



INTERNSHIP GUIDELINES EDITION 2023



MS CHELLAMUTHU
INSTITUTE OF MENTAL HEALTH AND REHABILITATION

(The HRD initiative of MS Chellamuthu Trust and Research Foundation,
Madurai)

About Us

MS Chellamuthu Trust and Research Foundation is a registered Non-Profit organization founded in the year 1992 by Dr. C. Ramasubramanian, Consultant Psychiatrist, Madurai.

The Trust is one of the largest mental health service providers in the State of Tamil Nadu, India.

VISION

Mental health for all.

MISSION

Promote mental health through holistic mental health care, affordable and accessible to all.

MS Chellamuthu Institute of Mental Health and Rehabilitation(MSCIMHR) is an educational initiative of the Trust founded in 2008 to develop compassionate, competent, and committed mental health professionals to lead the mental health movement in India.



Ahana Hospitals

Ahana Hospitals LLP is proud to be the first NABH-accredited 145 bedded specialty hospital in Neuropsychiatric care in South India.

Ahana has an expert team of mental health professionals with over four decades of experience in mental health care, catering from children to the elderly, providing medical and psychosocial support to those with mental health issues.



Internship Guidelines:

Candidates doing their internship are expected to read the following guidelines and adhere to them .

Objective

Provide an opportunity for aspiring mental health professionals to get hands-on experience and integrate theory and practice in the field of mental health.

How to Apply

Applicants requesting an internship as part of their academic requirement should send an official mail to mschimhr@gmail.com through their respective department stating the period of internship and place of interest. Individuals who would like to take an internship independently may send a mail clearly mentioning their requirements in terms of the duration, the preferable start of the internship, course of study and year of study, Institution, and reason(s) for opting for the internship.

Eligibility

- Students doing their III Year UG or PG courses in psychology, social work, sociology, or any rehabilitation sciences can apply for the internship.
- The applicant will have to take a pre-assessment test with 30 multiple-choice questions. The test will be sent as a Google Form.
- The applicant should submit the pre-assessment test within 15 minutes from the time of sending the Google form in case the student is taking the test online.
- The responses submitted after 15 minutes will not be accepted.
- Applicants who secure 75% or above (23 out of 30 or above) are eligible for the internship.
- The eligible students will receive a selection mail specifying the internship period and fee details.



Fees Structure

The internship fees : INR 3500 per month per student .

The internship fees can be paid before the joining date or during the time of registration.

Duration of Internship

Minimum period: 15 days

Maximum period: 3 months

Internship Schedule

Duration of Internship	Subject	Clinical Placement	Rehabilitation Placement
1 Month	Psychology	27 Days	3 Days
1 Month	Social Work/ Sociology/ Rehabilitation Sciences	3 Days	27 Days

Refund Policy

The fees paid during the registration will not be refunded in case of discontinuation of the internship/ fieldwork.

Food and Accommodation

- Simple accommodation is available and accommodation requests will be considered based on availability.
- A request for accommodation can be made while applying for the internship/fieldwork.
- Cost of food and accommodation: INR 4500/ Month.
- Nature of accommodation: Shared
- The students can make a prior visit to the residential facility and then decide on the stay.
- Refund availability: Nil

Reporting Address

- MS Chellamuthu Institute of Mental Health and Rehabilitation, No: 7, 5th Street, Lake Area, Mattuthavani, Madurai- 625 107
- Reporting formalities like registration, payment of fees and orientation process has to be done before proceeding to their respective units.
- At the time of reporting, the interns are expected to bring two passport-size photo.

Leave Policy and Timing

- Ahana Hospitals: Weekly one-day off and Sunday will be a working day.
- Other units: Sunday will be off.
- The internship timing: 10 am to 5 pm.
- Regularity and punctuality are expected from the interns.
- In case of medical or other emergencies, leave shall be obtained by making a formal request to the internship supervisor and the internship coordinator.
- No extension of internship for the leaves taken without valid reasons.



Account Details

Account Details for Bank transfer

Account Name: M.S.Chellamuthu Trust and Research Foundation

Bank Name: Punjab National Bank

Branch: Anna Nagar, Madurai -625020

Account Number: 3970002100011240

IFSC Code: PUNB 0397000

*Kindly send a screen shot after making the payment to mscimhr@gmail.com

Internship Reporting Requirement

- The interns will have to maintain a daily attendance sheet with time in, time out, and activities carried out in a day with the name and signature of the supervisor **within the same day**. The logs will not be signed on any other days.
- The interns are expected to take a printout of the attendance sheet found in this booklet and get it signed from day 1 till the last day of their internship.
- The attendance sheet has to be updated once a week to mscimhr@gmail.com mail id without fail. Weekly sheets without the intern's signature and the supervisor's signature will not be accepted. **Regular submission of weekly attendance reports in the prescribed format is mandatory.**
- The student's performance will be monitored constantly by the internship supervisor and the internship coordinator.
- The interns are expected to attend the mid-term review which happens in the middle of the internship period. The purpose of the mid-term review is to review the intern's progress, get their feedback, provide feedback, etc.
- The **performance of the interns during the internship period will reflect in the certificate** given at the end of the internship.



INTERNSHIP GUIDELINES 2023

The interns are expected to fulfill the following requirements and submit a final report by the end of the internship/ fieldwork:

Duration of the internship: one month

Task	Requirements
Case history	4
Mental status examination	4
Assessments	4
Group activity	4
Project visit report	1
Forum meeting report	3
Camp	1

Internship Evaluation

- On the last day of their internship/ fieldwork, the interns are expected to report to the Institute.
- When they report to the Institute, they need to submit their feedback and the consolidated report in the prescribed format.
- Only on the submission of the internship report, they will be allowed to attend the viva.
- Viva voce will be conducted with the internship supervisors and the internship coordinator.
- After the successful completion of the viva, the interns will receive an internship completion certificate.



WEEKLY REPORT
CARD

MS Chellamuthu Institute of Mental Health and Rehabilitation

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Name of the Intern:

Week:

Year and Subject of Study:

Institution:

Date	Project	Time In	Time Out	Activities Carried Out	Name of Supervisor	Signature of Supervisor

Difficulties if any,

- 1.
- 2.

Signature of the intern

Reach out to us.

www.mscimhr.com

9629911357

mail: mscimhr@gmail.com

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