



**University of Rajasthan  
Jaipur**

**SYLLABUS**

**POST GRADUATE DIPLOMA IN  
COUNSELLING**

**(SFS Course)**

**2015-16**



# POST GRADUATE DIPLOMA IN COUNSELLING

(SFS Course)

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Department of Psychology is starting one year full time P.G. Diploma In counseling course (PGDC) on self financing basis with effect from the academic session ~~2014-15~~ 2015-16

The course is designed to familiarize the students with the nature and process of counseling, its major theories, techniques and different fields of application of counseling. The distinctive attribute of this course is to develop counseling skills in the trainees.

Effective counseling requires special knowledge, skills and insight. With changing socio-cultural scenario and fast paced life, technological advancement and modernization counseling needs have greatly increased.

The course will prepare students who aspire to become full-fledged professionals to provide various kinds of counseling services. The programme will provide an exit point to students who will assist counselors already working in diverse settings for counseling and guidance, before they go in for their own set up of counseling. It will cater the needs of counseling in various governmental, social, semi organization, NGOs, student Advisory Bureaus, schools, colleges and hospitals.

## ADMISSION PROCEDURE

The P.G. Diploma in Counseling is of one year duration. Students, who have passed Post Graduate examination in Psychology of the University of Rajasthan or of any other University recognized by the Syndicate of the University of Rajasthan, can apply for admission.

Limited seats are available. The percentage of marks secured at the post graduate examination shall be the basis for admission. While preparing the admission list, students will get all those benefits that have been laid down under the admission guidelines of the University.

1. Application forms for admission duly filled in should be sent to the concerned Head of the Department and not to the Registrar of the University.
2. 20 Students will be admitted to the P.G. Diploma Course in counseling. Admission to the Course will be made through merit, as indicated earlier.
3. Every candidate shall be required to produce a transfer Certificate, Migration certificate and Character Certificate from the Institution last attended by him/her.
4. At the time of submitting his/her application form, the application must furnish attested copies of all documents i.e. mark sheet, certificate and transfer certificate from the Institution last attended by him/her. The originals should be produced for verification at the time of admission. Unattested photo copies of certificate and mark sheet etc shall not be accepted.
5. If any of the certificates submitted by him/her is found incorrect, his/her admission is liable to be cancelled.
6. Acceptance of application form does not guarantee of admission. Admission will be made on the basis of merit subject to the availability of the number of seats and subject to the fulfillment of the conditions laid down by the University for the purpose from time to time.

10/4/14

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OR

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Asstt. Registrar (Acad-I)  
University of Rajasthan  
JAIPUR

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# HOW TO APPLY FOR ADMISSION

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1. Students desirous of seeking admission should go through the application form fill it up carefully. They must enclose the relevant documents. The form must be submitted between 11 a.m. to 4 p.m. at the office of the Head, Department of Psychology, P.G. school of Humanities, University of Rajasthan, Jaipur.
2. Original Transfer Certificate will have to be deposited in the Department once the candidate obtains admission. The candidate must enclose original documents if he/she wants any reservation/concession in admission as per rules.
3. Incomplete forms shall not be entertained. Forms received after the last date will not be considered.
4. One recent passport size photograph should be submitted along with the application form.
5. The attested copies of the following documents should be submitted along with the application form
  - (a) Marks obtained at Post-graduation level
  - (b) Transfer Certificate
  - (c) Schedule Caste/Tribe and OBC students are required to submit documents regarding caste/tribe duly signed either by the Collector/Tehsildar or the Sub-Divisional Magistrate.
  - (d) Secondary school/High school Mark sheet must be enclosed as proof of date of birth.
6. Character Certificate from the Principal/Head of the College/Department from where the candidate has pursued P.G. Psychology regular course. Those who perused P.G. Psychology privately should produce the character certificate from a Gazetted officer.
7. (i) All Scheduled Caste and Scheduled Tribe Candidates who have passed the qualifying examination for admission to the course may be arranged in the order of merit among themselves.  
(ii) Those who have secured marks above the level up to which general category students are admitted, should not be counted towards reserved quota at all and should be included in the General Merit List of Admission.  
(iii) Excluding those admitted on merit along with General candidates as in (ii) above, other Scheduled Caste and Scheduled Tribes candidates should be admitted in order of merit going down the inter-se-merit list up to the point necessary to secure adequate number of candidates of Scheduled Castes as well as Scheduled Tribes to fulfill the reservation percentage completely.
8. In case the candidates are not available under reserved categories, the seats would be transferred to general category of students.
9. The admission will be made on the basis of merit list subject to the above mentioned reservations.
10. The merit list will be put up on the notice board of Department. The candidates in the merit list will also be informed by post at the permanent address given in the application form. If the information sent by post is not received in time or is lost in transit, the Department will not be responsible for that.
11. The candidates in the merit list will be required to appear for a personal interview for verification of their documents.
12. The selected candidates will have to deposit their fees on the scheduled date failing which their admission will be treated as cancelled.

## ELIGIBILITY

A candidate must have secured 55% or more marks in Post-graduate degree in Psychology from the University from the State of Rajasthan and 60% or more from any other University outside the State recognized by the University of Rajasthan

### IMPORTANT NOTES

1. A written undertaking shall be obtained from the students to the effect that in case any of his statements made or documents filed are found to be wrong or forged, his admission to the Department shall be liable to be cancelled and he/she shall face further disciplinary action in that regard.
2. Candidates are advised to acquaint themselves with the University Statutes/Ordinances/Rules/Regulations/Syllabi as with the amendments made therein from time to time which apply to their courses.
3. All admitted students are required to carry with them their current identity cards duly authenticated by the Head failing which disciplinary action may be taken.
4. Ragging is strictly prohibited in the University and outside University Campus. Detailed U.G.C. directives in this regard are available in the University Post Graduate Teaching Department/Centre's.

### MODE OF STUDY

The classes would be held day hours on five working days of the week. A candidate, who after, seeking admission is found irregular in studies will be denied the right to appear in the respective examination.

Since the diploma is of a professional nature, the candidates would be benefited by the academicians and professionals. Along with the regular teaching, seminar, group discussion and presentation will be conducted as per schedule. The Head/Coordinator of the course will make necessary arrangements regarding this.

### FEES STRUCTURE

Once at the time of Admission : Rs. 20,000/-

### TEACHING FACULTY

S.No.	Name	Designation
1.	Prof. Manika Mohan	Professor and Head
2.	Prof. Pushpa Singh Rathore	Professor
3.	Prof. Usha Kulshreshta	Professor and Coordinator
4.	Prof. A.V.S. Madnawat	Professor
5.	Dr. Meena Jain	Associate Professor
6.	Dr. Madhu Jain	Associate Professor
7.	Dr. Mukta Singhvi	Associate Professor
8.	Dr. Rashmi Choudhary	Associate Professor
9.	Dr. Tejendra Kaur	Associate Professor
10.	Dr. O.P. Sharma	Associate Professor
11.	Dr. Uma Mittal	Associate Professor

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12.	Dr. Prerna Puri	Associate Professor
13.	Dr. Sushila Pareek	Associate Professor
14.	Mrs. Vishva Choudhary	Assistant Professor

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## OFFICE STAFF

1.	Sh. Rajendra Kumar Sharma	Lab Assistant
2.	Sh. Madan Mohan Sharma	U.D.C.
3.	Sh. Narendra Kumar Pushp	T.C.O.
4.	Sh. Man Singh Shekhawat	Peon

*Rajender  
contract basis*

## SYLLABUS

400	-Theory papers	=	400 Marks
400	-Supervised Practice + Training + Viva Voce Theory Papers	=	400 Marks
(i)	Theory and techniques of counseling	=	100 Marks
(ii)	Vocational development, career guidance & counseling	=	100 Marks
(iii)	Dynamics of human development and adjustment	=	100 Marks
(iv)	Measurement and evaluation in counseling	=	100 Marks
(v)	Supervised Practice	=	300 Marks
(a)	Individual testing	=	50 Marks
(b)	Group testing	=	50 Marks
(c)	Individual counseling	=	50 Marks
(d)	Group counseling	=	50 Marks
Va	Case studies : Career development	=	50 Marks
Vb	Case studies : Human adjustment/mental health	=	50 Marks
(vi)	Practical Training	=	50 Marks
(vii)	Viva Voce	=	50 Marks
			<b>Total 800 Marks</b>

### Paper I: Theories and Techniques of Counseling

**Max. Marks 100**

- (i) Meaning and nature of counseling; distinction between counseling and guidance, counseling and psychotherapy; goals of counseling, basic assumptions behind counseling; some ethical issues in counseling and the characteristics of effective counselor.
- (ii) Theories and techniques of counseling : Psychodynamic approach : Freudian, Neo-Freudian; Existential approach; client centered approach; cognitive approach. Rational-emotive approach; Gestalt approach, Behavioral approach, Operant conditioning; Behavior modification; Family system approach, Transactional analysis, Psychodiagnostic approach, Indian contribution : Yoga and Meditation.
- (iii) Counseling process: Stages in counseling - rapport building, assessment of client's problems and concern, setting desired goals, selecting/designing interventions and termination of counseling.
- (iv) Counseling interview: essential aspects, verbal and non verbal communication. Basic communication skills; attending, listening, questioning, responding and self-disclosure.

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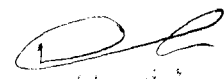
- (v) Counseling relationship: meaning, nature, mechanics of entering, maintaining and terminating.
- (vi) Type of counseling: individual counseling, group counseling, peer counseling, marital and family counseling.

**Paper II - Vocational Development, Career Guidance and Counseling      Max. Marks 100**

- (i) Development of career behavior and choice : factors related to career development, vocational maturity, stages in development of vocational choice, problem in career choice.
- (ii) Career pattern: differential career pattern of man and women, vocational development of girls and related problems in Indian context, special problems of disadvantaged groups, minorities and disabled groups.
- (iii) Work: contemporary perspectives, definition of work, work and job satisfaction, work and mental health, work and leisure, impact of work on personality, life time work / career as a way of life.
- (iv) Approaches to career development and career counseling : Traditional trait and factor approach, person - occupation matching paradigm, Roe's theory of personality development and career choice, Super's theory of career development, Holland's career theory of personality types and work environment, Krumboltz's social learning, career development and career decision making theory.
- (v) Career success, career satisfaction and vocational adjustment : factors and implications.
- (vi) Managing vocational information : Sources of occupational information, principles for using information effectively, types of delivery systems and their evaluation.
- (vii) Helping strategies in career guidance and counseling : individual counseling, group processes, facilitation of career development - skills and attitudes.

**Paper III::Dynamics of Human Development and Adjustment      Max. Marks 100**

- (i) Life Span Development : Salient features of various developmental stages and major problems encountered, from childhood to old age. Factors influencing the development of different stages.
- (ii) Problems of special developmental groups : Socially disadvantaged groups, physically disadvantaged groups, mentally challenged groups, exceptional groups, developmental problems of girls and women.
- (iii) Concept and nature of adjustment, adjustment process, approaches to adjustment : phenomenological or perceptual, psychoanalytical, humanistic.
- (iv) Determinants of adjustment process : biological factors, heredity, physical condition, central and autonomic nervous system, health and illness. Psychological factors : maturation, motivation, learning, attitudes, frustration, conflict and anxiety. Sociological factors : family, school, community, media, physical and other cultural factors.
- (v) Psychosocial, organizational competencies/skills and their development programmes : assertiveness, self confidence, self esteem, life skills, human relation skills, decision making skills, leadership, management and human resource management qualities, social skills family relations and couple adjustment.
- (vi) Planning, designing, conducting and evaluating training programmes for diverse groups and organizations.

  
 Asstt. Registrar (Acad.)  
 Department of Registrar  
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- (i) Meaning of psychological measurement : Standardized measures: abilities and skills, aptitude, achievement, personality, interest, study habits. Non standardized measures: Observation, interview, rating scales, case study, autobiography, self assessment.
- (ii) Importance of measurement in counseling: diagnosis, prediction, discrimination, monitoring and evaluation.
- (iii) Evaluation of counseling: self evaluation as effective counselor, professional skill of counselor.
- (iv) Programme evaluation: purpose, scope and problems in programme evaluation, criteria of evaluation.

Paper V : Supervised Practice

Max. Marks 300  
(50x6)

(Each practice will be selected with the consultation of supervisor and will follow a detailed report for group discussion and feedback).

- (1) Individual testing (Five measures: Elective)
- (2) Group testing (Five measures: Elective)
- (3) Individual counseling (Five-five cases in any of the two areas out of the following: general adjustment, vocational adjustment, educational adjustment, mental health, addictive behavior, career counseling, counseling in organizational setting).
- (4) Group counseling (in any two areas out of pre marital, marital, couple, employee, yoga and meditation, elderly people. People with severe ailments.
- (5) Case Studies
  - (a) Career development (5 cases)
  - (b) Human adjustment/Mental Health (5cases)

Paper VI: Practical Training

Max. Marks 50

~~Two~~ months work experience <sup>from Govt. recognized</sup> in any ~~counseling centre~~ or guidance and counseling centre.

The candidate has to submit the report of the training along with the certificate from the institution where he/she took the training.

Paper VII: Viva voce examination

Max Marks 50

Total - 800 Marks

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