



PROSPECTUS

ADMISSION TO M.PHIL IN PSYCHIATRIC SOCIAL WORK COURSE

(2017-18)

AT

MENTAL HEALTH INSTITUTE

(CENTRE OF EXCELLENCE IN MENTAL HEALTH)

S.C.B MEDICAL COLLEGE & HOSPITAL

CUTTACK-753007, ODISHA (INDIA)

(DEPT. OF HEALTH & FAMILY WELFARE, GOVT. OF ODISHA)

1. IMPORTANT DATES :

- Date of Notification for admission and download of Application Form– 09.10.17
- Last date for receiving duly filled application form –23.10.17
- Date of entrance examination – 26.10.17
- Date of publication of result of entrance examination– 27.10.17
(Will be published in the DMET Web Site i.e www.dmetodisha.gov.in as well as in the MHI Notice Board)
- Date of interview & Practical and document verification– 28.10.17
- Publication of Merit List – 28.10.17
(Will be published in the DMET Web Site i.e www.dmetodisha.gov.in as well as in the MHI Notice Board)
- Date of Admission –30.10.17 & 31.10.17
- Commencement of the Course – 01.11.17

2. SELECTION COMMITTEE :

- Dean & Principal, S.C.B. Medical College - Chairman
- Director-cum-Medical Superintendent ,Mental Health Institute - Member
- H.O.D., Dept. of Sociology, Utkal University - Member
- Deputy Secretary, Health & Family welfare - Member
- H.O.D, Dept. of Clinical Psychology, M.H.I. - Member
- Assistant Professor, Dept. of Psychiatric Social work, - Convener
- Joint Director, Medical Education & Training, Odisha -Coordinator

The Chairman will be the controlling & supervising authority and must see that the examination, counseling and admission are done in strict conformity with the rules laid down. He will approve the budget of expenditure and will release funds in time for smooth counseling and admission. He will conduct the confidential work.

The Convener is authorized by the selection committee to float advertisement and invite application forms, conduct entrance examination, evaluate the answer sheets, publication of result of entrance examination, verify documents, conduct interview and practical, draw final merit list and take all measures for admission of candidates in time as per prospectus. In legal complications Chairman shall take necessary steps in filing counters on behalf of the Selection Committee and/or Govt. of Odisha, Health & FW department. The decision of selection committee with regard to selection and admission shall be final & binding. The Convener shall open an account in the Nationalized Bank for the purpose of counseling and admission. The balance fund of scale proceeds shall be returned to the DMET Odisha to be deposited in the "Entrance Examination Fees, DMET, Odisha" Account. Expenditure shall be made as per the approved budget and strictly as per the guidelines of expenditure communicated by DMET, Odisha.

3. Applications are invited in the prescribed form for admission into two years M.Phil in Psychiatric social work Course for the session 2017 -2018 to be commenced in Mental Health Institute, SCB Medical College, Cuttack. The prospectus & application form can be downloaded from the official website of the Director Medical Education & Training, Odisha i.e. www.dmetodisha.gov.in. Duly completed application form along with the relevant documents is to be sent to the following address so as to reach on or before 23.10.2017 by 5.00 P.M.

Convener,
M. Phil. Psychiatric Social work Selection Committee (2017-18)
O/O Director-cum-Medical Superintendent,
Mental Health Institute, S.C.B. Medical College & Hospital,
Cuttack- 753007,Odisha.

Contact particulars - 0671- 2410383 / 2414359 / 2416478 FAX- 0671- 2410383
Email- mhi.cuttack@gmail.com

4. COURSE OFFERED

Sl. No.	Course	Total Seats	Duration
1	M. Phil in Psychiatric Social Work	06(ST-1, SC-1, UR-4)	02 years

[If suitable candidates are not available under the reserved categories, seats will be filled up from unreserved categories]

5. ELIGIBILITY:

- 5.1 Post-graduate degree in Social Work from a UGC recognized university securing not less than 55% marks in aggregate. For ST/SC category, minimum of 50% marks in aggregate is essential.
- 5.2 The candidate has to be a permanent resident of Odisha.

6. APPLICATION FEES: Fee of Rs. 1500/- (One thousand five hundred only) in shape of Bank Draft of State Bank of India, drawn in favor of “**Convener, Psychiatric Social Work Selection Committee, MHI, Cuttack**” Payable at **Cuttack** is to be enclosed in original along with the application. The Bank Draft is not refundable under any circumstances.

7. DOCUMENTS TO BE ENCLOSED WITH THE APPLICATION FORM:

- Self-attested copy of resident/ nativity certificate from the competent authority issued not before than two years.
- Self-attested copy of H.S.C. certificate.
- Self-attested copies of certificates & mark sheets of Post graduate degree in Social Work.
- Self-attested copy of conduct certificate from the institution last attended.
- Self-attested copy of certificate from competent authority in support of reservation category claimed.
- Two recent passport size photographs (one to be affixed in the application form and another in the Admit Card).
- One self-addressed envelope (25x 12 cms) with Rs.40/- postage stamp affixed.
- Copy of the intimation letter to the employer if applicable (vide Clause 17.6)

8. SELECTION PROCEDURE: The selection will be made strictly on merit determined by the marks obtained in written examination, interview and practical. Written test will be of 90 marks consisting of 90 MCQ type Questions of Post graduate degree in Social work standard and of 60 minutes duration. Cutting, over writing or erasing in the answer sheet will be awarded 0(zero) mark. Interview & practical will be of 10 marks. Applicants from Unreserved category will be called to appear in the interview and practical in the ratio of 1:3 and for reserved category the ratio will be 1:4.

Qualifying marks in Entrance Exam. (Written)

Category	Qualifying Percentage
Unreserved	50%
SC/ST	40%

Note - In case of tie the candidate securing more marks in the qualifying examination i.e. Post graduate degree in Social work will be ranked senior, and if still tie exist the candidate older in age will be ranked senior to younger.

9. Selected Candidates shall be admitted in the office of Dean and Principal S.C.B Medical college, Cuttack by depositing the fees along with all original documents along with CLC and NOC from the employer(Where ever applicable)

10. STIPEND –To be decided by the Govt.

11. HOSTEL -.Hostel facilities available inside the campus.

Hostel Fees Structure

Hostel Charges : Rs.2700/-(Hostel Fee Rs.1800/- + Electric Charges- Rs.900/-) Per Year.
Caution money for Hostel – Rs.2500/- (Refundable on completion of the course)

12. FEE STRUCTURE

Sl.No.	Particulars	Amount in Rupees	Remarks
1.	Tuition fee	Rs. 8000/-	Per year (Payable at the time of admission)
2.	Library fee	Rs. 1000/-	Per year (Payable at the time of admission)
3.	Caution money for Library	Rs. 2000/-	Refundable on completion of the course
4.	Caution money for Psychosocial Lab	Rs. 2000/-	Refundable on completion of the course
5	Eligibility fee	As per Utkal University norms	-----
6	Registration fee	As per Utkal University norms	-----
7	Examination fee	As per Utkal University norms	-----
8	Identity card fee	Rs. 100/-	Payable at the time of joining

13. RAGGING –

Ragging is banned as per the direction of Apex Court and if any incident of ragging comes to the notice of the authority, legal action as deemed proper will be taken against the candidate.

14. BOND AGREEMENT-At present there is no Bond System for the M.Phil Candidates.

15. DISCONTINUATION OF STUDIES :-

15.1. In case a trainee discontinues the course he/she will have to refund the stipend/salary if any received and a monetary penalty of Rs 50,000/- (Fifty thousand only) will be charged.

15.2. Disqualification from Continuing the Course

The trainee will be declared disqualified from continuing the course under the following circumstances:

15.2.1 Any form of misconduct with any patient / faculty member / staff (if it is confirmed by the concerned disciplinary committee approved by the Director)

15.2.2. If disqualification is suggested by a disciplinary committee.

15.2.3. If the trainee does not appear in the examination for 3 consecutive times.

15.2.4. Submission of false documents or concealing related information.

15.2.5. If the trainee does not follow the rules and regulations of the Institute.

15.2.6. Trainee once expelled from the Institute will be disqualified to appear in any examination in M.H.I.in future.

15.2.7. If a trainee is absent from the class/clinics without prior written information for more than one month, his/her name will be struck off from the rolls.

16. LEAVE MATTERS :-

16.1. Casual leave, maximum of 15 days per academic year, shall be permitted during the course period.

16.2. For any kinds of leave the decision of the institutional head shall be final.

17. GENERAL INSTRUCTIONS :-

17.1. Incomplete applications will be rejected. Applications received after the closing date will not be considered.

17.2. No communication will be provided against the rejected applications.

17.3. Candidates are advised to send their applications by registered/speed post/ Hand. Institute takes no responsibility for any delay in the receipt or loss of application in transit. Application submitted by any other means shall be rejected.

- 17.4. All declaration made in the application must be supported with documentary proof.
- 17.5. Candidates must bring all certificates in original on the day of interview for verification failing which they will not be allowed to appear the interview and practical exam.
- 17.6. Employees of the State or Central Government or of any public sector undertaking should apply directly to the Convener with intimation to their employer. Copy of such intimation letter is to be attached along with the application form.
- 17.7. Candidates called for entrance examination have to make their own arrangements for stay. No TA/DA is admissible for this purpose.
- 17.8. The decision of Selection Committee shall be final in the matters of the selection of candidates.
- 17.9. Candidates are strictly prohibited from undergoing any other part-time or correspondence course during the period of training.
- 17.10. Selected candidates shall have to submit the Migration Certificate and Transfer Certificate from the Board/University from which they have passed the last qualifying examination at the time of admission.
- 17.11. Institute reserves its absolute rights to modify/alter/amend the rules & regulations.

N.B.: The candidates are advised to be in touch with the website of D.M.E.T, Odisha, www.dmetodisha.gov.in & MHI Notice Board frequently for relevant information and notifications.

APPLICATION FORM FOR M.PHIL IN PSYCHIATRIC SOCIAL WORK COURSE (SESSION 2017-18)

MENTAL HEALTH INSTITUTE (Centre of Excellence),
SCB MEDICAL COLLEGE & HOSPITAL, CUTTACK, ODISHA

1. Name (in block letters) : _____
 2. Date of Birth : _____
 3. Father's/Spouse's Name : _____
 4. Mother's Name : _____
 5. Permanent Address : _____

Paste recent
Passport
Size color
photograph

6. Address for Correspondence : _____

Mobile No. and e-mail (if any) : _____

: _____

7. Gender : _____

8. Nationality : _____

9. Marital Status : _____

10. Details of Educational Qualification: (post graduate degree in Social work examination only)

Examination Passed-	Board/University	Year	Subjects	Percentage of Marks	Class/Div. obtained

11. Pl. tick (√) the category: (a) ST (b) SC (c) PH (d) Ex-Service Man (e) UR

12. Mention details if under any employment

13. Declaration:

I do hereby declare that the information mentioned in the application form is true to the best of my knowledge and belief. If any such information is found to be false subsequently, my candidature will be rejected and legal action as deemed proper shall be taken against me.

Place:

Date:

(Signature of Applicant)

ENTRANCE EXAMINATION FOR M.PHIL IN PSYCHIATRIC SOCIAL WORK
COURSE 2017-18
ADMIT CARD

NAME OF THE CANDIDATE:-

(The applicant has to write his/her name in BLOCK Letter in full)

Roll No:.....

Examination Centre: -Mental Health Institute,
Center of Excellence Building.
S.C.B, Medical College Hospital, Cuttack

Paste (do not pin) A
recent passport size
Photograph

Date/...../..... **Time**

Full Signature of the Candidate

Convener
M. Phil Psychiatric Social Work
Selection Committee 2017-18

Instruction to the candidate:

1. Admit Card must be produced before the invigilator /supervising officer of the entrance examination for verification. Candidates without the valid admit card shall be debarred from appearing the entrance examination.
2. The candidate should report one hour before the scheduled time and occupy his/her seat 30 minutes before the commencement of examination.
3. No candidate shall be allowed to the examination hall after the commencement of examination. No candidate will be allowed to leave the hall till the end of examination.
4. The candidates are not allowed to carry any sheet of paper, written or blank, except their Admit Card without envelope to the entrance Examination Hall.
5. No candidate will be allowed to enter the main building of the centre of examination with any electronic communicating device like mobile phone, pen cameras, pager and calculators etc.
6. There will be frisking of candidates at the entrance of the examination hall for prohibiting the prohibited articles.
7. Talking, gossiping or doing any sort of malpractice will lead to cancellation of candidature.