



INSTITUTE OF PSYCHIATRY & HUMAN BEHAVIOUR

BAMBOLIM, GOA- 403202

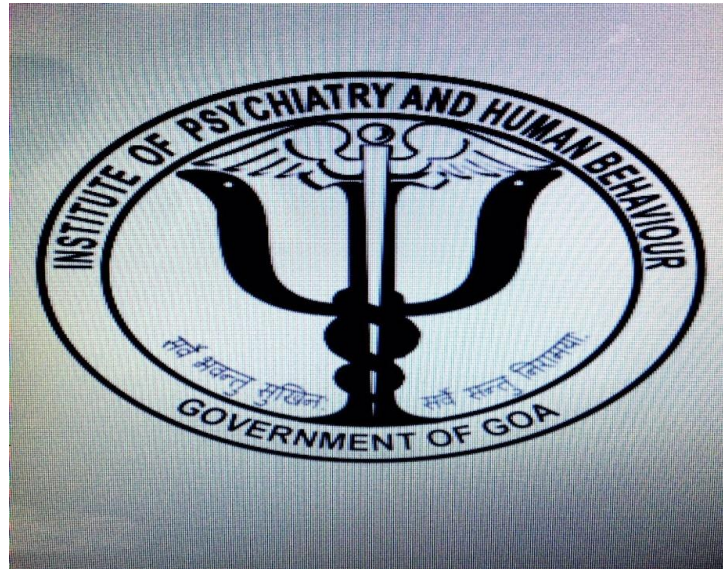
(CENTRE OF EXCELLENCE IN MENTAL HEALTH)

Prospectus for Post Basic Diploma in Psychiatric/ Mental

Health Nursing

Affiliated to Goa University

Academic Year 2022- 2023



No. _____

Rs. 1000/-

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

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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 started the one year program in Nursing under the Centre of Excellence i.e. The Post Basic Diploma in Psychiatric/Mental Health Nursing from the academic year 2019-2020.

2. OBJECTIVES OF THE INSTITUTE

- (i) To be one of the premier mental health teaching institute 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

The Post Basic Diploma Psychiatric/Mental Health Nursing is a one year program and shall be governed by the relevant ordinances laid down by the Goa University.

4. SCHEME OF TEACHING HOURS.

The scheme of teaching hours for the one-year program shall be as follows:

	Theory	Theory	Practical
1	Clinical Nursing –I (Foundation Course)	155	1280
2	Clinical Nursing –II (Psychiatric/Mental Health Nursing)	155	
3	Supervision & Management, Clinical Teaching, Elementary Research & Statistics		
i.	Supervision & Management	30	
ii.	Clinical Teaching	30	
iii.	Elementary Research & Statistics	30	
4	Internship		160
	Total	400	1440

5. SCHEME OF EXAMINATION SHALL BE AS FOLLOWS:

	Theory	Internal	External	Total	Duration
1	Clinical Nursing –I (Foundation Course)	50	150	200	3 hours
2	Clinical Nursing –II (Psychiatric/ Mental Health Nursing)	50	150	200	3 hours
3	Supervision & Management, Clinical Teaching, Elementary Research & Statistics	50	150	200	3 hours
	Practical				
1	Clinical Nursing (including teaching & supervision)	100	100	200	
	Total	250	550	800	

6. FEE STRUCTURE

Fee structure for the academic year 2022-23.

(i)	Admission fee	Rs.100/-
(ii)	Annual fee	Rs. 10000/-
(iii)	Laboratory fee/ Computer fee	Rs. 1000/-
(iv)	Gymkhana fee	Rs. 500/-
(v)	Annual Library deposit (refundable)	Rs. 2000/-
(vi)	Student Aid Fund	Rs. 100/-
(vii)	Institute Examination fee	Rs. 2000/-
(viii)	Magazine fee	Rs. 100/-
(ix)	Identity Card	Rs. 100/-
(x)	Caution deposit (refundable)	Rs. 500/-
	Total Fee	Rs. 16400/-

Fees once paid shall not be refunded.

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

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

All fees are subject to change.

7. BOND

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

8. COMPLETION OF PROGRAM

- 8.1 On admission every student will submit an affidavit stating that he/she will be attending the Post Basic Diploma Psychiatric/Mental Health Nursing program at the Institute of Psychiatry & Human Behaviour regularly, and is not working in any institution during their study period.
- 8.2 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 admission shall be deemed fit to be cancelled.
- 8.3 In case of non-completion or discontinuation of the program, the candidate will have to pay a penalty of an amount of **Rupees Ten Lakhs**.
- 8.4 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.

9. ANTI-RAGGING

9.1 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.

9.2 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.

9.3 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 raggers.
- 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 migration 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 behaviour.

10. MISCELLANEOUS

1. All students shall compulsorily wear uniform as prescribed by the Institute.
2. 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.
3. Students are required to be immunized against hepatitis-B before the commencement of their practical experience. (Documentary proof is to be attached- the fitness medical certificate).
4. Attendance: Students require to have a minimum of 80% attendance in theory and 100% in practical), to be eligible to appear for the examination. However if the student does not have 100% attendance in practical he/she may be allowed to answer the examination if attendance is 80% and he/she completes the requirements within 4 weeks of completing the examination.

PART- II

1. ELIGIBILITY FOR ADMISSION

- 1.1** A candidate to be admitted for the Post Basic Diploma in Psychiatric / Mental Health Nursing Program Should
- a) Be a citizen of India.
 - b) Have passed the General Nursing Midwifery (GNM) / B.Sc. Nursing/Post Basic B.Sc. Nursing Programme from a Nursing institution recognized by the Indian Nursing Council, New Delhi with a minimum of 55% aggregate marks.
 - c) Be a Registered Nurse and Registered Midwife (RNRM) or equivalent in lieu of Midwifery from a State Nursing Council recognized by Indian Nursing Council (INC).
 - d) Have a minimum of one-year work experience after GNM/B.Sc. Nursing, OR one-year prior to, or after, Post Basic B.Sc. Nursing.
 - e) 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 favor of the Director, Institute of Psychiatry & 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 office of Institute of Psychiatry & Human Behaviour on or before **15.06.2022** by **5.00** 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 conditions 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 ALONG WITH APPLICATION FORM

All eligible candidates shall submit the following self attested copies at the time of applying for Admission:

- a) Certificate of birth from the competent authority.
- b) Certificate of passing and statement of marks obtained at S.S.C. and H.S.S.C. issued by the recognized board.
- c) Certificate of passing and statement of marks obtained for GNM/B.Sc. Nursing /Post Basic B.Sc. Nursing Program issued by the University/Council.
- d) B.Sc. Nursing /Post Basic B.Sc. nursing degree issued by the university.
- e) Migration certificate issued by the recognized university/Council/Board if other than Goa University.
- f) Registration Certificate (including the latest renewal) from the State Nursing Council.
- g) Provisional Eligibility Certificate from the Goa University (if other than Goa University).
- h) A certificate that the candidate has been immunized against Hepatitis-B must be attached.
- i) Work experience certificate specifying the period of employment and area of work, if any.

4. FOR CLAIMING SPECIFIC CATEGORIES

- a) 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.
- b) 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 Economicaly Weaker Sections. Certificates issued by Village Panchayat\ Mamlatdar shall not be accepted.
- c) 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.
- d) 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, date of joining and present status of posting for candidates applying under CSP category.

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 side of the photograph

6. SPECIAL INSTRUCTIONS

- a) Applications which are incomplete or submitted after the due date and time as notified will not be considered.
- b) All certificates enclosed with the application form should be self-attested.
- c) Copies of certificates attached with the application form will not be returned even if the candidate is not selected.
- d) No original certificates should be attached to the application.
- e) The candidate will have to produce certificates in original for verification at the time of admission.
- f) Candidate will have to submit Migration Certificate issued by the recognized university within a month.
- g) Candidate will have to submit Provisional Eligibility Certificate from recognized University at the time of admission .
- h) The candidate applying for Post Basic Diploma in Psychiatric/Mental Health Nursing 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 programs 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.
- 50% of seats available shall be reserved for the Resident of Goa on Production of 15 year residence certificate issued by the Mamlatdar.
- 5% seats available are reserved for persons with disabilities in admission requirements. The 5% quota will have "horizontal reservation".

N.B:

- a) ***Four** seats will be reserved for the Nursing staff presently working in the Institute of Psychiatry & Human Behaviour Bambolim Goa.
- b) In case there is no eligible candidate in any of the Reserved Categories, the

seat/s shall be transferred to the General category.

8. GUIDELINES FOR SELECTION

1. Candidates shall be provisionally selected on the basis of a written and skill-based entrance 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. There will be equal weight age of marks for the written and skilled-based test.
2. The entrance examination shall be based on the nursing syllabus.
3. If Candidates have equal scores in the entrance examination, the candidate having a higher score in the qualifying examination will be selected.
4. If Candidates have equal scores in the entrance examination and qualifying examination, the candidate having maximum work experience will be selected.
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

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.

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.

The provisionally selected candidates should report to the Institute of psychiatry & Human Behaviour on the date and time as notified schedule of admission process, long 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 Institute 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. STIPEND /SCHOLARSHIP

Stipend of Rs. 15,000/- per month will be paid to the students pursuing Post Basic Diploma in Psychiatric / Mental Health Nursing.

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 recognized 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
Post Basic Diploma in Psychiatric/Mental Health Nursing, 2021-2022**

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.	GNM/)					
4	PBB.Sc(N) /B.Sc(N)					
5	M. Sc. (N)					

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

.....
.....

**Affix
passport size
self attested
photograph**

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, SC, S.T., O.B.C., and **Person with Disabilities (Do Not tick)**

WRITE (ONLY ONE CATEGORY): _____

Post Basic Diploma in Psychiatric /Mental Health Nursing Program Check list for the documents to be attached

- Please enclose self-attested certificates/documents as per requirements (Part-II, clause 3 of the prospectus). (Tick the certificates you have enclosed).
- 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.	Passing Certificate <ul style="list-style-type: none"> • GNM • PBB.Sc(N)/B.Sc(N) • MSc(N) 	
4.	Mark sheet <ul style="list-style-type: none"> • GNM • PBB.Sc(N)/B.Sc(N) • MSc(N) 	
5.	Degree/ Diploma certificate issued recognized University/Board	
6.	Registration certificate from State Nursing Council	
7.	Certificate of Birth from Registrar, Births and Deaths	
8.	No objection certificate from present employer	
9.	Experience certificate from employer	
Category Certificate		
1.	Certificate from Deputy Collector in case of Candidates from S.C./S.T./OBC (non- creamy layer) on prescribed proforma (Annexure I for S.C./S. T. Annexure II for O.B.C.)	
2.	Certificate from the concern authorities regarding Central and State Government employee.	
3.	Certificate for physical handicapped from constituted Medical board of a Government Hospital.	
4.	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 Post Basic Diploma in Psychiatric/Mental Health Nursing.
- 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 the Post Basic Diploma in Psychiatric/Mental Nursing, 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 & Skill based 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)