

PROSPECTUS
FOR
M. PHIL
IN
PSYCHIATRIC SOCIAL WORK
SESSION 2018-2020



PT. B. D. SHARMA
UNIVERSITY OF HEALTH SCIENCES, ROHTAK-
124001 (HARYANA)

STATUTORY OFFICERS OF PT.B.D.SHARMA, UNIVERSITY OF HEALTH SCIENCES (UHSR), ROHTAK -124001, HARYANA, INDIA AS PER ACT.

**HON' BLE CHANCELLOR
SH. SATYADEV NARAYAN ARYA,
GOVERNOR OF HARYANA**

**VICE CHANCELLOR
PROF. O.P. KALRA**

Name and Designation	Telephone No.
REGISTRAR Dr. H.K. Aggarwal	282709
DIRECTOR, P.G.I.M.S. ROHTAK Dr. Nityanand	211307
DEAN ACADEMIC AFFAIRS Dr. Rohtas Yadav	282113
DEAN, PGIMS, ROHTAK Dr. Sarita Maggu	281309
CONTROLLER OF EXAMINATIONS Dr. Antrikshdeep	280051

DIRECTOR, INSTITUTE OF MENTAL HEALTH Dr. Rajiv Gupta	211162
--	---------------

For Enquiry Contact :

Phone Nos. 01262-262113, 292709, 211307, 211309, 295051, 211162

Fax No. : 01262-226163.

CONTENTS

CHAPTERS	TITLE	PAGE
I	About the University & Department	4-5
II	Schedule AT A GLANCE	6
III	Eligibility conditions	7
IV	Procedure for applying	8-9
V	Scheme of Entrance Examination	10-13
VI	Fee Structure & Method of Selection	14
VII	General Instructions	15-16
VIII	Duration & content of the courses	17-19
IX	Ban on Ragging in Educational Institutions	20-21
X	Annexure	22-24
	Application form	25-27

CHAPTER I

ABOUT THE UNIVERSITY

Pandit Bhagwat Dayal Sharma University of Health Sciences has been established by the Haryana Act No.26 of 2008. This Act has come into force w.e.f. 2.6.2008 vide Haryana Government Notification No.S.O.74/H.A.26/2008/S.I./2008 dated 18-8-2008. The university has been established for the purposes of teaching and affiliating, ensuring proper and systematic instructions, training and research in Modern and Indian System of Medicine and for administration of Pt. B.D. Sharma Post Graduate Institute of Medical Sciences, Rohtak. The university shall exercise its powers throughout the state. This university is the first university of health sciences in the state. It is located at a distance of 70 Km North-West of Delhi on the National Highway No. 10, spread over a sprawling 350 acres of land on the outskirts of the historic city of Rohtak.

AIMS AND OBJECTIVES

1. To develop self sufficiency in post graduate medical education to cater the state/country's need for specialists, super specialists and medical teachers to the level of excellence.
2. To maintain and create high standards of teaching, research and patient care.
3. To expose undergraduate, postgraduate & post doctoral students to the newer atmosphere of advanced research and opportunities for active participation in teaching exercises.
4. To bring together in one place, educational facilities of the highest order for the training, teaching, research and patient care.

ABOUT THE INSTITUTE OF MENTAL HEALTH

The Institute of Mental Health (IMH) is established by upgrading of Dr. Vidya Sagar Department of Psychiatry.

Component of Institute of Mental Health

- a) Dr. Vidya Sagar, Department of Psychiatry
- b) State Institute of Mental Health (SIMH), Rohtak
- c) State Drug Dependence Treatment Centre (SDDTC)
- d) Department of Clinical Psychology
- e) Department of Psychiatric Social Work

Institute of Mental Health is a premier centre for postgraduate training and one of the oldest Psychiatry Department in the region catering to the mental health needs of not only whole the state of Haryana but also adjoining area and neighboring states. The above components of the Institute compliment and provide comprehensive services in the field of mental health.

Two functional units in psychiatry have total 80 beds, 32 beds each for male and female psychiatric patients and 6 beds for short stay patients in emergency and separate 10 bedded State Drug Dependence and Treatment Centre. In addition there are 40 beds in State Institute of Mental Health (SIMH).

The Institute of Mental Health is recognized for PG training with an annual intake of 10 MD, and 8 M. Phil in Psychiatric Social Work. The Institute is committed for Man Power Development under scheme of Centre of Excellence in the field of mental health by the Ministry of Health & Family Welfare, Government of India.

Patient care at IMH

The IMH caters for above 40,000 outpatients and 1,000 indoor patients yearly. In addition, drug de addiction centre has on an average 800 outpatient and 100 indoor patients in a year.

Speciality Clinics:-

IMH runs following speciality clinics to provide specialized services to the patients

- i) Epilepsy Clinic runs on Monday.
- ii) Dual Diagnosis runs on Tuesday.
- iii) Geriatrics clinic runs on Tuesday.
- iv) Psychosexual clinic runs on Wednesday.
- v) Neuropsychiatry/ consultation liaison Clinic runs on Thursday.
- vi) Rehabilitation Services every day.
- vii) Life Style Clinic every day.
- viii) Community mental health for remote villages

CHAPTER II

SCHEDULE FOR ADMISSION AT A GLANCE

ENTRANCE EXAMINATION – 2018

1. Availability of forms on University website	:	28.08.2018
2. Last date of receipt of application forms	:	18.09.2018
3. Date of Entrance Examination	:	30.09.2018
4. Venue/ Centre of Examination	:	PGIMS Rohtak
5. Date of Counseling	:	To be notified later on
6. Venue of Counseling	:	Committee Room, Director Office, PGIMS, Rohtak
	:	

Note:-

- **No separate intimation for counseling will be given.**
- **In case of rescheduling of dates or any other change; candidates are advised to regularly check the University Website (www.uhsr.ac.in)**

1. The centre at which a candidate is to appear will be indicated on the 'admit card' to be issued to the candidate provisionally subject to the verification of his/her eligibility. No candidate will be admitted to the examination hall, without producing "admit card" in original. In case the 'admit card' is not received by the candidate before two days of the date of entrance examination, he/she should contact the office of the Controller of Examinations, Pt. B.D. Sharma, University of Health Sciences, Rohtak in person on any working day along with an attested copy of his/her photograph.
2. The application form duly filled in according to the instructions supplied should reach the office of Controller of Examinations, Pt. B.D. Sharma, University of Health Sciences, Rohtak on or before 18.09.2018 (upto 5:00 PM) failing which the application form will be rejected. University will not be held responsible for any postal delay in receipt or loss of application in transit.

CHAPTER III

ELIGIBILITY

1. A candidate for appearing in the Entrance Examination for M. Phil in Psychiatric Social Work will be eligible if he/she:
 - i) Is a citizen of India.
 - ii) Possesses:

Master of Social Work (MSW), MA Sociology/ Social Work (regular degree) from a recognized University by the UGC with minimum 55% marks in the aggregate (50% marks in case of SC/ST/BC candidate)
 - iii) Certificate of good conduct from the head of the institution last attended.

Note: To determine the eligibility criteria, calculation of marks obtained in qualifying examination will be made as per instructions of Chief Secretary to Govt. of Haryana bearing No. 22/129/2013-1GS-III dated 16.07.2014 (Annexure-C).

2. The candidate will also submit in original the above mentioned certificates at the time of counseling, without these certificates admission to the course shall not be granted.
3. A student who is already admitted to any regular course in any institution can be eligible to apply for any other course only after passing the first course. An undertaking to this effect will be obtained from the candidate. Concealment of facts would invite disqualification.
4. Employees of the State or Central Government or of any Public Sector undertaking of State Government should send their applications through proper channel. However, the advance copy of the application (complete in all respect) can be sent. In case the application is not received through the employer before the date of the entrance test, a **NO OBJECTION CERTIFICATE** from the employer should be produced at the time of entrance test failing which the candidate will not be allowed to appear in the entrance test.

CHAPTER IV

PROCEDURE FOR APPLYING

Application form duly completed in all respects in the candidate's own handwriting should reach the office of the Controller of Examinations, Pt. B.D. Sharma University of Health Sciences, Rohtak on or **before 18.09.2018 upto 5.00 P.M.** It can be delivered either personally or be sent under registered cover/speed post. Candidates already in employment should send their application through proper channel. Incomplete application or applications received after the closing date and time will not be considered. The University takes no responsibility for any postal delay in the receipt or loss of application in transit. Courier will not be accepted.

The application form and prospectus can be downloaded from the University website i.e. www.uhsr.ac.in/ www.pgimsrohtak.nic.in and be submitted alongwith the demand draft of Rs. **2400/-** for GC Category (For SC/BC of Haryana only @ Rs. **600/-**) drawn in favor of the Controller of Finance, Pt. B.D. Sharma University of Health Sciences, Rohtak payable at State Bank of India, Medical College, Rohtak (Code 4735).

Candidates can also deposit the cost of application form by adding transaction charges in case of candidates from outside Rohtak directly in University Bank Account (**HDFC Bank Ltd., D-Park, Rohtak A/C No. 01761450000617**).

NOTE: The receipt/proof for deposit of the cost of application form must be produced by the candidate at the time of counseling.

I. The application form must be accompanied by the following certificates:-

- 1) Certificate of Matriculation & 10+2, Graduation, MA Sociology/Social Work (regular degree) / MSW in the subject concerned
- 2) Certificate of Category (SC/BC)
- 3) Four copies of the recent photographs (passport size) duly attested.
- 4) A certificate of good conduct from the Head of Institution last attended.

II. Information for candidates :

1. The cost of Prospectus/application form will not be refunded under any circumstances.
2. Any attempt on the part of a candidate, his parents or relatives to canvass or bring influence to bear upon the University directly or indirectly, for securing admission will be a disqualification for admission.
3. The candidate is to be admitted on the basis of information submitted by him and if, at any subsequent stage, it is discovered that any portion of this information is incorrect, the student will be removed from the Institution and all fees and other dues paid up till the date of such removal shall be forfeited. Any further action against that student as deemed suitable may also be taken by the institution/university as per rules.
4. The application form should be filled in carefully in block and legible letters and signed by the candidate. All claims made in the application must be supported with documentary proof. Applications which are incomplete in respect of the required particulars or lack the essential documents will be rejected.

5. No judicial proceedings will lie against the University for:-
 - i) Any bona fide error that may occur in the selection of any candidate for admission.
 - ii) Refusing to accept a certificate.
 - iii) Any other reason pertaining to admission of the student(s).
6. In case of any ambiguity in the rules, interpretation of the same by the University shall be final.
7. Any student who violates the above conditions willfully or otherwise shall be liable to be expelled from the course.
8. **Any instructions/directions to modify/change any condition can be issued by the University prior to 1st counseling.**
9. **Any objection about the entries/conditions of eligibility mentioned in the prospectus can be made to the University a week before the date of the holding of the written test.**

CHAPTER V

SCHEME OF EXAMINATION

1. (a) **Date of Entrance Examination** : 30.09.2018
(b) **Timings** : (10:00 AM to 11:30AM)
(c) **Venue** : PGIMS, Rohtak

2. **Medium of Examination**

The medium of Entrance Examination will be English.

3. **Scheme of Examination**

The Entrance examination shall consist of one paper of one and a half hour duration-The paper will include objective type questions.

4. **Number of questions and Maximum Marks**

- (i) There will be total of 100 objective type questions (Syllabus for Entrance Exam will be that of PG Level Course in the Concerned Subject :- MSW/MA Sociology)
- (ii) The paper shall carry a maximum of 100 Marks. Full credit will be given for each correct answer.
- (iii) **There will be No Negative Marking.**
- (iv) The admission will be based on the merit of entrance examination.

5. **Instructions for Question Booklet**

- (i) Candidates will be given a Question Booklet and Answer Sheet immediately after taking seat. They are advised to read and follow the instructions on front and back-page of the question Booklet carefully.
- (ii) There is Question Booklet number and code (A or B or C or D) mentioned on the front page, which every candidate must carefully fill in the appropriate place on the Answer Sheet.
- (iii) Candidate must sign on the front page of the Question Booklet at the appropriate place.
- (iv) The Question Booklet has paper seal pasted on it. Candidate should break the seal and open the Question Booklet only when they are asked to do SO by the Invigilator.
- (v) Candidate must check that Question Booklet has 100 questions immediately after breaking the seal. In case any mistake in the Question Booklet is found, Invigilator may be requested to change the same immediately but not later than half hour.
- (vi) The Question Booklet and the Answer Sheet must be returned to the Invigilator before leaving the examination hall.
- (vii) The candidate shall indicate the number of questions attempted in each section.

6. **Instructions for Answer Sheet**

- (i) Use good quality ball pen (blue/black) strictly as directed on the Answer Sheet.
- (ii) Do not fold or put any stray mark, nor do any rough work on the Answer Sheet.
- (iii) Fill in the Roll No. and Question Booklet No. and Booklet Code printed on front page of the Question Booklet in the proper blocks as directed on the Answer Sheet.
- (iv) Sign at the appropriate place on the Answer Sheet with Ball pen (blue/black).

7. Rough Work

The candidate should not do any rough work on the Answer-sheet. All rough work can be done on the last page of Question Booklet. **Do not mark or write anything elsewhere in the Question Booklet.**

8. Procedure to be followed in the Examination

- (i) No candidate shall be allowed entry in Examination Hall 15 minutes after starting of examination.
- (ii) 10 minutes before the commencement of the examination each candidate will be given a sealed. Test Booklet and OMR answer-sheet.
- (iii) Immediately on receipt of the Test Booklet the candidate will fill in the required particulars on cover page of the Test Booklet with Blue or Black ball pen only. But she/he will not open the Test Booklet until asked to do so by the invigilator.
- (iv) Books, papers, slide rule, log table, cellular phone, pager, calculator, wrist watches or any other electronic gadget etc. are not allowed in the Examination Hall.
- (v) The examination will start exactly at the time mentioned in the Prospectus' and an announcement to this effect will be made by the Invigilator.
- (vi) During the examination the Invigilator will check 'Admit-Card' of the candidate and compare photographs to satisfy himself about the identity of each candidate. The invigilator will also put his signature in the place provided in the Answer-Sheet.
- (vii) The candidate shall bring his own black/blue Ball Pens.
- (viii) After completing the test and before handing over the Test Booklet and Answer-Sheet, the candidate should check again that all the particulars required in the Test booklet and the Answer Sheet have been correctly written.
- (ix) A signal will be given at the beginning of the examination and at half time. A signal will also be given before the closing time when the candidates must stop marking responses.
- (x) The candidate will be supplied OMR Answer Sheet which will be evaluated by Computer and is to be used carefully. Complete and accurate marking on this sheet is, extremely important.
- (xi) (a) To answer questions, the candidate will be required to darken in the circle by using blue/black ball Pen corresponding to the answer, she/he thinks to be correct against the serial number of the question.
(b) It should be carefully noted that the circles should be dark and be filled in as complete as possible.
- (xii) The test-booklet and the OMR Answer sheet are to be handed over to the Supervisor/Invigilator before leaving the hall The candidate who does not hand over the test-booklet along with the OMR Sheet to the Supervisor/Invigilator, her/his candidature will stand cancelled besides facing action to be decided by the Authority.
- (xiii) "The candidates are required to furnish the ' Admit Card' at the time of (i) entry into the Examination Hall and (ii) during the course of examination for necessary identification by the supervisory staff on duty. The candidates are, therefore, advised to keep the 'Admit Card' intact.
- (xiv) There will be no revaluation/re-checking of OMR Answer sheets.
- (xv) Videography/ photography will be done of each student. The student will wear a slip on left side of chest bearing his/her roll No.

(xvi) The videography/ photography and finger prints expert report etc. in doubtful cases will be the basis to ascertain the identity of the candidate.

* **Sample questions along with method of marking** are given below:

Question: When we are dealing with an individual by using Social Work techniques for the management of his problems. This method is :

(1) Social Action (2) Social Group Work (3) Social Case Work (4) Socialization

1

2

3

4

3 being the correct answer has been darkened.

* The candidate will be required to write Roll No. and other particulars on the **OMR ANSWER SHEET** as shown below in the example for Roll No. 371206.

Roll No.-371206

	3	7	1	2	0	6
1	0	0	<input checked="" type="radio"/>	0	0	0
2	0	0	0	<input checked="" type="radio"/>	0	0
3	<input checked="" type="radio"/>	0	0	0	0	0
4	0	0	0	0	0	0
5	0	0	0	0	0	0
6	0	0	0	0	0	<input checked="" type="radio"/>
7	0	<input checked="" type="radio"/>	0	0	0	0
8	0	0	0	0	0	0
9	0	0	0	0	0	0
0	0	0	0	0	<input checked="" type="radio"/>	0

9. PUNISHMENT FOR USE OF UNFAIR MEANS

If any candidate is found guilty of any breach of rules mentioned in the prospectus or guilty of using unfair means, she/he will be liable to be punished by the Competent Authority.

- (a) Impersonation
- (b) Copying with help of books/ cell phones/ verbal communication/ piece or paper having material for copying.
- (c) Exchange of Question Booklet/ Answer Sheet.
- (d) Copying by seeing the other candidates answer books.
- (e) Any other method of unfair means not mentioned in the prospectus.
- (f) The action will be taken as per the unfair means ordinance or as per the recommendations of the Vice-Chancellor.

10. RESULT

The list of **qualified candidates** will be displayed on the notice board of Pt. B.D. Sharma University of Health Sciences, Rohtak as well as on University Website i.e. www.uhsr.ac.in/ www.pgimsrohtak.nic.in

11. LEGAL JURISDICTION

All disputes pertaining to the conduct of examination and admission shall fall within the jurisdiction of Rohtak only. The competent authority shall be the legal entity who may sue and be sued.

12. MEDICAL EXAMINATION

- (a) The selected candidates at the time of counseling(s) will report to the institution for medical examination and fee deposition on the dates fixed by the Counseling Board. The standard of physical fitness required for admission will be determined by the said board. The candidature of candidate found medically unfit will be liable to cancellation.
- (b) Selected physically handicapped candidate will also have to appear before the Medical Board for assessment whether he/she is fit to carry out the duties despite being handicapped. The decision of the Board will be final.

CHAPTER VI

FEE STRUCTURE

TUITION FEE	RS. 12000/- P.A.
UNIVERSITY CHARGES	RS. 2670/- P.A.
YOUTH RED CROSS SUBSCRIPTION	Rs. 65/- P.A.
CAUTION MONEY FOR LIBRARY MEMBERSHIP	AS PER UNIVERSITY RULES
CAUTION MONEY FOR PSYCHOSOCIAL LAB (REFUNDABLE AFTER COMPLETION OF TRAINING)	Rs. 2000/-

Note: Migration fee of Rs. 100/- will be charged from the student of other university/Board.

Fee structure is subjected to revision from time to time as per University/concerned department/institution rules.

No stipend will be paid by the University / Institutions for the said course.

METHOD OF SELECTION AND ADMISSION

1. The candidates will be selected on the basis of the merit of entrance test. If the seats still remain vacant after exhausting the merit list of entrance examination, the seats will be filled on the basis of marks obtained in qualifying examination.
2. If two or more candidates secure identical marks in the entrance test their relative merit will be determined by the marks obtained by them in MSW/MA Sociology (Regular) as the case may be.
3. Once qualified, the selected candidates must join the course after depositing necessary fees within stipulated period decided at the time of counseling.

CHAPTER VII
GENERAL INSTRUCTIONS:

1. Applications received after the closing date or which are not complete in all respects will not be considered.
2. Candidates are advised to submit their application form in person or by registered/speed post. The Institute takes no responsibility for any delay in the receipt or loss of application in transit. Courier will not be accepted.
3. All claims made in the application must be supported with documentary proof.
4. Employees of State or Central Government or of any Public Sector Undertaking of State Government should send their applications through their employers. However, the advance copy of the application (complete in all respect) can be sent. In case the application is not received through the employer before the date of the entrance test, a NO OBJECTION CERTIFICATE from the employer should be produced at the time of entrance test falling which the candidate will not be allowed to appear in the entrance test.
5. Candidates will have to make their own arrangement of stay for entrance test as well as counseling. No TA/DA will be paid by university.
6. The decision of the Director of the Institute; as per the recommendations of selection committee shall be final in matter of selection of candidates for admission to the course and no appeal shall be entertained on the subject.
7. No individual intimation will be sent to candidates who are not selected and no correspondence on this subject will be entertained.
8. Course is counted on full time basis. Private practice in any form is prohibited. The candidates are strictly not permitted to undertake any other part time or correspondence courses.
9. All candidates admitted to the institute shall maintain good conduct, attend regular classes and abide by the regulations of the institute.
10. Selected candidates shall have to submit migration certificate from the University from which they have passed the last qualifying examination, at the time of joining the institute.
- 11. Qualified candidate's list for counseling will be notified on the Institute's Notice Board as well on University Website i.e. www.uhsr.ac.in**
- 12. No individual intimation will be given for counseling.**
- 13. Any changes in date, time venue and/ or schedule of the counseling will be uploaded on university website and notice boards, no individual intimation will be given to the candidates.**
14. The candidates are requested to keep themselves updated by visiting our website regularly from time to time.
15. The rules and regulation in this prospectus are subject to change in accordance with the decision of the institute from time to time based on the recommendation of M.Phil P.S.W. Committee, University of Health Sciences Rohtak.

Warning

In case any candidate is found to have supplied false information or certificate or is found to have withheld or concealed some information, he/she shall be debarred from continuing the course and shall face such appropriate action initiated against him/her by the Director of the Institute.

Accommodation

Institute of Mental Health has well furnished hostel and students can opt the accommodation facility after submitting prescribed fee.

Attendance

Course of the study must, unless special exemption is obtained, be continuously pursued. Any interruption in a candidate's attendance during the course of study, due to illness or other extraordinary circumstances must be notified to the Head of the Institution/ concerned authority and permission should be obtained. Under any circumstances the course must be completed within 4- Yr. from the date of enrolment.

A minimum attendance of 80% (in the academic year) shall be necessary for taking the respective examination.

Leave/vacations

- a) No vacation is permitted for M. Phil Psychiatric Social Work Student.
- b) 20 (Twenty) Days of Casual Leave and 10 (Ten) Academic leave per academic year shall be permitted during the course period (Max. 10 days causal leave and 05 days academic leave per year).
- c) The leave remaining un-availed during a particular academic year, and will not be carried over the next year of the course. Leave/unauthorized absence, exceeding the duration of admissible leave for the year, will not be adjusted against leave due for subsequent years.
- d) In case a student takes more leave than the prescribed leave (even on medical ground), or remains absent from training without proper permission, he/she shall not be allowed to appear in the university examination until he/ she completes that shortage of training, which may have occurred due to extra leave/unauthorized absence, by undergoing further training beyond the normal duration of the course.
- e) The name of any student, who remain absent from training without proper permission of competent authority for a period of 07 days, would be removed on the advice of concerned HOD from the rolls of Institutions and the University and his/her registration for the course would be canceled. Such student would not be allowed to join any other Course during the remaining duration of the course from which the registration has been cancelled.
- f) All candidates joining the M. Phil in Psychiatric Social Work programme shall work as full time student trainees.
- g) The conditions mentioned in para `a` to `d` (Level/Vacations) are to be fulfilled by all candidates independent of attendance requirement.
- h) Application for all types of leave should be forwarded to the HOD.

CHAPTER VIII

Duration and content of the Courses

M. Phil in Psychiatric Social Work training program

M. Phil in Psychiatric Social Work give a comprehensive coverage of (1) Mental Health & Mental Illness (2) Psychiatric Social Work Interventions (3) Counseling and Psychotherapy (4) Family & Marital therapies (5) Community Mental Health (6) Child and Adolescent Mental Health (7) Psychosocial Management of Substance Abuse (8) Psychosocial Rehabilitation and (10) Psychosocial Research. The didactic lectures, clinical teaching through case conferences and topic discussion are held regularly. The seminars and journal club provide additional input. The research orientation is given through the dissertation on the clinical topic. Candidates work under supervision of the consultants on wide range of psychiatric and psychosocial problems and its management.

Duration

This is full time clinical training course providing opportunities for appropriate practices and apprenticeship for two academic years divided in part –I and II for course. Medium of instruction/examination will be English for the course.

Part – I (1st Year)

Group “A”

Paper I: Psychiatric Social Work

Paper II: Psychosocial Perspective on Mental Health

Paper III: Psychiatric Social Work Research & Statistics.

Practical: Psychosocial Assessments including Viva Voce

Group “B”

Submission: Five detailed Psychiatric social work case reports.

Part – II (2nd Year)

Group “A”

Paper I: Social Issues and Mental Health

Paper II: Psychiatric Social Work Interventions

Paper III: Psychiatry including Common Neurological Problems

Practical: Psychosocial Therapies including Viva Voce

Group “B”

Submission: Five fully worked out therapeutic case reports.

Group “C”

Dissertation*

***Dissertation** - The students admitted to M. Phil Course must submit their plan of dissertation within six months from their joining. The students are required to write and submit dissertations on subjects approved by the PG Board of Study in Psychiatry under the supervision of the supervisor appointed for the purpose from the department. In special

circumstances on the recommendation of Head of the Department a candidate may get six weeks extension for submission of the dissertation.

If dissertation is not submitted within one month of stipulated date, the same shall be treated in relation to the next year examination and the student will be required to fulfill all the formalities, including filling up fresh examination form for the purpose. The dissertation will be submitted only when the supervisor(s) concerned is/are satisfied i.e. the dissertation is worthy of consideration in partial fulfillment of the M. Phil Degree. The application for submission of dissertation shall also be countersigned by the head of the department. A candidate who has not appeared or failed in Part I examination shall be allowed to continue the course for the second year and to take up the dissertation. Students shall be permitted to submit his/her dissertation only when he has passed the examination in all the three courses prescribed in Part I.

3. Examination

The examination will be held in two parts (Part I & Part II), Part I is held at the end of the first year and Part II is held at the end of the second year. A candidate will be allowed to take the Part – II examination unless he/she has passed the Part – I examination.

A candidate who has not appeared or failed in Part I of the regular examination may be allowed to continue the course for the II year and be allowed to take the supplementary Part – I examination. A minimum period of three months additional training shall be necessary before appearing for the examination in case he/she fails to clear Part – I and/or Part – II examination.

A candidate has to complete the course successfully within a period of four years from the year of admission to the course.

3.1 Minimum for Passing M. Phil Examination

A candidate shall be declared to have passed in either or the two parts of the M.Phil examination if he/she obtains not less than 50% of the marks in:

- (i) Each of the theory paper
- (ii) Each of the practical and viva-voce examinations.
- (iii) Each of the submissions
- (iv) The dissertation (in case of Part – II only)

No candidate shall be permitted to appear either of Part – I or II examination more than three times.

3.2 Appearances of each examination

A candidate shall appear for all the Groups of Part – I and Part – II examination when appearing for the first time.

A candidate in Part – I and Part – II, failing in any of the “Group A” subjects has to appear again in all the “Group A” subjects.

A candidate in Part – I, failing in “Group B” has to resubmit five full – length Psychiatric Social Work case records.

A candidate in Part – II, failing in “Group B” has to resubmit five fully worked – out Psycho therapeutic Records.

A candidate in Part – II, failing in “Group C”, has to reappear/resubmit the dissertation as asked for and/or outlined by the examiners.

3.3 Requirement/ Submission

Two months prior in Part – I examination the candidates are required to submit five Psychiatric social case work reports as outlined above.

Two months prior to Part – II examination the candidates are required to submit five Psychotherapy Reports as outlined above.

Three months prior to Part – II examination the candidates are required to submit, in triplicate, a research Dissertation under the guidance of a psychiatric social work faculty member as specified above.

The application for appearing either Part – I or Part – II examination should be accompanied by a certificate issued by Head of Department that the candidate has carried out the specified minimum clinical work, report submission, dissertation (in case of Part II only) and has attained the required competence in core – tests (prescribed in the syllabus).

3.4 Internal Assessment

In each paper 30% marks will be determined on the basis of written/clinical exams, viva – voce and supervised clinical work. These marks will be added to the marks allocated to the respective subjects in the yearly final examinations. The result of the final examinations will be declared on the basis of the total so obtained.

CHAPTER IX

BAN ON RAGGING IN EDUCATIONAL INSTITUTIONS

Instructions for curbing ragging:

Ragging in educational institutions is banned and any one indulging in ragging is likely to be punished appropriately, which punishment may include expulsion from the institution, suspension from the institution or classes for a limited period or fine with a public apology. The punishment may also take shape of (i) withholding scholarships or other benefits (ii) debarring from representation in events (iii) withholding results (iv) suspension or expulsion from hostel or mess, and the like. If the individuals committing or abetting ragging are not/cannot be identified, collective punishment can be awarded to act as a deterrent.

The following will be termed as the Act of Ragging :

Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other students, indulging in rowdy or indisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in freshers or junior students or asking the students to do any act or perform something which such students will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely effect the physique or psyche of a fresher or a junior student.

Note :

Besides above, the candidates would also observe the following instructions:-

- i) It must be noted by the candidates/parents/guardian etc. that ragging is banned in the institutions and in case anyone indulging in ragging is liable to be punished appropriately including expulsion from the Institution and/or imprisonment upto 3 years, and /or fine upto 25,000/-.
- ii) The concerned Institution will have the right that to prevent/prohibition of ragging under Act/Ordinance and if any, candidate admitted to the course found indulging in ragging will be cognizable offence and really means business and the Institutes will not hesitate to take stern action against the offenders.
- iii) A candidate admitted to the cause in an Institution shall submit an undertaking duly signed by him/her and countersigned by his/her parents/guardian at the time of admission to the effect that he/she is fully aware of the law regarding ragging as well as the punishment and that he/she if found guilty on this account is liable to be punished appropriately. Similar undertaking shall also be furnished by the parents/guardian that they are fully aware and noted the law in this regard and agrees to abide by the punishment meted out to his/her ward in case their ward, if admitted to the course is found guilty of ragging as per **ANNEXURE-A**.
- iv) Undertaking of similar nature as given under Sr. No. iii & above shall also be obtained from the admitted candidates in the application form for admission to the Hostels as well.

v) As per the order of the Hon'ble Supreme Court of India dated 16.05.2007 which is reproduced below :

“If any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the institution”.

vi) Every student for the purpose of his/her admission shall furnish a Character Certificate from the institutions wherefrom he/she has passed his qualifying examination, which would mention the status of his/her behavioral pattern specially in terms as to whether he/she has displayed persistent violent or aggressive behavior or any desire to harm others(**Annexure B**).

EXTRACT OF ORDINANCE ON MAINTENANCE OF DISCIPLINE AMONG STUDENTS OF PANDIT BHAGWAT DAYAL SHARMA, UNIVERSITY OF HEALTH SCIENCES ROHTAK (HARYANA)

Prohibition of ragging and penalties thereof

- (1) Ragging in any form shall be strictly prohibited within the premises of the University, a college or an institution, as the case may be, or in any part of the University system as well as on public transport or at any other place, public or private.
- (2) Any individual or collective Act or practice of ragging shall constitute an act of gross indiscipline and shall be dealt with under the provisions of this ordinance.
- (3) Ragging for the purposes of this ordinance, shall ordinarily mean any act, conduct or practice by which the dominant power or status of senior students is brought to bear upon the students who are in any way considered junior or inferior by the former and includes individual or collective acts as practices which -
 - (a) Involve physical assault or threat to use physical force ;
 - (b) Violate the status, dignity and honour of students, in particular Women students and those belonging to scheduled caste or a scheduled tribe;
 - (c) Expose students to ridicule or contempt or commit an act which may lower their self esteem; and
 - (d) Entail verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behaviour.
- (4) The Dean of the Faculty, Chief Warden, Director of the institution or the Principal of the college, as the case may be shall take immediate action on the receipt of any information that ragging has taken place or is likely to take place.
- (5) Notwithstanding anything contained in clause (4), the chairman of the Board of Discipline of University and its maintained college or the chairman of the Board of Discipline of an affiliated college or institution may also *suo moto* inquire into any incident of ragging or likelihood of such incident and make a report to the Vice-

Chancellor or Director/ Principal of the affiliated college/ institution, as the case may be, clearly pinpointing, among other details, the identity of the student or the students who were involved in the incident the nature of the incident.

- (6) The chairman of the Board of Discipline may also submit an interim report to the Vice-Chancellor in the case of University and its maintained colleges or to the Principal/ Director of the affiliated colleges, as the case may be, establishing the identity of the perpetrators of ragging and the nature of the incident.
- (7) If the chairman of a Board of Discipline is satisfied that for any reason, to be recorded in writing, it is not feasible to hold an inquiry referred to in clauses (4) and (5), he may so advise the Vice-Chancellor or Director/ Principal of the affiliated college/ institution as the case may be accordingly.
- (8) Where the Vice-Chancellor or the Director/ Principal in case of affiliated colleges is satisfied, on receipt of a recommendation to this effect or otherwise, that it is not expedient to hold an inquiry into an incident of ragging, he shall order accordingly for reasons to be recorded in writing.

ANNEXURE - A

UNDERTAKING AT THE TIME OF JOINING

(All admitted candidates and their parents will give the following undertaking at the time of joining)

IS/O, D/O Sh.admitted to _____Course
Session 2018-2020 do hereby undertake :-

- i) That after joining the course I will abide by the rules regulations of College and Hostel.
- ii) I am aware that violation of rules/law/instructions regarding ragging would attract Penal /disciplinary action against me.
- iii) That I will abide by the rules/law/instructions issued from time to time.
- iv) That I will abide by the dress/uniform code.
- v) That while residing in Hostel of the Institution, I will not keep Scooter/ Motor Cycle/ Car.
- vi) That I will not consume any INTOXICANTS in Hostel/ College premises.
- vii) That I have read the relevant instructions/regulations against ragging, as well as punishment. I will comply the instructions/regulations and in case I found guilty at any stage, disciplinary action as per above guidelines may be taken against me.

Signature of the Candidate

Address:

I father/Guardian of Mr./Ms. _____ gone through/have read the relevant instructions about the rules and regulations against ragging as well as punishment. My ward will abide by all the rules regulations of College & Hostel. In case my ward has been found guilty I have no objection for initiated any disciplinary action against my ward.

Signature of the Father/Guardian

Address:

Mob./Ph. No.

ANNEXURE -B

**CHARACTER CERTIFICATE FROM THE PRINCIPAL/HEAD OF THE
INSTITUTION LAST ATTENDED.**

Certified that Mr./Ms.
Son/Daughter of Shri passed Examination
from this school/institute for the session During the stay in this
institute his/her conduct remained and he/she has not displayed persistent
violent or aggressive behaviour or any desire to harm others.

Signature of the Head/ Principal of Institution.
(with official seal)

GOVERNMENT OF HARYANA
General Administration Department
General Services – III Branch

No. 22/129/2013-IGS III
16.07.2014

Dated Chandigarh the

1. All the Administrative Secretaries to Government Haryana.
2. All Heads of Departments in the State of Haryana.
3. The Commissioners, Ambala/Hissar/ Rohtak/ Gurgaon Division.
4. All the CAs/ MDs of all Boards/ Corporations/ Public Sector Undertakings in Haryana.
5. The Registrar General of Punjab & Haryana High Court, Chandigarh.
6. All the Deputy Commissioners in the State of Haryana.
7. All the Sub Divisional Officers (Civil) in the State of Haryana.
8. The Registrar of all the Universities in the State of Haryana.

Subject: Regarding prescribing minimum eligibility qualification for the various courses.

Sir/ Madam

I am directed to invite your kind attention towards Government instructions No. 3870-WGI-ASOIII-64/20069 dated 6th / 9th October, 1964 whereby the candidates of Scheduled Castes and Scheduled Tribes provided 5% reduction in marks in the minimum eligibility qualification for admissions in various courses.

It has come to the notice of the Government that at present where a General Category Candidate is required to have 50% marks in a prescribed qualification for admission in any course, as per the above instructions a reserve category candidate is required to have 45% marks giving him 5% reduction in the minimum qualification. Vide judgment of Hon'ble Supreme Court in Civil Appeal No. 7084/2011, It has been observed that the practice is wrong and the relaxation of 5% should be reduced from the minimum required marks on a general category candidate for eg:-

In a course, a general candidate required to have 50% marks, than as per Govt. Instructions by giving 5% relaxation the minimum eligibility marks for a reserved caste candidate should be calculated as under:-

Out of 100 marks needs to less = 5

Out of 1 Marks needs to less = 5/100

Out of 50 marks needs to less = 5/100 X 50 + 2.50

This way less marks where general category candidates are required to have 50% in a prescribed qualification the total required marks for a reserved candidates will be 50 – 2.50 = 47.50 and not 45.

All concerned are requested to implement the instructions as per the above procedure in compliance of the judgment of Hon'ble Supreme Court passed in CWP 7084/2011.

Superintendent General Services – III
For Chief Secretary to Govt., Haryana

6. Details of Studies:

Name of Class	Name of School/ College where studied	Month & Year of Passing the Exam	Name of Board/ Univ.	Result/ Marks obtained	Max. Marks	%age	Number of Attempts
10 th							
10+2							
Graduation							
MA/MSW							
Additional Qualification if any							

Declaration:

I.....(Candidate) son/daughter of Shri..... and resident of Village/Town/City..... Tehsil..... District..... do solemnly declare and affirm as under:

- The information given in the application is absolutely correct and true
- I undertake that if I am admitted, I will strictly obey all rules and regulation in force at present or that may be made/alterd/modified hereafter by the Govt.College and will do nothing either inside the college or outside which will interfere with its orderly administration and discipline.
- If at any time subsequent to my admission, it is discovered that any information given in this application or in the attached certificate or in documents produced hereafter is false, I may be removed from the College and all fees paid by me be confiscated. The authorities may also take any further action against me or my father /guardian as it deem fit.
- In case my admission is made to _____ Course at Pt.B.D.Sharma University of Health Sciences, Rohtak. I shall abide by the decision of the State Govt. regarding distribution of seats and payment of fee etc.
- I am fully aware of the law regarding ragging as well as the punishment and that if found guilty on this account I am liable to be punished appropriately.

Signature of the Father/Guardian

Signature of the Applicant

Date.....

Place.....

Space for affixing photograph duly attested by the Principal of institution / College last attended or Gazetted Officer

PT.B.D.SHARMA UNIVERSITY OF HEALTH SCIENCES, ROHTAK PROVISIONAL ADMIT CARD FOR ENTRANCE TEST FOR ADMISSION TO M.PHIL IN PSYCHIATRIC SOCIAL WORK FOR ACADEMIC SESSION 2018-2020.		
NAME		ROLL NO.
FATHER'S NAME:		COURSE APPLIED FOR
EXAMINATION CENTER NO:	CATEGORY	Paste Here Your Recent Photograph
EXAMINATION CENTER:	DATE OF EXAMINATION 30.09.2018 (Sunday)	
CANDIDATE'S ADDRESS:	Time 10:00 A.M to 11:30PM	SIGNATURE OF CANDIDATE
	CONTROLLER OF EXAMS.	
Check your reserved category, if any, in case of discrepancy, contact Asstt. Registrar (exam) before the date of examination.		

INSTRUCTIONS FOR CANDIDATES

- a. The candidates should bring their Admit Card failing which he/she will not be allowed to appear in the Entrance Examination.
- b. Candidates are directed to report at the Examination Centre one hour before the commencement of Entrance Examination.
- c. Complete videography/photography of each student appearing in the Entrance Examination shall be got done and the same will be matched at the time of counseling.
- d. Mobile/Pager/Wrist watch/Purse// Hand bag & any other electronic gadget is not allowed in the examination center. If any candidate is found with communication aids, the same shall be confiscated and the candidature will be cancelled.
- e. The candidates are advised to ensure their eligibility as per provisions made in the prospectus before appearing in the Entrance Examination. The result will be provisional. Mere appearing in the Entrance Examination will not make them eligible for selection, which will be taken into consideration after checking their eligibility in all respects, at the time of counseling by the competent authority.
- f. Candidates are advised to check their category and other related information. In case of any discrepancy they should contact to the office of Controller of Examinations, UHS, Rohtak before the date of Entrance Examination.
- g. If any candidate is found using unfair means or exchanging their answer sheets/ question booklets in the Entrance Examinations, he/she will be disqualified and action will be taken as per University Rules.
- h. If any impersonation is found at any stage of admission, the candidature of the concerned candidate will be cancelled and legal action will be taken against both.
- i. If the candidate does not appear in the Entrance Exams. on due date, no further chance will be given.
- j. The University will not be responsible for any postal delay or no delivery of this ADMIT CARD due to loss in transit.
- k. Candidates should bring one identity proof out of Adhar Card, PAN Card, Driving License& Voter Card to appear in Examination Hall.

IMPORTANT INFORMATION

1. Availability of forms on University Website : 28.08.2018
2. Last date of receipt of application forms : 18.09.2018
3. Date of Entrance Examination : 30.09.2018
4. Venue/Centre of Examination : ROHTAK
5. Date of Counseling : TO BE NOTIFIED LATER ON
(University website i.e. www.uhsr.ac.in)
6. Venue of Counseling : Director Office, Committee Room,
PGIMS, Rohtak

Price (inclusive of Entrance Exam. Fee) : 2400/-

For SC/BC : 600/-

PROSPECTUS MAY BE DOWNLOADED FROM THE UNIVERSITY WEBSITE i.e.

www.uhsr.ac.in