



COLLEGE OF COMMERCE, ARTS & SCIENCE

KANKARBAGH, PATNA-800 020 (BIHAR)

(A Constituent Unit of Patliputra University, Patna)

NAAC RE-ACCREDITED 'A' Grade, with CGPA 3.10



P.G. Centre of Psychology

Post Graduate Diploma in Counselling and Rehabilitation



**PROSPECTUS
CUM SYLLABUS**

₹ 800/-

Prof. (Dr.) Indrajit Prasad Roy
Principal-cum-Director



Director's Message



Welcome to College of Commerce, Arts & Science

I am delighted to welcome you to this institution, Here we understand the challenges that are in store for our students. We, therefore, provide a rich learning environment. A balance of knowledge and application is what this institution provides to its students. Flexibility, breadth and depth are the hallmark of our learning pathways. We value and celebrate achievement and generosity.

Founded on 5th Sept., 1949, College of Commerce at present College of Commerce, Arts & Science, Patna is renowned for its outstanding holistic education. Our students success cannot be defined by qualification alone. The students leave the college as dynamic and impactful citizens, equipped to play a leading role in which ever walk of life they choose. We have high class infrastructure with well-equipped computer/IT laboratories/Class room/Auditorium/Seminar Hall, Modernised, Library etc. We are proud of our strong team of metiulously, dedicated and committed faculty and staff.

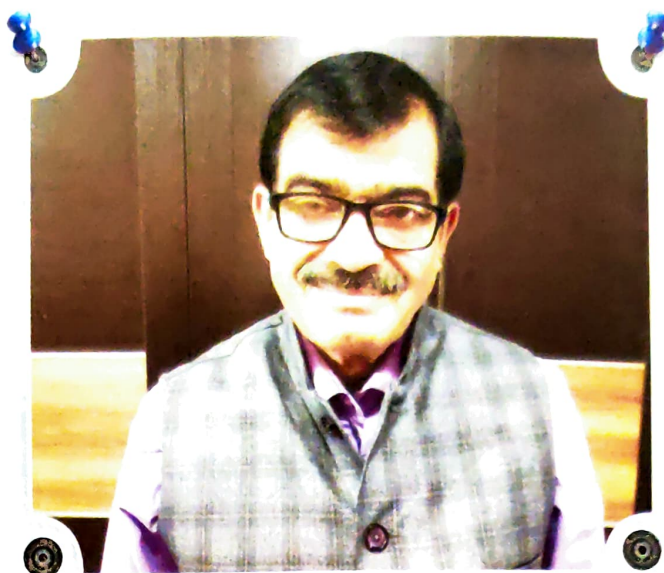
College of Commerce, Arts & Science is a challenging and exhilarating place to learn. I warmly welcome you to come and visit to experience all that this college has to offer.

With best wishes and blessings.

Prof. (Dr.) Indrajit Prasad Roy
Principal-cum-Director
College of Commerce, Arts & Science
Patna - 800 020



Co-ordinator's Message



At this stage of civilization, where technology driven materialism has created such an ecosystem of human life in which people feel highly stressed. The paradox is that technology saves time but people indulges in multitasking that make them feel having more shortage of time. In this situation, counselling to avoid and endure the vagaries of life has become inevitable. The programme of P.G. Diploma in Counselling and Rehabilitation would be quite helpful to create a band of counsellors in the society to help the helpless humanity who are suffering from anxiety, stress and depression due to conflicts surfacing in their relationships at work station in family, marriage, and other problems related to drug addictions, job stress and ageing.

I feel greatly privileged to admire the sincere efforts of College of Commerce, Arts & Science, PPU, Patna, Department of Psychology and P. G. Diploma in Counseling & Rehabilitation. I suggest the students to take the maximum advantage of the course. This course will help one to have a life which one can more fully enjoy and appreciate. It can also help one to become the sort of person one wants to be. Besides, it has great importance in respect of placement as counsellor and rehabilitator as counselling is the need of every individual in our society.

Prof. Dinesh Kumar
Ph.D., D.Lit.

Co-ordinator
PGDCR

College of Commerce, Arts & Science, PPU
Patna-800 020



DEPARTMENT OF POST GRADUATE DIPLOMA IN COUNSELLING AND REHABILITATION

Post-Graduate Diploma in Counselling and Rehabilitation has been established in the P.G Centre of Psychology, College of Commerce, Patna.

The course is intended to prepare the Counsellors to work as Help agents, Career and placement guides, School Psychology, Psychotherapists, Rehabilitation agents, Health Counsellors, Social Workers etc. in different Govt. and Non-Govt. Organizations, hospitals and clinics etc.

The regulation of the course has been approved by the Chancellor, Universities of Bihar which is as follows.

I. Course :

P.G. Diploma in Counselling and Rehabilitation.

II. Duration :

One year, divided into 2 semester.

III. Course Curriculum :

The First Semester shall cover a, Foundation Course in Psychology Concept / Theories and Psychological Testing. The Second Semester shall include teaching and training in Counselling and Rehabilitation. A candidate for P.G. Diploma in Counselling and Rehabilitation shall be examined in the following papers.

First Semester

(i) Paper-I	Principles of Psychology	—	100 marks
(ii) Paper-II	Psychological Testing	—	100 marks

Second Semester

(iii) Paper-III	Techniques of Counselling	—	100 marks
(iv) Paper-IV	(Special Paper)		
	Group-A	—	50 marks
	Group-B	—	50 marks

Group A shall include teaching of techniques of specific areas of counselling and rehabilitation.

Group B includes training in specific areas. The trainee shall opt two of the areas as per syllabus. Accordingly, he/she shall visit Health Centres, Hospitals, Mental Hospitals, Schools, NGOs, Law agencies, Corporations, Reformatories, Help agencies, Career and Placement sectors, Psychological clinics, Marriage bureaus. The period of training shall be of 20 days in each area. The trainee counselor shall submit a daily work report.

The evaluation of student's achievement in the course shall be conducted paperwise by the University. The examination shall commence at the end of the Semester.

IV. Attendance Policy :

Attendance will be required as per the existing provision prescribed by the University.

V. Practical Training :

All students are required to go for practical training to different institutions, organizations. Remand Home, Mental Hospitals and other institutes imparting counselling and rehabilitation course for practical exposures.



Ordinance for Admission

I. Admission and Selection Procedure :

- Application forms for Admission shall be obtained from the office of PGDCR by depositing Rs. 500/- only through Demand Draft or may be obtained by sending a self-stamped registered envelope along with D.D. of Rs.500/-)
- Applications received shall be processed according to th requisite qualifications and conditions.
- Selected candidates will be called for interview. Final selection for admission shall be made strictly on the basis of qualifying marks, work experience and interview.
- The University reserves the right to take any decision in all matters of admission.

II. Reservation :

Reservation of seats for admission shall be in accordance with the State Government's rules/Magadh University rules.

III. Eligibility for Admission :

- Applications form the students shall be invited on a prescribed form issued from.
- Applicants having Graduation or equivalent Degree in the faculties of Social Science, Science and Management may apply for admission to the course.
- The selection criteria shall be based on marks as well as performance in interview.
- Persons from voluntary organizations (NGO's), Government Organizations, Corporations, Military and Police Services, Boards and School/College teachers may also apply for the course. Such applicants may be given preference in admission.

IV. Intake :

40 (Forty) — May be revised by the University.

V. Fee Structure :

Admission fees for the course will be charged as follows.

Sl.No.	Fee's Items	Rupees
1.	Tuition Fee	7000.00
2.	Development Fee	500.00
3.	Establishment	800.00
4.	Teaching Aids	1000.00
5.	Library	200.00
	Total (Rs.)	9500.00

Besides the above noted fees and charges, each candidate appearing in the University examination will be required to pay examination fee per semester to the University.

VI. Medium of Instruction and Examination :

- The medium of instruction and examination for the course shall be English/Hindi.
- Courses of study for PG Diploma in Counselling and Rehabilitation examination shall be the same as prescribed by the Academic Council of the Patliputra University.



VII. Registration :

Student who are not registered with Patliputra University will have to get themselves registered on payment of the requisite fees. The students who are not registered under Patliputra University shall not appear at the examination.

VIII. Registration :

1. To be admitted to the examination for the PG Diploma in Counselling and Rehabilitation a candidate must have–
 - (a) Completed the course of study in this University prescribed for PG Diploma in Counselling and Rehabilitation.
 - (b) Registered with the University as a student.
2. Each paper shall carry 100 marks.
3. The examination in each of the theory papers (written examination) shall be of three hours duration.
4. The students are required to appear at the University examination at the end of each semester from the date notified by the University.
5. They have also to appear at the viva-voce on work report of 50 marks in Group-B of Paper- IV after written examination of 2nd Semester. The viva-examination shall be conducted by the external and internal examiners appointed by the University.
6.
 - (a) A Candidate having completed the course shall have to appear at the written examination and viva-voce on work report separately.
 - (b) An examinee has to pass the First Semester before he/she is allowed to appear at the examination of Second Semester. For those who fail in the first semester shall have one more examination in the midst of second semester to clear it, but will be allowed admission (promotion) in the second Semester. In case of failure again he/she shall be allowed to appear at the subsequent examination in the next year only after fresh admission. Those who fail in the second semester shall also be allowed to clear it only after re-admission as non-regular student as last chance for appearing in the examination.
7. The examination shall be conducted by the Patliputra University which shall also finalise the date of examination, centre of examination and necessary fee for its conduct.
8. In order to pass the PG Diploma in Counselling and Rehabilitation Examination, a candidate must have to obtain not less than 45 percent marks in aggregate, otherwise the candidate shall be deemed to have failed. Only 3 (three) marks shall be added in total in Second semester only to get 45% under regulation.
9. In order to pass the PG Diploma in Counselling and Rehabilitation final Examination, a candidate must have passed Semester I and II examinations separately.

IX Award of Diploma :

Those who complete the programme successfully shall be awarded Post Graduate Diploma in Counselling & Rehabilitation by Patliputra University, Bodh Gaya in prescribed from specifying the class/division in which he/she was placed.





First Semester

Principles of Psychology

Paper : I

Time : 3 Hours

Teaching Hours : 100 Hours

Marks : 100

Ten questions to be set. One from each unit Five to be answered Question No. 1 will be compulsory containing objective questions.

Objectives :

To understand the nature of Psychology and its application in various walks of life-with special reference to counselling and rehabilitation.

Unit-1 Psychology :

An applied science, concept of sensation, perception, emotion, motivation, learning, memory, intelligence, creativity and personality.

Unit-2 Biological bases of behaviour :

Sensory organs, Nervous system-Unit-3Peripheral. Central and Autonomus.

Unit-3 Developmental Psychology :

Heredity and environment, Concept of Individual difference. Prenatal and postnatal development, Sensory and motor development, Language development, Moral development, Intellectual development, Psycho-physiological changes during adolescence.

Unit-4 Educational growth :

Under-achievers, Gifted, Slow-learners, Learning disabilities, Visual, hearing and speech difficulties, dyslexia, Mental disabilities, Physical disabilities.

Unit-5 Behavioural Problems :

Problem behaviour in school students. Indiscipline, Addiction, Delinquency.

Unit-6 Psychological disorders :

Nature and classification (DSM-IV), Personality disorders.

Unit-7 Neurological and development disorders :

Cerebro-vascular disorders, Degenerative disorders, Other senile disorders.

Unit-8 Anxiety and Mood disorders :

Stress-Types and Symptoms, Phobia, Panic disorder.

Unit-9 Psycho-physiology of Sex :

Determinants of sex, Sexual maturation, Hormonal control of sexual behaviour.

Unit-10 Socialization :

Family - Types and SES
Broken family - death end divorce in family.
Socio-pathy - Criminals/extremist activities.

Books Recommended :

1. Singh, A. K. (2005) Adv. General Psychology, Delhi, Motilal Banarsidas.
2. Wood and Wood (1996) The World of Psychology, London: Allyn and Bacon
3. Best J. B. (1995) Cognitive Psychology, N. Y West Publications.
4. Davison and Neale (1996) Abnormal Psy. N. Y. John, Wiley.
5. Harlock R. Development Psy Mc-Graw Hill.



First Semester

Psychological Testing

Paper : II

Teaching Hours : 120 Hours

Time : 4 Hours

Marks : 100

Five questions to be set. Two tests to be administered and one theory question to be answered.

Objectives :

To Provide practical training to the trainee-students to develop skill in the administration scoring and interpretation of Psychological tests for diagnosis of the problems and disabilities of the clients.

Unit-1 Psychological Testing :

History and Evolution of Psychological Testing movement.

Requisites of good Psychological Test-Objectivity, Reliability, Validity and norms.

Unit-2 Assessment of Intelligence and Cognitive functions :

Alexander Performance Battery

SPM (Raven)

GIT (Mohsin)

WAIS

Emotional Intelligence Test (Hyde. et. ai)

Group Test of General Mental ability (Jalota)

Unit-3 Personality Assessment :

MMPI; EPQ; 16PF;

RT; TAT; and WAT

Unit-4 Vocational Assessment :

Measurement of Interest

Aptitude and Creativity

Measurement of Vocational goals and aspirations.

Unit-5 Psychological Assessment of disabilities :

Visual disabilities

Hearing disabilities

Speech difficulties

Reading difficulties

Learning difficulties

Neuro-Psychological Test Battery.

Case-History taking

Books Recommended :

1. Anne Anastasi and Susana Urbina (1997) Psychological Testing. Seventh edition Prentice Hall, Inc, New Delhi.
2. Paul Kline (1995) The Handbook of Psychological Testing, Routledge, New York.



Second Semester

Techniques of Counselling and Rehabilitation

Paper : III

Teaching Hours : 100 Hours

Time : 3 Hours

Marks : 100

Ten questions to be set, selected two from each unit. Students are required to answer five questions, one from each unit.

Objectives :

To provide knowledge and skills in techniques of counselling and rehabilitation.

Unit-1 (i) Counselling and Rehabilitation :

Concepts, Aims, Principles.

(ii) Counselling and related fields :

- Counselling and Psychotherapy
- Counselling and guidance
- Counselling and Clinical psychology
- Counselling and Rehabilitation
- Counselling and Psychiatry
- Disability rehabilitation
- Preventive Counselling

Unit-2 Counselling and Rehabilitation Techniques (I) :

- (i) Diagnosis.**
- (ii) Analysis and preparation of Diagnostic reports.**
- (iii) Prognosis and treatment course-**
 - Psychological support
 - Educational support
 - Medical support
 - Vocational support
 - Family support
 - Economical support
 - Follow-up
 - Referral & Certification

Unit-3 Counselling and Rehabilitation techniques (II) :

- (i) Individual Counselling -**
 - (a) Psychoanalytic
 - (b) Non-directive
 - (c) Directive
 - (d) Rational emotive
- (ii) Augmentative therapy -**
 - Psycho-drama
 - Role Play
 - Art therapy
 - Yoga, Meditation and Introspection
- (iii) Behaviour Therapy -**
 - Relaxation



- Systematic desensitization
- Assertive training
- Bio-feed back
- Behaviour modification

Unit-4 Counsellor Skills :

(i) Counselling process -

- Structuring the situation
- Establishment of Rapport
- Developing Self understanding
- Setting of concerns and goals
- Planning a course of actions
- Observing change in client
- Termination and follow-up

(ii) Relationship Skills-

- Emphaty
- Positive regard
- Genuineness

(iii) Helping Skills-

- Attending behaviour
- Observation
- Listening
- Responding
- Personalizing
- Initiating (Life skills, key system-family, friend, school, work setting, both as helpers and clients)

Unit-5

- (i) Ethics of counselling
- (ii) Recording, research and case report
- (iii) Governmental schemes and policies
- (iv) Legislations - Mental Health Act; PD/Act; RCI Act, National Trust Act.

Books Recommended :

1. Kundu, C.L. (2003) Status of Disability in India, RCI, N. Delhi.
2. Government of India (1999). The National Trust for welfare of persons with Autism, Cerebral Palsy, Mental Retardation and Multiple disabilities Act, New Delhi.
3. Carpener B. (2002). Families in context, Emerging Trends in Family Support and Intervention, David Fulton Publishers Ltd. London.
4. Golden C.J.,(1984). Current Topic in Rehabilitation Psychology, Grune & Straton,London.
5. Franks and Wilson Annual Review of behaviour therapy Theory and Practices, Vol. 5 1997.
6. Rosenberg, M.S., Wilson R., Maheady, L. (2004) Educating Children with Behaviour disorder. London, Sage Publications.
7. Palmer, S, and Woolf, R, (2000) Interpretative and electric counselling andPsychotherapy, London, Sage.
8. Robert W. Proctor &Addie Dutta, 1995, Skill Acquisition and Human Performance, Sage Publication, New Delhi.
9. National Institute for the Mentally Handicapped, 1990. Vocational Traning and Employment for person with mental retardation, Secunderabad-NIMH Publications.



Second Semester

Areas of Counselling & Rehabilitation

Paper : IV
Teaching Hours : 80 Hours

Time : 3 Hours
Marks : 100

Ten questions to be set, selected two from each unit. Students are required to answer five questions, one from each unit.

Objectives :

To impart practical training to the trainee students in specific areas of Counselling and Rehabilitation.

Group 'A'

Marks : 50

- Unit-1 Educational Counselling :**
- (i) Programming guidance and counselling in school
 - (ii) Counselling students with behavioural problems
 - (iii) Programming sex education
 - (iv) Student's creativity programmes
- Unit-2 Career Counselling :**
- (i) Theories of Career development
 - (ii) Steps of Career development
 - (iii) Helping students in choice and decision making for careers
 - (iv) Special programmes of career development for the disadvantaged class
- Unit-3 Mental Health Counselling :**
- (i) Personality growth and self actualization (Psychotherapeutic)
 - (ii) Family marital and sex counselling
 - (iii) Anxiety & stress management
- Unit-4 Disability rehabilitation**
Educational and Vocational Training :
- (i) Mental retardation
 - (ii) Sensory-motor disabled
 - (iii) Learning disabled
 - (iv) Hearing & speech disabled
- Unit-5 Social Welfare rehabilitation :**
- (i) **Rehabilitation programmes for :**
 - (a) Drug addicts and alcoholics
 - (b) Delinquents, convicts and extremists
 - (c) Aged persons
 - (ii) **Community Health and Preventive Counselling**
 - (a) Community Health education
 - (b) HIV/AIDS
 - (c) Immunization
 - (d) Family Planning
 - (e) Preventing infant and mother mortality
 - (f) Child care clinic
 - (g) Coping hazards-Rape victims, Accident and calamities.



Group - B

Marks : 50

This includes internship. The trainee shall select any two areas from group-A and shall visit Health centres, Schools, NGOs, Reformatories, Help-agencies, Career guidance and placement centres, Psychological clinics, Marriage Bureau etc. The period of training shall be of 20 days, 10 days in each area. The trainee shall submit a work report at the Viva-voce examination.

Books Recommended :

1. Pestonjee, D.M. (1999) Stress and coping : The Indian Experience, New Delhi : Sage.
2. Rexler & North : Techniques of Guidance.
3. Rao, S. N. (1997) Counselling and Guidance, ND : Tata
4. Garfield and Bergin (1986). Handbook of Comparative Treatment for the Adult Disorders, N. Y. : Wiley.

