



GOVERNMENT OF MAHARASHTRA
MAHARASHTRA INSTITUTE OF MENTAL
HEALTH, PUNE

Survey No. 34 C, Panchavati, Pashan, Pune 411 008
Phone Number:- 020-29518222
Email Id:- dp.mimhpune@gov.in



Information Brochure For
Certificate Course in Counselling
Academic Year 2024-2025

Certificate Course in Counselling

Academic Year 2024-2025

Sr. No	Admission Process Calendar	Date
01	Date of notification	17/10/2024
02	Start Date for submission of offline application	17/10/2024
03	Last Date for receipt of offline filled application form	07/11/2024
04	Release of Hall Ticket	11/11/2024
05	Date of entrance examination	13/11/2024
06	Date of results / Merit list	18/11/2024
08	Start of admission	25/11/2024
09	Last date of admission	29/11/2024
10	Date of commencement of course	01/12/2024



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1) ABOUT THE INSTITUTE:

Maharashtra Institute of Mental Health (MIMH) is a state level, apex government institute working in the field of mental health, established in 1991 by the Government of Maharashtra. This institute is recognized as a 'Centre of Excellence' in the field of mental health by the Ministry of Health and Family Welfare, Government of India in 2011.

MIMH provides comprehensive and holistic mental health services for the treatment, prevention and promotion of positive mental health in communities. MIMH provides tertiary mental health care, to patients from all over Maharashtra and adjoining states. It caters to the clinical needs of both acute and chronic persons with mental illness, through inpatient and outpatient services using clinically relevant multidisciplinary approaches. There is also a special outpatient department for the assessment & certification of children with psychological disabilities. A day care center for the psychosocial rehabilitation of patients with psychiatric disorders is also available.

Psychometric testing and counseling is also being carried out routinely. It also provides high quality forensic psychiatric and legal mental health evaluation & treatment for prisoners and criminal offenders with psychiatric disorders sent from court or prisons. MIMH also provides multi-disciplinary mental health services to Sassoon General hospital, Pune. Institute has a beautiful mental health complex located at Pashan, Pune where out-patients services as well as day care centers offers mental health services.

MIMH offers following courses in the field of mental health for creation of trained manpower. These courses include M. Phil in Clinical Psychology, M. Phil in Psychiatric Social Work, M.Sc. in Psychiatric Nursing and M.D. Psychiatry.

2) AIM:-

To train students with adequate level of competency to offer the basic mental health services such as identifying mental health problems by using psychological assessments in different populations and intervening with appropriate counseling and psychotherapy techniques.

3) OBJECTIVES:-

1. To enable the students to work with individual, group & communities facing the problem of acute & chronic mental illness.
2. To develop the students' skills for clinical interviewing, psychological assessment and therapeutic intervention.
3. To improve the interdisciplinary collaboration for provision of services and issues related to person with disabilities.
4. To provide students with opportunities for personal development.

4) DURATION OF COURSE :

One academic year full time intensive course with internship of three months.

5) ELIGIBILITY CRITERIA:

M.A. / M. Sc. in Psychology (Clinical / Counseling) (full-time)

6) LANGUAGE OF INSTRUCTIONS: English

7) NUMBER OF SEATS FOR ACADEMIC YEAR 2024-2025:

Total seats 12

Category	Open	SC	ST	VJ A	OBC	SEBC	EWS
Seats	4	2	1	1	2	1	1

Reservation policy will be followed for admission as per the existing rules of Maharashtra Government.

8) FEE STRUCTURE:

The fee structure for academic year 2024-25 is Rs. 25000/-

9) HOW TO APPLY:

1. Candidates can apply offline from 17/10/2024 to last date of application i.e. 07/11/2024 (05.00 pm).
2. No other mode of application will be accepted.
3. The candidates who want to seek the admission for Certificate Course in Counseling course should apply in prescribed application form format along with information brochure containing procedures for admission to One Year Post Graduate Certificate Course.
4. The candidates should print the **application form** available on www.mimhpune.org fill it manually and attach a set of photocopies of relevant certificates as mentioned in this brochure.
5. The application fees via **Demand draft of (Rs. 300/- for open category and Rs 200/- for reserved category)** drawn in favor of **“Director-Professor, Maharashtra Institute of Mental Health, Pune”** payable at Pune should be attached along with application form.

OR RTGS Mode

Bank details – Bank of Baroda, BJGMC, Station Road Branch, Pune.

Ac. No. 98260100005746, IFSC Code – BARB0DRCBJM (Fifth character is zero)

6. The application form must be submitted on or before 07/11/2024 till 5:00 pm
7. Candidates should submit / send application form on the following address
**“Director-Professor,
Maharashtra Institute of Mental Health,
Survey No. 34C, Panchavati, Pashan
Pune - 411008.**
8. Original documents / certificates should not be attached with the application form.
9. In service candidates should get **no objection certificate (NOC)** from concerned authority before applying to the course.
10. Application fees are nonrefundable.
11. **Candidates submitting incomplete application form / documents, the application will not be considered for admission process.**

10) LIST OF DOCUMENTS:

Self-attested photocopies of following documents / certificates are required to be submitted along with the application form in given order

1	Post-Graduation Degree Mark sheet
2	Post-Graduation Degree Certificate
3	Graduation Degree Mark sheet
4	Graduation Degree Certificate
5	Identity Proof (Aadhaar card/Voter ID card /PAN card / Driving License etc)
6	Caste certificate (If applicable)
7	Marriage certificate (If applicable for name change)



11) INSTRUCTIONS FOR WRITTEN ENTRANCE EXAMINATION:

- i) Admission will be given based on merit of written entrance examination.
- ii) Written entrance examination will be conducted on 13/11/2024 at 11:00 am in the institute.
- iii) Candidates should report to examination venue latest by 10:30 am.
- iv) Candidates should bring **blue ball pen** for the examination.
- v) The examination will consist of 50 MCQ's with 02 (two) mark each.
- vi) All questions are compulsory.
- vii) Duration of the examination will be 90 minutes.
- viii) The language of Examination will be English.
- ix) Each Question will be of single best response objective type with four answer options.
- x) Candidate should select correct option from four options given and writing appropriate box in front of the question number on a separate answer sheet.

Question No.	Answer
1	
2	

- xi) Candidate should not use any other method for answering i.e. Half Circle, dot, darken one, cross etc.
- xii) Each correct response shall be awarded one mark.
- xiii) There shall be **NO NEGATIVE MARKING** for wrong answer.
- xiv) Do not write anything on the question paper. If written anything then such type of act will be considered as an attempt to resort to unfair means.
- xv) Over writing for the options will not be evaluated.
- xvi) If any candidate has any objection against any question in the question paper of this written entrance examination then same may be raised through a written application addressed to the Director Professor on the same day of examination. Representation received after this period shall not be considered.
- xvii) Institute will not pay travelling allowance to any of the candidates who appear for written entrance examination.

12) TIE-BREAKER CRITERIA:

In case of two or more candidates securing equal number of marks in the written entrance examination tie breaker criteria will be applied in following order:-

1. The candidate with more aggregate marks of two years of M.A. / M. Sc. in Psychology (Clinical/ Counseling) (converted into percentage) shall be preferred.
2. The candidate with more aggregate marks in Graduation Examination shall be preferred.

13) REFUND OF FEES AND CANCELLATION OF ADMISSION:

- a. The candidate who has been admitted may cancel admission by submitting an application for cancellation and for refund of fees.
- b. The refund of fees as applicable shall be made in due course.
- c. The policy for refund of fees (amount of refund) will be informed to candidates after receiving application.

14) HOSTEL ACCOMMODATION:

1. It will be subject to availability.
2. Director-Professor has reserved his rights for providing hostel accommodation

15) CONDUCT AND DISCIPLINE:

- i. Suppression of any wrong information would lead to disqualification of the candidate, even at later date.
- ii. It is responsibility of every candidate to submit proper documents. Any attempt to submit documents which are not genuine will lead to cancellation of the admission of the candidate, forfeiture of the fees, and expulsion of the candidate from the college by the Director Professor. The name of such candidate/s shall be deleted from the Merit list and he/she will not be eligible for further rounds of the selection process and will be debarred from the selection process. If deemed fit even criminal proceeding may be initiated by the Director Professor against such candidates / their parents.
- iii. Canvassing directly or indirectly for the allotment of seat would disqualify the candidate for admission. Influencing by the staff by unfair means, will lead to cancellation of allotted seat and such candidate will also face disqualification for appearance in the subsequent process.
- iv. In case of dispute in the matter of allotment of seat / course / institution or any other matter pertaining to the provisional selection or cancellation of admission, the decision of the Director-Professor shall be final and binding
- v. After admission orientation program will be conducted for admitted students. All instructions regarding syllabus, conduct & discipline while studying in institute will be explained to them. Any deviation from this will lead to disciplinary action against that student.

Director-Professor has reserved his rights for any changes/ modifications in the admission procedure

For any queries or clarifications regarding admission procedure, kindly contact

Mrs. Deepika Patil

Contact No: 9011732767, during office hours (09:00am to 05:00pm).

OR

Email us on: dp.mimhpune@gov.in

ANNEXURE – “A”



Government of Maharashtra
Maharashtra Institute of Mental Health

Survey No. 34C, Panchavati, Pashan, Pune - 411008

Phone No. 020-29518222

E-mail: dp.mimhpune@gov.in

APPLICATION FORM
ONE YEAR POST GRADUATE CERTIFICATE COURSE IN COUNSELING
ADMISSION FOR 2024-25

Application No.
2024/

(For office use only)

Recent
Passport
Size
Photo
(3.5cm x 4.5cm)

1	Full Name of the Applicant	
2	Address correspondence	
3	E-Mail ID	
4	Mobile No.	
5	Gender	
6	Date of Birth	
7	Nationality	
8	Caste & Sub-caste	
9	Category	
10	Marital Status	

EDUCATIONAL QUALIFICATION:-

Year	Month and year of passing		Total marks Obtained	Out of marks	Percentage
S.S.C.					
H.S.C.					
Graduation					
Post-graduation					
Diploma (if any)					

Self-attested Photocopies of following Documents to be attached by the candidate

Check List

List of documents:

No	Name of the Document/ Certificate	Yes	No
		(Please √ in Box)	(Please √ in Box)
1	MSW / M.A. in Social Work or Psychology Mark sheet and Certificate		
2	Graduation Mark sheet and Certificate		
3	HSC Mark sheet and Certificate		
4	SSC Mark sheet and Certificate		
5	Character certificate/ Recommendation letter from respective PG department HOD		
6	Work-Experience Certificate (if applicable)		
7	Caste certificate (If applicable)		
8	Caste validity certificate (If applicable)		

Details of Demand Draft : (DD is to be submitted along with the Application form)

DD. Amount : DD. No..... DD. Date:

Bank Name Branch:

Candidates submitting incomplete application form / documents will not be considered for admission process.

UNDERTAKING

I hereby declare that above information furnished by me is true and correct to the best of my knowledge. If any information furnished by me is found fraudulent /incorrect/ false at a later date, I am aware that my admission is liable to be cancelled and Civil / Criminal action can be prosecuted against me.

I am aware that I need to obtain and produce my original certificate enlisted at the time of counseling without which I shall not get the 'Provisional Admission'.

Date:

Signature:

Place:

Name:

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