATION

On completion of 3 months curriculum, examination shall be conducted and successful candidates will be awarded the certificates to that effect.

4.6.1. ELIGIBILITY TO APPEAR IN THE EXAMINATION

4.6.1.1. Candidates must have attended the classes regularly and have 75% attendance. A certificate in this respect must be issued by the Director of the course & accompany the application.

(N.B.): Any shortfall in attendance – not less than 60% in any case – may be considered for condonation provided the shortfall is due to self serious sickness & supported by the medical certificate from a competent medical practitioner. However, this genuine circumstances, & every such case shall be treated separately and not as a rule.

4.6.1.2. Candidates must have submitted the project work, tutorial/presentation of paper, practical note book and field visit books.

4.6.2. SPECIAL CLAUSE OF ELIGIBILITY TO APPEAR IN THE

EXAMINATION DIRECTLY WITHOUT ATTENDING REGULAR CLASSES

- 4.6.2.1. The Director General may grant exemption from attending classes to individual candidate and permit him to appear in the examination directly, subject to fulfillment of all other eligibility criteria.
- 4.6.2.2. Candidates seeking exemption under 4.6.2.1. must be MBBS qualification holder with permanent registration of Medical Council of India and having more than 10 years of experience of working as full time medical officer in industry.
- 4.6.2.3. Officers of Govt. departments (Central/State/U.Ts) and institutions of repute having MBBS with permanent registration of Medical Council of India, working in the area of industrial health/occupational medicine may be granted exemption under the clause from attending classes and may be permitted to appear directly in the examination provided they have minimum 5 years of experience in the Govt. departments.
- 4.6.2.4. (i) Candidates seeking such exemption must apply as a regular candidate following all the norms with a special application for such exemption as an additional enclosure. They must also appear in interview. Their case can only be considered if selected for admission.

(ii) Candidates granted exemption shall have to submit project work (thesis), present paper and submit the tutorial paper like regular candidates. They must also submit a certificate of satisfactorily completing the practicals at a place where such facilities existed.

4.6.3. APPLICATION FOR APPEARING IN EXAMINATION

- 4.6.3.1. Candidates attending regular course should forward their application through the Director of the institute along with

the necessary enclosures to the Secretary, Examination Board so that it reaches him before the stipulated period.

4.6.3.2. Candidates seeking to appear directly under the provisions of 4.6.2. should obtain the examination form from the Examination Committee and submit the same duly filled in and enclosing the letter of exemption granted to him by the Committee.

4.6.3.3. Candidates who failed in the earlier examination / could not appear but were declared eligible to appear, should submit their application for re-appearing in the examination. Examination forms and other details can be obtained from the respective institutes.

4.6.4. ADMIT CARD

Candidates found eligible to appear in the examination shall be issued with an admit card which they must produce to the authorities on demand before entering the examination hall.

4.6.5. EXAMINATION PROCEDURE

4.6.5.1. Theory

The formats may be used for this purpose.

A multiple-choice questionnaire containing 100 questions with multiple answers shall be given to the examinees to pick up the correct answer. Every correct answer will be given of 1 mark and every wrong answer will be given minus $\frac{1}{4}$ marks. Candidates securing a minimum of 50 marks shall be declared to have secured pass in this section. Time allowed for the examination shall be of a maximum of 2 hours.

4.6.5.2. Practicals / Oral / Clinical / Project Work

Practical / Oral / Clinical / Project Work examinations shall be of 100 marks which is divided as –

(i) Practical	-	40 marks	} 50 marks
Practical note book, Visits work book	-	10 marks	
(ii) Oral/Clinical	-	40 marks	} 50 marks
Project work	-	10 marks	

Candidates securing minimum of 50 marks [25 marks in (i) and 25 marks in (ii) separately] shall be declared to have passed in this section.

4.6.5.3. To qualify for the award of certificate, a candidate must pass in both the sections as mentioned in 4.6.5.1. & 4.6.5.2. separately. Those securing 75% and above as total will be declared to have passed with distinction.

4.6.5.4. Candidates who have failed and wish to appear again in the examination shall have to appear in both i.e. theory and practical, oral, clinical, project work etc. sections irrespective of their performance in various sections in the last examination in which they appeared.

A candidate re-appearing after two years (either failed twice or could not appear for two years due to any other reason shall have to submit a fresh project work (thesis) on a topic allotted to them by the institute.

4.6.5.5. Question paper setter

Examination Committee shall appoint three paper setters requesting them to send three sets of question papers. Out of the sets of question papers received, a blind draw will be made to select the final question for the examination. However, in case only one question paper is received, the same shall be used for the examination. The finally selected question paper will be subjected to inspection and if needed moderation.

4.6.5.6. Examiners

Examination shall be taken by duly appointed examiners by the Examination Committee. The number of such examiners should be minimum four, one each for theory, practical, oral/clinical and project work + field visit work book. Out of the four, minimum one and maximum two examiners may be from the institute concerned and remaining from outside. However, Examination Committee may decide to appoint all the examiners from outside, if they desire so.

Examiners shall submit the details of marks obtained by the candidates and examiners report to the Secretary of the Examination Committee within 15 days of the examination. After receipt of the marks from examiners, Secretary will send it to tabulator for preparation of detailed tabulation sheet and result which tabulator will submit back to the Secretary.

4.6.6. RESULT

On receipt of the final result sheet from the tabulator, Secretary, Examination Board shall process the matter for perusal and approval of the Director General, Factory Advice Service & Labour Institutes, Ministry of Labour, Government of India.

In special circumstances, Director General may grant up to 3 marks as grace to candidate/candidates if he feels necessary.

On receipt of the approval, Secretary will declare the result.

4.6.7. CERTIFICATES

Certificates shall be awarded by the DGFASLI, Ministry of Labour, Government of India and the same will qualify to fulfill the requirements as stipulated in this regard in the Factories Act and rules frame there under in the country.

4.6.8. REGISTRATION

DGFASLI, Ministry of Labour, Government of India shall maintain a register of successful candidates, who have passed the examination of AFIH. The register shall have the entries in respect of name, address, father's/husband's name, appointment if any. The serial number of entries in respect of the particular candidate in this register shall be deemed as his/ her registration number. Every successful candidate shall be provided with a copy of such entries called as 'certificate of registration'.

No individual shall be entitled to any special consideration on the basis of certificate of passing the examination of AFIH certificate unless he or she is registered with the DGFASLI and the details are entered in the aforesaid register.

4.6.9. WITHDRAWAL OF REGISTRATION

The registration accorded to any individual may be temporarily suspended or permanently withdrawn by the Director General, Factory Advice Service & Labour Institutes, Ministry of Labour, Government of India on the recommendation of the academic council, if a duly appointed committee by either him or academic council finds the individual not worthy of retaining the same and by the action has brought about the disrepute to the profession or the institute.

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