



**NATIONAL INSTITUTE OF MENTAL HEALTH & NEURO
SCIENCES**

INSTITUTE OF NATIONAL IMPORTANCE

BENGALURU - 560 029 INDIA

Guidance for Online Application

for

Short Term Training/Visit/Observership/Internship

ACADEMIC & EVALUATION SECTION (A&E)

2023-24



NATIONAL INSTITUTE OF MENTAL HEALTH & NEURO SCIENCES
BENGALURU - 560 029 INDIA

Short Term Training/Visit/Observership

Procedure

Online application for short term training/Visit/Observership/Case Studies/Dissertation

Students studying/individuals working in an Institute/College:

1. You will first need a formal letter from your Institute/College on official letterhead, mentioning that you are a bonafide student / employee and that you are applying to NIMHANS for training- upload in the user login after you fill details- use the tab `upload letter`. The letter should be signed by your HOD or Head of Institute/Organisation.

The letter should contain the following:

- i. Purpose of application – Short Term Training/Visit/Observership/Final year Project/Dissertation or Thesis;
- ii. Full name and qualification details of the trainee (in case of a student) or designation (in case of an employee);
- iii. Requested dates for the training/Visit/Dissertation/Observership/Project etc., along with full break up of any gaps in the period, if any;
- iv. The name of the department at NIMHANS, in which the applicant intends to train or wants to visit. If the applicant is interested in undergoing training/visit/Observership in more than one department, then a break-up of the training period between all departments has to be provided.
- v. If the student/employee is applying for observership in a project then the name of the project and the PIs name to be mentioned.
- vi. If they are applying with regard to thesis / dissertation the title of the same to be mentioned.
- vii. In addition to the above also upload the Last qualifying certificate (for students) and CV (for those who are employed) under the tab- `Upload Certificate/CV`

2. Individual/s not studying/employed in any Institution/College/Hospital etc.:

- i. A letter from the Individual/s, citing the above points (i to v) accurately in the letter.- Under Upload Letter
- ii. CV containing contact address, phone number and email ID – Under Upload Certificate/CV

After the online receipt of the above documents (letter from institution or letter from individual/and the CV/Last Qualifying Certificate) the application will be sent to the concerned Department/s or Medical Superintendent (as the need maybe) for the approval of the requested training/visit/Observership.

After permission has been obtained from the Department, your permission letter will be available in your user login.

Hostel Accommodation for Short Term Trainees/ Observers





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The Hostel Accommodation for Short Term Trainees/Observers is provided **subject to availability** of hostel rooms on the day of commencement of Short Term Training on payment of rupees 100/- per day.

The permission letter for short term training contains clear instruction regarding this subject and hence, no interim inquiry in this regard will be entertained from the trainees.

Enquiries regarding status of the application for short term trainee/Observership/visit?

The trainees/ institutions/colleges can reach out to Academic Section through any one of the below modes of communication for enquiry of status of the application 10-15 days after the application has been submitted online.

Please check your status using your USER LOGIN before contacting academic section as the status is updated regularly.

1. Through Phone-

Contact Number – 080 26995013/15

The caller should keep the following details regarding the training/visit/Observership ready before calling the Academic Section to ask for status of requests:

- a. Date of Registration-
- b. To whom the request was addressed -
- c. Department at NIMHANS for which training/visit/Observership request was sent? -
- d. If the request was for more than one Department at NIMHANS, then the names of all concerned Depts.
- e. Training/Visit/Observership Period requested-
- f. No. of Trainees (If more than 3)/ Name of Trainees (If less than 3)

2. Through Email-

All correspondence regarding the Short Term Training/Visit/Observership should be addressed only to 'training@nimhans.ac.in'.

All the details mentioned in Point 1 must be mentioned in the Email, while corresponding regarding status.

Reasons for any delay in application or denial of approval

Below are few reasons due to which the requests for Short Term Training/Visit/Observership are delayed or not approved:

1. Formal letter of application from the Principal/HOD of Institution/concerned Department respectively in letter head format is not uploaded.
 2. The department at NIMHANS in which short term training/Observership/visit/project work is not indicated.
 3. All the slots during the requested period are full in the respective Department – if this is so then an email will be sent to you
 4. Other institutional reasons.
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The Trainee/s or Institutions sending students for Short Term Training/ Visit/Observership should register on the online portal atleast one month in advance.

Documents required if it is an institutional application

- i. Letter from your institution on letterhead
- ii. Names of students and number of students

Training fees for the short term training/visit/Observership?

Training fees charged for Indian Nationals are as follows:

1. Consultants/Faculty (Govt.)	-	Rs. 10,000 per month
2. Consultants/Faculty (Private)	-	Rs. 20,000 per month
3. Individual	-	Rs. 10,000 per month
4. PG Medical (Govt. Colleges)	-	Rs. 5,000 per month
5. PG Medical (Private Colleges) (Including those with a Govt seat from NEET)-	-	Rs. 10,000 per month
6. PG Non-Medical (Govt.)	-	Rs. 1,500 per month
7. PG Non-Medical students (Private)	-	Rs. 3,000 per month
8. #Nursing/ Physiotherapy/ Speech Pathology and Audiology (Govt.)	-	Rs. 1,000 per month
9. #Nursing/ Physiotherapy/ Speech Pathology and Audiology (Private)	-	Rs. 2,000 per month
10. Visitors	-	Rs. 100 per day

#who are providing clinical services.

Training fee for foreign students is based on the country they belong to according to World Bank income classification categories:

- i. High Income country US\$ 500 per month per trainee.
- ii. Middle Income country US\$ 250 per month per trainee
- iii. Low Income country US\$ 50 per month per trainee
- iv. SAARC countries US\$ 50 per month per trainee

Training Fee for NRI and OCI card holders

Whether the Govt. CET students from private Institution pay training fee?

Even Government CET students from private Institution should pay the training fee.
