



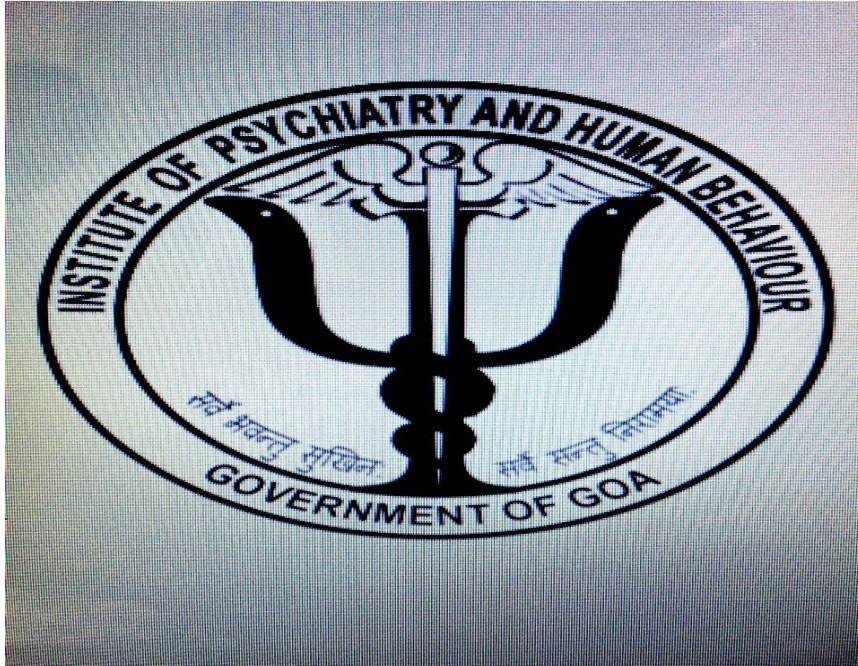
**INSTITUTE OF PSYCHIATRY & HUMAN BEHAVIOUR –
BAMBOLIM, GOA- 403202**

(CENTRE OF EXCELLENCE IN MENTAL HEALTH)

Prospectus for M. Phil. in Psychiatric Social Work

(Affiliated to Goa University)

Academic Year 2022- 2023



No. _____

Rs. 1000/-

**INSTITUTE OF PSYCHIATRY & HUMAN BEHAVIOUR
BAMBOLIM-GOA**

Sr. No.	PART I	Page No
1.	Introduction	3
2.	Objectives of the Institute	3
3.	Course of study	3
4.	Scheme of examination	3
5.	Fees Structure	5
6.	Bond	5
7.	Affidavit	6
8.	Anti-Ragging	6
9.	Miscellaneous	7
	PART II	
1.	Eligibility for admission	8
2.	Application for admission	8
3.	Testimonials and certificates required	8
4	For claiming specific category	9
5	Photograph	9
6	Special Instruction	9
7	Reservation Under Various Categories	10
8	Guidelines for Selection	10
9	Notification of eligibility, selected and wait-listed candidates	11
10	Cancellation of admission.	11
11	Stipend	11
9	Application Form	15
10	Scheduled of Admission Process	18

PART - I

1. INTRODUCTION

The Institute of Psychiatry and Human Behaviour was established as an independent entity on 8th December 1980, after integration of the Mental Hospital which was functioning under the Directorate of Health Services since July 1957, and the Department of Psychiatry of the Goa Medical College functioning since 1968. Post Graduate program in Psychiatry is conducted at this Institution in collaboration with Goa Medical College. This Institute is affiliated to the Goa University and is under the administrative control of Government of Goa.

The Institute of Psychiatry and Human Behaviour has started the program M Phil in Psychiatric Social Work under centre of Excellence from the academic year 2019-2020.

2. OBJECTIVES OF THE INSTITUTE

- (i) To be one of the premier mental health teaching institutes for producing professionals in the field of Psychiatry, Nursing and Allied Health Sciences.
- (ii) To provide holistic mental health care.
- (iii) To promote research activities in the field of Mental Health.

3. COURSE OF STUDY

M.Phil in Psychiatric Social Work will be a 2 year program and shall be governed by the relevant ordinances laid down by the Goa University.

4. SCHEME OF EXAMINATION

Part I & II examinations shall be conducted at the end of the First and Second year of the course respectively.

PART I (1st Year)

Group A Paper I	Paper	Duration	Max. Marks	Marks for Written Exam	Internal Assessment
Group A Paper I	Theory -Psychiatric Social Work	3 Hrs.	100	80	20
Paper II	Psychosocial perspec- tives on Mental Health	3 Hrs.	100	80	20
*Paper III	Psychiatric Social Work Research & Statistics	3 Hrs.	100	80	20
Group B	5 Case Reports		100	-	
Group C	Viva on the scope of the above papers & Case Reports		100	80	20
			500		

* From evaluation point of view, Paper III of the Part I is divided as:

Section A: Psychiatric Social Work Research

Section B: Statistics

Section A and Section B will be valued by the members of the Board for Part I

PART II (2nd year)

Group	Paper	Duration	Max. Marks	Marks for Written Exam	Internal Assessment
Group A Paper I	Theory Social Issues and Mental health	3 Hrs.	100	80	20
Paper II	Psychiatric Social Work Intervention	3 Hrs.	100	80	20
Paper III	Psychiatry including Common Neurological Problems	3 Hrs.	100	80	20
Group B	Dissertation		100	80	20
Group C	Viva on the scope of the above papers, Dissertations and Clinical Examinations		200	140	60
			600		

The final evaluation shall be based on theory, clinical and viva voce including submissions out of 1100 marks.

5.FEE STRUCTURE

The following fees are to be paid on admission to M.Phil in Psychiatric Social Work

First Year		
Sr. No	Particulars	Amount
1	Admission fee	Rs.100/-
2	Annual fee	Rs. 15000/-
3	Laboratory fee/ Computer fee	Rs. 1000/-
4	Gymkhana fee	Rs. 500/-
5	Annual Library deposit (refundable)	Rs. 2000/-
6	Student Aid Fund	Rs. 100/-
7	Institute Examination fee	Rs. 2000/-
8	Magazine fee	Rs. 100/-
9	Identity Card	Rs. 100/-
10	Caution deposit (refundable)	Rs. 1000/-
	Total Fee	Rs. 21,900/-

Second Year		
Sr. No	Particulars	Amount
1	Admission fee	Rs.100/-
2	Annual fee	Rs. 15000/-
3	Laboratory fee/ Computer fee	Rs. 1000/-
4	Gymkhana fee	Rs. 500/-
5	Student Aid Fund	Rs. 100/-
6	Institute Examination fee	Rs. 2000/-
7	Magazine fee	Rs. 100/-
	Total	Rs. 18800/-

Fees once paid shall not be refunded.

On passing part I examination the candidate will have to do the admission for second year by paying the necessary fees

5.1 In addition to the above the students will be required to pay the following fees:

- Institute fees as prescribed by the area where student gains practical experience in or out of State of Goa.
- Examination fee as prescribed by the Goa University.
- Annual Goa University Sports Affiliation fee Rs. 250/-
- Enrollment & Registration fees prescribed by Goa University

All fees are subject to change.

6. BOND

- In-Service candidates / government employees: will execute a bond as per the Government guidelines in force from time to time.
- Other Candidates: will have to execute a bond as per the Government directives issued from time to time.

7. COMPLETION OF PROGRAM

- 7.1 On admission every student will submit an affidavit stating that he/she will be attending the M. Phil in Psychiatric Social Work at the Institute of Psychiatry & Human Behaviour regularly, and is not working in any institution during their study period.
- 7.2 Every candidate shall execute the bond of Rs. 10,00,000/- (Rupees Ten Lakh) or as decided by the Government from time to time within 24 hours of provisional admission, failing which the provisional admission shall be deemed fit to be cancelled.
- 7.3 In case of non-completion or discontinuation of the program, the candidate will have to pay a penalty of an amount of Rs. 10,00,000./- (Ten Lakh).
- 7.4 Original qualification documents will have to be deposited with the Institute at the time of admission for the program which will be handed over after completion of the bond period.

8. ANTI-RAGGING

- 8.1 Ragging is strictly prohibited, as per the Goa prohibition of ragging act, 2008: Goa act 9 Of 2009 and Goa act 17 of 2010. Any student/students who is /are found guilty of ragging and /or abetting ragging is/are liable for punishment.
- 8.2 On admission, every student shall register Affidavits online (https://www.antiragging.in/Site/Affidavits_Registration.aspx) affirming to the effect that he/she has not been expelled and/or debarred by any institution for any act of ragging and further that he/she will not indulge actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging will be liable for punishment. A copy of anti-ragging affidavit shall be submitted within 30 days of admission.
- 8.3 Punishment for ragging
 - a) Whoever directly or indirectly, commits, participates in, abets or propagates, ragging, within or outside this institute shall, on conviction, be dealt with by the Director of the institute and resorted to disciplinary action.
 - b) If the individuals committing or abetting ragging are not identified, collective punishment will be resorted as a deterrent punishment and to ensure collective pressure on the potential raggars.
 - c) Any student so convicted shall further be removed from the roll of the institution and such students shall not be admitted in any other educational institution in the state of Goa for a period of three years from the date of such conviction.

- d) The punishment may also take the shape of:
 - i. Debarring from representation in events;
 - ii. Withholding results; and
 - iii. Suspension or expulsion from institute
- e) The Character/Bonafide certificate shall include an entry of whether the student had indulged in ragging and in particular was punished for ragging, apart from the student's general conduct and behavior.

9. MISCELLANEOUS

- 9.1 Students shall follow rules in respect of use of the Institute's library and laboratory facilities. They shall also follow the rules and regulations where they gain their practical experience.
- 9.2 Students has to submit the medical fitness certificate issued by Goa Medical College Bambolim Goa after provisional selection and before admission.
- 9.3 Attendance: Students require to have a minimum of 80% attendance in theory to be eligible to appear for the examination. Student will have to carry out the minimum prescribed clinical work, However if the student does not have prescribed clinical work he may be allowed to answer the examination if the attendance is 80% & he completes the clinical work requirement within four weeks of completion of examination.

PART- II

1. ELIGIBILITY FOR ADMISSION

- 1.1 A candidate to be admitted for the M. Phil in Psychiatric Social Work Should
- a) Citizen of India
 - b) Must have secured not less than 55% marks in the aggregate of the Master's degree in Social Work (MSW) from a recognized university.
 - c) For SC/ST/OBC category, minimum of 50% marks in aggregate is essential.
 - d) Be medically fit (all candidates who have cleared the entrance examination will have to be found fit by the Medical Board at the Goa Medical College).
- 1.2 In-service candidates of state/central applying for admission should produce study permission/NOC obtained from the employer. Advanced copy of application submitted by the candidates without study permission/NOC will be accepted; however candidates shall submit the same on the day of admission.

2. APPLICATION FOR ADMISSION

- 2.1 The application form is available online on the website of the Institute (www.iphb.goa.gov.in).
- 2.2 Applicant has to pay Rs. 1000/- (Rupees One Thousand only) through a Demand Draft in favour of the Director, Institute of Psychiatric & Human Behaviour, Bambolim-Goa.
- 2.3 The application form duly filled along with the Demand Draft, and the testimonials/ certificates should be submitted personally or send by Registered A.D/Speed Post to the Director, Institute of Psychiatry & Human Behaviour, Opp. Holy Cross Shrine, Bambolim, North Goa – 403202. The institute shall not be held responsible for Postal delay.
- 2.4 The application for admission should reach the Institute on or before 15.06.2022 by 5 pm. In-service candidates should submit application through proper channel.
- 2.5 Candidates must ensure that they are eligible to apply for the program in accordance with the qualification and other terms and condition for the purpose. All eligibility criteria are to be met prior to the last date of application.
- 2.6 Candidates are requested to check the official website of this Institute regularly for any updates till the commencement of the program.

3. TESTIMONIALS AND CERTIFICATES REQUIRED

All candidates shall enclose with the application form the following self attested copies:

- a) Certificate of birth from the competent authority.
- b) Certificate of passing and statement of marks obtained at S.S.C., H.S.S.C. and Graduation issued by the recognized board/ University.
- c) Certificate of passing and statement of marks obtained for Master's degree in Social Work (MSW)
- d) Master's degree in Social work issued by the recognized university.
- e) A certificate that the candidate has been immunized against Hepatitis-B must be attached.
- f) Work experience certificate specifying the period of employment and area of work, if any

4. FOR CLAIMING SPECIFIC CATEGORIES

4.1 A valid caste certificate in the prescribed proforma (Annexure I) from the Deputy Collector of Government of respective State for candidates claiming seat reserved for the Schedule Caste/Tribe category. Certificates issued by the Village Panchayat/Mamlatdar shall not be accepted

4.2 A recent and valid caste certificate (non-creamy layer and non-migrant) in the prescribed pro-forma (Annexure II) from the Deputy Collector of the area concerned for candidates claiming seat reserved for OBC category, and the prescribe proforma in Annexure III in case of Economically Weaker Sections. Certificates issued by Village Panchayat\ Mamlatdar shall not be accepted.

4.3 A certificate from the constituted medical board of a Government Hospital, for a candidate claiming seat reserved for Person with disability category indicating his/her disability and ability/fitness to undergo all parts of the syllabus of the program. The percentage of disability should be recorded on the fitness certificate. Persons suffering from not less than 40% (forty percent) disability shall be eligible for the reserved seat.

4.4 Service Certificate from the head of the office/Department about the current posting of the candidate/spouse/parent, for candidates claiming seat reserved for Goa State/Central Government employees including Goa state/Central Government/Public Sector undertaking and defense personnel. The service certificate should indicate the full name of the candidate/spouse/parent, designation date of transfer order, place transferred from and date of joining.

5. PHOTOGRAPHS

All Candidates must

- a. Affix their recent passport size photograph on the application form after which the same is to be self attested
- b. Submit an additional copy of the photograph with their names written in pencil on the reverse of the photograph

6. SPECIAL INSTRUCTIONS

- 6.1 Applications which are incomplete or submitted after the due date and time as notified will not be considered.
- 6.2 All certificates enclosed with the application form should be self-attested.
- 6.3 Copies of certificates attached with the application form will not be returned even if the candidate is not selected.
- 6.4 No original certificates should be attached to the application.
- 6.5 The candidate will have to produce certificates in original for verification at the time of admission.
- 6.6 Candidate will have to submit Migration Certificate issued by the recognized university within a month.
- 6.7 Candidate will have to submit Provisional Eligibility Certificate from recognized University at the time of admission.
- 6.8 The candidate applying for MPhil in Psychiatric Social Work program must have completed the age of 18 years on or before 31st December 2021.

7. RESERVATION UNDER VARIOUS CATEGORIES

Reservation of seats in case of Scheduled Caste (SC) and Scheduled Tribe (ST) candidates for admission to various programmes of study in the Institute of Psychiatry Human Behaviour shall be on the basis of the reservation policy of the State Government.

- 2% of seats available shall be reserved for candidates belonging to SC category.
- 12% of seats available shall be reserved for candidates belonging to ST category.
- 27% of total seats available shall be reserved for candidates belonging to other backward classes (OBC) of the State of Goa as per the directives of the State Government.
- 10 % of seats available shall be reserved for candidates belonging to Economically Weaker Section on production of certificate issued by the Mamlatdar.
- 5% of seats available are reserved for persons with disabilities in admission requirements. The 5% quota will have "horizontal reservation.

N.B:

In case there is no eligible candidate in any of the Reserved Categories, the seat/s shall be transferred to the other Category.

8. GUIDELINES FOR SELECTION

- 8.1 Candidates shall be provisionally selected on the basis of a written examination. The selection shall be as per merit in the entrance examination which will be held on a date and time specified on the last page.
- 8.2 The entrance examination shall be based on the Master's in Social Work syllabus,
- 8.3 If Candidates have equal scores in the entrance examination, the candidate having a higher score in the qualifying examination will be selected.
- 8.4 If Candidates have equal scores in the entrance examination and qualifying examination, the candidate having maximum work experience will be selected.

8.5 If Candidates have equal scores in the entrance examination and qualifying examination, and have equal work experience, the candidate who is older (in age) will be selected.

9. NOTIFICATION OF ELIGIBILITY, SELECTED AND WAITLISTED CANDIDATES

9.1 The eligible list of candidates will be displayed on notice board and the institute's website.

Candidates are expected to bring to the notice of the Director (in writing) any discrepancy on the eligibility list within 24 hours of display, failing which the candidate himself/herself shall be responsible for the consequence of such an error. The candidate should also ensure that the revised position if any is informed to him/her.

9.2 The names of the candidates who are provisionally selected and are in the waiting list will be displayed separately on the notice board and the website of the Institute of Psychiatry & Human Behaviour, Bambolim, Goa. The list of waitlisted candidates will be displayed as per availability of seats.

9.3 The provisionally selected candidates should report to the Institute of Psychiatry & Human Behaviour on the date and time as notified schedule of admission process, along with the fees and their original certificates for verification. Fees are to be paid by Demand Draft drawn in favour of, Director, Institute of Psychiatry & Human Behaviour, Bambolim, Goa.

10. CANCELLATION OF ADMISSION

10.1 Candidates not reporting:

a) If any candidate who is offered admission does not report or pay the prescribed fees within the date specified in the notice of admission, the offer will be treated as cancelled and seat will be offered to the next eligible waitlisted candidate.

b) Even if a candidate pays the tuition fees, but fails to join the College within 15 days from the commencement of the term or from the date of payment of fees, whichever is later, Director can, at his discretion, cancel the admission of such candidate. The tuition fees paid by such candidate shall not be refunded.

10.2 Cancellation of Admission by Admitting Authority:

If any information/certificate submitted by the candidate in connection with his/her admission is found to be incorrect at any time in the future, his/her admission shall be cancelled forthwith and the entire fees shall be forfeited.

11. Stipends/Scholarship.

Stipend of Rs. 20,000/- per month will be paid to the students pursuing M.Phil in Psychiatric Social work.

**ANNEXURE – I –
CASTE CERTIFICATE (SC / ST)**

1. This is to certify that Shri/Kum. _____ Son/Daughter of
_____ of village / town
_____ of the state of Goa belongs to the
_____ Caste / Tribe which is recognised as a Scheduled Caste under:

The Constitution (Goa, Daman and Diu) Scheduled Caste order, 1968
The Constitution (Goa, Daman and Diu) Scheduled Tribes order, 1968

2. Shri/Kum. _____ and or his/her family
ordinarily resides in village/town _____ of Goa and is
non-migrant/migrant (from the state of _____) as per the Presidential Order
dated 19th February, 1968.

Signature: _____

Designation: Deputy
Collector
(with seal of Office)

Place: _____

Date: _____

Note: The Term “Ordinarily reside” used here will have the same meaning as in section 20 of the Representation of the Peoples Act, 1950.

**ANNEXURE II –
O.B.C CERTIFICATE
FORM OF BACKWARD CLASS CERTIFICATE
OFFICE OF DISTRICT MAGISTRATE /SUB-DIVISIONAL
MAGISTRATE/MAMLATDAR**

This is to certify that Shri/_____ Son /Daughter of
_____ of village / town
_____ of the State of Goa belongs to the
_____ caste/community, which is recognised as a backward
class under the Government of India, Ministry of Welfare, resolution No. 12012/68/93-
BCC (C) dated 10th September, 1993 and resolution No. 12012/44/96-BCC (C) dated 6th
December, 1996, published in Gazette of India, Extraordinary, Part I, Section I, dated
13th Sept, 1993 and dated 11th December, 1996 respectively, as also mentioned under
Govt. of Goa notification No. 13/3/84-LAWD/OBC dated 12.6.1987, No. 13 /25/ 92-
SWDPart dated 4.10.1995, No. 13/1/97-SWD dated 3.3.1997, No. dated 13.5.1997, No.
dated 12.12.1997, No. dated 23.9.1998, No. dated 30.6.2000 as amended.

Shri/Kum. _____ and or
his/her family ordinarily resides at House No. _____ in village / town _____
Taluka _____ of Goa.

It is certified that he/she as on the date of issue of this certificate belongs to
persons/sections of non-creamy / creamy layer mentioned in column 3 of the schedule of
the Government of India, Department of Personnel & Training O.M. No.
36012/22/93/Est)SCT) of 1993.

Shri/Kum. _____ and or his/her
family ordinarily resides in village/town _____ of Goa and is non-
migrant/migrant (from the state of _____) as per the presidential order dated
19th
February, 1968.

Signature:.....

Designation:.....

(With seal of Office)

Place: _____

Date: _____

Note: The Term “Ordinarily reside” used here will have the same meaning as in section 20 of the Representation of the Peoples Act, 1950. _____

PROFORMA FOR CERTIFICATES

ANNEXURE-III INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALY WEAKER SECTIONS

Certificate No:- _____ Date:- _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____
son/daughter/wife of _____ permanent resident of
_____ Village/street _____ Post. Office
District _____ in the State/Union Territory _____ Pin
Code _____ whose photograph is attested below belongs to Economically
Weaker Section , since the gross annual income * of his/her “family” is below Rs. 8 lakh
(Rupees Eight Lakh only) for the financial year _____. His/her family does not
own or possess any of the following assest*:**

I.5 acres of agricultural land and above;

II. Residential flat of 1000 sq. ft. and above;

III. Residential plot of 100 sq. yards and above in notified municipalities;

IV. Residential plot of 200 sq. yards and above in area other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the caste which is not recognized
as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of
Office _____
Name _____
Designation _____

Recent
Passport size
attested
photograph of
the applicant

*Note 1. Income covered all sources i.e. salary, agriculture, business, profession, etc.

2. The term “family “ for this purpose include the person, who seek benefit of reservation , his/her parents
and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

3. The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

APPLICATION FORM

**INSTITUTE OF PSYCHIATRY & HUMAN BEHAVIOUR, BAMBOLIM-GOA
M.Phil in Psychiatric Social Work, 2022-2023**

For Office Use Only App. No. _____ Registration No. _____

Academic record:

#	Pre-degree /diploma/ degree	Year of passing	Duration	Examining authority	Total marks/Percentage	Remarks
1.	SSC					
2.	HSSC					
3.	Graduation					
4	MSW					

- 1) Form checked by..... 2) Form Double-checked by..... 3) Original documents checked by

Affix passport size self attested

PERSONAL DATA

Name in full (in block letters, as per qualifying examination)

Sex _____ Date of Birth _____ Place of Birth _____

Age _____ Marital status: _____

Nationality: _____ Contact Nos. _____

Email id _____

Temporary Address: _____

Permanent Address: _____

Name and address of the institution/agency/hospital where last worked:

Category under which you wish to apply for – General, S.T., O.B.C., and **Person with Disabilities (Do Not tick)**

WRITE (ONLY ONE CATEGORY): _____

Mphil in Psychiatric Social Work

Check list for the documents to be attached

- a. Please enclose self-attested certificates/documents as per requirements (Part-II, clause 3 of the prospectus). (Tick the certificates you have enclosed).
- b. **No original documents** should be attached. The admission committee shall not be responsible for loss of original documents if enclosed.

ESSENTIAL CERTIFICATES FOR ALL CATEGORIES		
#	Certificates/Documents	Tick if enclosed
1.	Certificate of passing and statement of marks obtained at S.S.C. issued by the recognized board.	
2.	Certificate of passing and statement of marks obtained at H.S.S.C. issued by the recognized board.	
3.	Certificate of passing and statement of marks obtained at Graduation. issued by the recognized University	
4.	Certificate of passing and statement of marks obtained at Master in Social Work issued by the recognized University	
5.	Certificate of Birth from Competent authority	
6.	No objection certificate from present employer (if employed)	
Category Certificate		
1.	Certificate from Deputy Collector in case of Candidates from S.C./S.T./OBC (non- creamy layer) on prescribed proforma (Annexure II for S.C./S. T. Annexure III for O.B.C.)	
2.	Certificate for Person with Disabilities from constituted Medical board of a Government Hospital.	
3.	Medical examination report from Government Doctor Only	
For Candidates Other Than Those From Goa University		
1.	Migration Certificate	
2.	Provisional Eligibility Certificate from the University	

Declaration by the Candidate

- a. I hereby state that I am eligible to be considered for admission to the M. Phil in psychiatric Social Work.

- b. I hereby agree, if admitted, to conform to the rules and regulations at present in force or that may hereafter be framed for the administration of the Institute. I undertake that, so long as I am a student of the Institute I will not do anything that is unworthy of the Institute's ideals or do anything that will interfere with its orderly working and discipline. If admitted, I undertake to complete the program. I also undertake to serve the Government of Goa in any part of the state for a period of one year after completion of M. Phil in Psychiatric Social Work, if called upon to do so by the Government within a period of six months.

- c. I am aware that ragging is banned from the Institute of Psychiatry & Human Behaviour, Goa and that if I am found guilty of ragging I am liable for punishment as deemed fit by the Director, Institute of Psychiatry & Human Behaviour.

Signature of the Candidate _____

Name of Candidate _____

Place: _____

Date: _____

SCHEDULE OF ADMISSION PROCESS 2022-2023

WORKING DAYS: MONDAY-FRIDAY

TIME: 10.00AM – 4.00PM

	EVENT	DATE /DAY
1	Applications available online from	30.05.2022 (Monday)
2	Last date for submission of application	15.06.2022 (Wednesday)
3	Expected date of displaying eligibility List	27.06.2022 (Monday)
4	Issue of hall ticket for entrance exam	08.07.2022 (Friday)
5	Entrance Test	10.07.2022 (Sunday)
6	Display for provisionally selected and waitlisted Candidates	15.07.2022 (Friday)
7	Provisional Admission of selected candidates	22.07.2022 (Friday)
8	Provisional Admission of waitlisted candidates	26.07.2022 (Tuesday)
9	Commencement of program	01.08.2022 (Monday)