**Guidelines for Internship and Concurrent Field Work**

**PROGRAMMES**

1. The programmes include observation and training in therapeutic method, theoretical session of psychiatric services and mental illness, weekly assignments and presenting the topic etc.
2. The agency will issue a valid certificate on the final day of the placement by considering the aptitude and performance of the candidates.

**RULES AND REGULATION**

1. Candidate should sign the attendance register kept in the office every day on before 9: 30am.
2. Discipline and punctuality should be maintained in attending all aspect of block placement /concurrent field work training.
3. In case of medical and other emergencies the candidates can avail leave with prior permission from the Programme Coordinator/Block placement work training coordinator.
4. Candidate are request to follow the code of ethics and empathy while interact person with mental illness.
5. Candidate having any grievance or special needs can free to contact Programme Coordinator.
6. Candidates are not permitted to collect data whatsoever for any of their project or dissertation during the period of block placement /concurrent field work training.
7. The candidate needs to submit the summary report(Research Study Report) of the activities of their posting in approved formats.
8. The organization will not carry the legal responsibility of the trainee.
9. Candidate are request to bring their food from home, no food will provide from the Centre.
10. Any other guideline that may be given by the Programme Coordinator from time based on individual cases.

**HOW TO APPLY**

Candidates seeking Internship /concurrent field work training at Santhi Bhavan need to send the request letter/email through the respective head of the department at least 10days prior to their training. If you are interested in interning with us, please fill out the application form which is attached with the letter. Santhi Bhavan charges a processing fee of Rs. 2500/.