



PT. B.D. SHARMA UNIVERSITY OF HEALTH SCIENCES, ROHTAK

Email ID: [academic@uhsr.ac.in](mailto:academic@uhsr.ac.in) Telephone No.01262-282113

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**Notification**

Applications are invited for admission to M.Phil in Psychiatric Social work for Academic Session-2023-25. Prospectus and application form can be downloaded from the University Website [www.uhsr.ac.in](http://www.uhsr.ac.in). Application form along with relevant documents and Demand Draft drawn in favour of the Controller of Finance, Pt. B. D. Sharma University of Health Sciences, Rohtak of Rs. 2,400/- for general category (Rs. 600/- for SC/BC category candidates of Haryana) must reach in the office of the Controller of Examinations, Pt. B.D. Sharma University of Health Sciences, Rohtak on or before 03.07.2023 up to 05:00 PM. Cost of application form can be deposited through Debit Card/Credit Card also in the Accounts Branch, UHS, Rohtak. The University will not be responsible for any delay due to any reason whatsoever. No application will be entertained after due date and time.

DEAN ACADEMIC AFFAIRS

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

***PROSPECTUS***

**M. PHIL IN PSYCHIATRIC SOCIAL WORK**

**SESSION 2023-2025**



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Institute of Mental Health,  
University of Health Sciences, Rohtak

STATUTORY OFFICERS OF PT.B.D.SHARMA UNIVERSITY OF HEALTH SCIENCES, ROHTAK,  
HARYANA, INDIA AS PER ACT.

HON' BLE CHANCELLOR  
SHRI BANDARU DATTATREYA, GOVERNOR OF HARYANA

VICE CHANCELLOR  
Prof. Anita Saxena

Name and Designation	Telephone No.
<b>REGISTRAR</b> Dr. H. K. Aggarwal	01262-282709
<b>DIRECTOR, P.G.I.M.S. ROHTAK</b> Dr. S. S. Lohchab	01262- 281307
<b>DEAN ACADEMIC AFFAIRS</b> Dr. Ashok Kumar Chauhan	01262- 282113
<b>DEAN, PGIMS, ROHTAK</b> Dr. Kuldip Singh Laller	01262-281309
<b>CONTROLLER OF EXAMINATIONS</b> Dr. Rakesh Dhankhar	01262-280051
<b>DIRECTOR-CUM-CEO, INSTITUTE OF MENTAL HEALTH</b> Dr. Rajiv Gupta	2851, 2852(Intercom)

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## 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 educational facilities of the highest order for the training, teaching, research and patient care in one place,

### 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) Clinical Psychology and Psychiatric Social Work Services.

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.

The Institute of Mental Health is recognized for PG training with an annual intake of 10 MD, and 8 M. Phil seats in Psychiatric Social Work. The Institute is committed for Manpower 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 will supported by SDDTC and SIMH.

Specialty Clinics:-

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

- i) Epilepsy Clinic.
- ii) Dual Diagnosis.
- iii) Geriatrics clinic.
- iv) Psychosexual clinic.
- v) Neuropsychiatry/ consultation liaison services.
- vi) Rehabilitation Services.
- vii) Life Style Clinic.
- viii) Community & Preventive Psychiatric Services.
- ix) Stress Clinic for Pt. B D Sharma, UHS, Rohtak employees.
- x) 24x7 mental health helpline
- xi) Telepsychiatry Services.

## CHAPTER II

### SCHEDULE FOR ADMISSION AT A GLANCE Total intake 8 students

#### ENTRANCE EXAMINATION – 2023

1.	Availability of forms on University website	:	01/06/2023
2.	Last date of receipt of application forms	:	03/07/2023
3.	Date of Entrance Examination	:	11/07/2023
4.	Venue/ Centre of Examination	:	Administrative Block, Pt. B. D. Sharma UHS, Rohtak
5.	Date of Counseling	:	To be notified later on University Website
6.	Venue of Counseling	:	Committee Room, Director Office, PGIMS, Rohtak
7.	Date of commencement of Course	:	01/08/2023

#### Note:-

- In case of rescheduling of dates or any other change; candidates are advised to regularly check the University Website ([www.uhsr.ac.in](http://www.uhsr.ac.in)). No separate intimation for counseling will be given.
  - Reservation policy as per Haryana Govt./Pt. B. D. Sharma University of Health Sciences, Rohtak.
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 03.07.2023 (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.

The classes for above course will start w.e.f. 01.08.2023

## CHAPTER III

### ELIGIBILITY & SEATS DISTRIBUTION

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 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.
  - iv) Category certificate if applicable.

**Note: - Candidates appeared for final year examinations of Master of Social Work (MSW)/MA Social Work (regular degree) from a recognized University by the UGC can apply for the course but they have to produce their final result at the time of counseling.**

- **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 is not eligible.
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.

### **TENTATIVE SEAT DISTRIBUTION**

Total seats	Open(UR)	SC	SC-D	BC-A	BC-B
8	3	1	1	2	1



## 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 03.07.2023 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/](http://www.uhsr.ac.in/) [www.pgimsrohtak.nic.in](http://www.pgimsrohtak.nic.in) and be submitted alongwith the demand draft/debit card/credit card 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.

**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(Social Work)/ MSW
- 2) Certificate of Category (SC/SCD/BCA/BCB) if applicable
- 3) Four copies of the recent photographs (passport size) duly attested.
- 4) A certificate of good conduct from the Head of Institution last attended/working.
- 5) Candidates appeared for final year examinations of MA (Social Work)/ MSW have to attach the proof of appearance in the final year examination.

### **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/her 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 of 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 ENTRANCE EXAMINATION

1.

(a)	Date of Entrance Examination	:	11.07.2023
	Date of Entrance Examination	:	12:00 Noon to 01:30 PM
(b)	Venue of Entrance Examination	:	Administrative Block Pt. B.D.Sharma, UHS 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 Social Work)
- (ii) The paper shall carry a maximum of 100 Marks. Full credit will be given for each correct answer.
- (iii) 40 percent shall be cutoff score for eligibility.
- (iv) **There will be No Negative Marking.**
- (v) The admission will be based on the merit of entrance examination.

**NOTE : THE ADMISSION MAY BE MADE ON THE BASIS OF MARKS OBTAINED IN QUALIFYING EXAMINATION IF , THE APPLICATION RECEIVED ARE EQUAL OR BELOW THE NUMBER OF ADVERTISED SEATS.**

#### 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 printed/available 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) Before answering the Questions, the candidates should ensure that they have been supplied the correct and complete test booklet containing Sr. No. 1 to 100 questions, complaints regarding misprint etc. will not be entertained 10 minutes after the examination gets started.
- (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 on the answer sheet..

#### 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 darken and be filled in as complete as possible.
- (xii) All the candidates must return the test as well as Answer sheet to the Invigilator concerned before leaving the examination hall. If any candidates leaves the examination hall without handing over the test booklet/answer sheet to the Invigilator, a case of use of unfair means/misbehavior will be registered against him/her in addition to lodging an FIR with the Police. The answer sheet of such a candidate will not be evaluated.
- (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

A

B

C

D

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

- (a) 40 percent shall be cutoff score for eligibility
- (b) 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](http://www.uhsr.ac.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. 2750/- P.A.
CAUTION MONEY FOR LIBRARY MEMBERSHIP	AS PER UNIVERSITY RULES
CAUTION MONEY FOR PSYCHO-CLINIC LAB (REFUNDABLE AFTER COMPLETION OF TRAINING)	Rs. 2000/-
MIGRATION FEE FOR OTHER THAN THE BOARD OF SCHOOL OF EDUCATION, HARYANA CANDIDATES	Rs. 100/-

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

### METHOD OF SELECTION AND ADMISSION

1. 40 percent shall be cutoff score for eligibility in entrance examination.
2. **Tie – Breaking -** In case of a tie between two or more candidates having equal score Marks in entrance exam the interse-ranking of such candidates shall be determined as follows:-
  - A candidate with higher aggregate marks in the respective qualifying examination will be ranked higher.
  - Still if there is a tie then a candidate older in age will be ranked higher in merit.
3. 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 (Regular) as the case may be.
4. Once qualified, the selected candidates must join the course after depositing necessary fees within stipulated period decided at the time of counseling.

### STIPEND

1. Candidates admitted to M. Phil Psychiatric Social Work Students will be paid a stipend of INR 11000/ (eleven thousand) per month during the course period. The stipend will be subject to regular attendance and the candidates availing more than entitled leave will get the stipend at the reduced rate depending upon the attendance in that particular month.
2. Second year stipend will be granted only after the successful completion of first year.

### AGREEMENT FOR THE COURSE

1. Candidate selected for the course have to submit an agreement on Non judicial stamp paper of the course completion.
2. In case candidate will resign from the course after the admission they have to repay the entire amount received in form of stipend from the University with 20% interest rate along with other fine decided by University.

**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 failing which the candidate will not be allowed to appear in the entrance test.
5. Candidates will have to make their own arrangement for 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](http://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) 30(Thirty) Days of Leave, per academic year shall be permitted during the course period.
- 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 30 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 (1<sup>st</sup> 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 (2<sup>nd</sup> 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 Reports.

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 Psycho therapy 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".**

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.

**UNDERTAKING AT THE TIME OF JOINING**

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

I ..... S/O, D/O Sh. .... admitted to M.Phil  
Psychiatric Social Work, Session 2023-2025 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.

**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

Dated Chandigarh the 16.07.2014

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 6<sup>th</sup> / 9<sup>th</sup> 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 =  $5/100 \times 50 + 2.50$

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

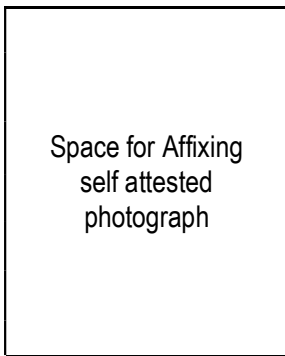
APPLICATION FORM FOR ENTRANCE EXAMINATION

M.Phil in Psychiatric Social Work for Academic Session- 2023-2025

Roll No.....
(To be assigned by the office)

LIST OF DOCUMENTS ATTACHED

- 1 Bank Draft/Receipt for Rs..... (No., Date, & Name of Bank)
1 ..... 5 .....
2 ..... 6 .....
3 ..... 7 .....
4 ..... 8 .....



Total No. \_\_\_\_\_
Centre of Entrance Exam : Rohtak

1. Full name ( in block letters):

Character grid for full name

2. Sex

Sex selection boxes: M, F, Transgender

3. (i) Father's Name(in block letters)

Character grid for father's name

ii) Mother's Name (in block letters)

Character grid for mother's name

Mobile No. \_\_\_\_\_ Email ID. \_\_\_\_\_

Month Year

4. Date of Birth [ ] [ ] [ ] [ ] [ ] [ ]

5 Full Postal Address (in block letters)

.....
.....

.....Pin Code.....

Telephone Number (if any):.....



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 <sup>th</sup>							
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:

1. The information given in the application is absolutely correct and true
2. 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.
3. 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.
4. In case my admission is made to M.Phil Psychiatric Social Work, 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.
5. 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.....

**PT.B.D.SHARMA UNIVERSITY OF HEALTH SCIENCES, ROHTAK**  
**ADMIT CARD (PROVISIONAL)**

**M. Phil PSYCHIATRIC SOCIAL WORK FOR ACADEMIC SESSION- 2023-2025**

Name:		Roll No.:
Father's Name:		
Examination Centre No.	Category:	<div style="border: 1px solid black; padding: 5px; text-align: center;">                 Space for affixing                  photograph duly attested                  by the Principal of                  institution                  College last attended or                  Gazetted Officer             </div>
	Date of Examination: 11.07.2023	
TIME: 12:00 Noon to 01:30 PM		
Name of Examination Centre:	Controller of Examinations	
_____ <b>Signature of Invigilator</b>		
<b>Important:</b> Candidate is advised to read the Instructions carefully.		

**IMPORTANT**  
**INSTRUCTIONS TO THE CANDIDATES**

- Candidate must bring along with him/her a legibly printed Admit Card along one photo identity proof issued by the Government like Aadhar Card, Driving License, Voter Card, Passport etc. at the Examination Centre, failing which the candidate will not be allowed to enter the Examination Centre.
- Candidate is warned not to carry any electronic device like Mobile Phone, any type of watch/belt/any other electronic/communication device/ Bluetooth device.**
- All communication signals shall be blocked at the centre of the examination during the period of Common Entrance Test.
- Candidate is required to bring along with him/her one black/blue ink pen to shade the bubbles/correct answer on the OMR sheet.
- If, the candidate is found to have committed an act of impersonation, then the selection of such candidate shall be cancelled and legal action against the candidate and the impersonator shall be taken as per the provision of law and the University regulations.
- The candidate must ensure that the admit card is duly signed by the invigilator on duty.
- The question booklet contains 100 MCQ questions of one mark each. There is no negative marking.
- Candidate will not be allowed to leave the OMR sheet blank. If any OMR sheet is found to have been left blank, it shall be crossed by the invigilator with his/her signature and mentioning "CANCELLED" on it.**
- Candidates are warned not to fold, tear, destroy or make any stray marks on the OMR Answer Sheets. Use of Eraser, Nail, Blade, White Fluid/whitener etc. to smudge scratch or damage the OMR sheet in any manner during Examination is strictly prohibited. Candidature/OMR Sheet of candidate found to be using Eraser, Blade, Nail, or White Fluids/Whitener to smudge, scratch or damage the OMR sheet in any manner shall be cancelled.
- Each question has four alternative choices, out of which there is only one correct option. For each question, only one circle on the OMR answer sheet deemed to be correct answer is to be darkened/shaded with only Blue/Black Ball Pen.**
- Pencil should not be used for darkening the circle. If, more than one circle is found darkened, that answer will not be evaluated. Further, if a candidate darkens more than one circle and smudges/scratches any place in any manner with Eraser, Nail, Blade, White fluid/Whitener etc., then in such circumstances the OMR /Answer Sheet and candidature of the candidate shall be cancelled. The candidate himself/herself will be solely responsible for this.**
- The candidate must comply with the instructions mentioned above in the Question booklet, OMR/Answer Sheet etc. The candidates are therefore, again advised to read and understand the instructions carefully given by the University through Admit Card/question booklet/OMR/Answer Sheet.
- If a candidate does not comply with the instructions as mentioned above or creates any kind of indiscipline, the University shall take strict appropriate action as per rules and in addition can also debar the candidate from appearing in the future Examinations, to be conducted by the University and also initiate criminal proceedings against the candidate.**

**Note:- I have read the instructions given above and undertake to abide by the same.**

**Candidate's Signature**

(to be signed in the presence of Invigilator at the time of examination)