

MADURAI KAMARAJ UNIVERSITY

(University with Potential for Excellence)

Accredited by NAAC with 'A++' Grade in the 4th Cycle

Regulations, Course Structure, and Syllabus

For the candidates admitted from the year 2024 -2025 onwards

Program:

PG Diploma in Psychological Counselling

Content

S.No	Content	Page No.
1	Course Regulations	1
2	Course Structure	9
3	Syllabus	11

COURSE REGULATIONS

Name of the Institution: **MS Chellamuthu Institute of Mental Health and Rehabilitation**

Mission of the Institution:

Develop competent, confident and compassionate mental health professionals to lead the mental health care movement in India.

Name of the Subject Discipline: PG Diploma in Psychological Counselling

Programme of Level:

1. Choice-Based Credit System

A Choice-Based Credit System is a flexible system of learning. This system allows students to gain knowledge at their tempo. Students shall decide on electives from a wide range of elective courses offered by the Departments/institutions in consultation with the committee. Students undergo additional courses and acquire more than the required number of credits. They can also adopt an inter-disciplinary and intra-disciplinary approach to learning, and make the best use of the expertise of available faculty.

2. Programme

“Programme” means a course of study leading to the award of a degree in a discipline. PGDC is a postgraduate diploma programme and the duration is one year.

3. Courses

‘Course’ is a component (a paper) of a programme. Each course offered by the Department is identified by a unique course code. A course contains lectures/ tutorials/laboratory work/seminars/project work / practical training/report writing /Viva- voce, etc, or a combination of these, to meet effective teaching and learning needs.

4. Credits

The term “Credit” refers to the weightage given to a course, usually about the instructional hours assigned to it. Normally in each of the course’s credits will be assigned based on the number of lectures/tutorials/laboratory and other forms of learning required to complete the course contents in a 15-week schedule. One credit is equal to one hour of lecture per week. For laboratory/field work one credit is equal to two hours.

5. Semesters

An academic year is divided into two Semesters.

6. Departmental/institutional committee

The Departmental/Institutional Committee consists of the faculty of the Department/institution. The committee shall be responsible for admission to all the programmes offered by the Department including the conduct of entrance tests, verification of records, admission, and evaluation. The committee determines the deliberation of courses and specifies the allocation of credits semester-wise and course- wise. For each course, it will also identify the number of credits for lectures, tutorials, practicals, seminars, etc. The courses (Core/Discipline Specific Elective/Non-Major Elective) are designed by teachers and approved by the Committees. Courses approved by the committees shall be approved by the Board of Studies.

A teacher offering a course will also be responsible for maintaining attendance and performance sheets (CIA -I, CIA-II, assignments, and seminar) of all the students registered for the course.

11. Eligibility for admission

Candidates for admission to PG Diploma in Counselling should possess any bachelor's degree in social and behavioural sciences like sociology, psychology, political science, economics, history, philosophy, or women's studies.

12. Minimum Duration of Programme

The programme is for one year. Each year shall consist of two semesters viz. Odd and Even semesters. Odd semesters shall be from June / July to October / November and even semesters shall be from November / December to April / May.

13. Medium of instruction

The medium of instruction is English

14. Teaching Methods

The classroom teaching would be through conventional lectures, the use of OHP, PowerPoint presentation, and novel innovative teaching ideas like television, smart board, and computer-aided instructions. Periodic field visit enables the student for gathering practical experience and up-to-date industrial scenario. Student seminars would be arranged to improve their communicative skills.

The periodic test will be conducted for students to assess their knowledge. Slow learners would be identified and will be given special attention by remedial coaching. Major and electives would be held in the Department and for Non-major electives students have to undertake other subjects offered by other departments.

15. Components

A PG Diploma programme consists of several courses. The term "course" is applied to indicate a logical part of the subject matter of the programme and is invariably equivalent to the subject matter of a "paper" in the conventional sense. The following are the various categories of the courses suggested for the PG Diploma programme.

Core courses (CC) - "Core Papers" means "the core courses" related to the programme concerned including practicals and project work offered under the programme and shall cover core competency, critical thinking, analytical reasoning, and research skill.

F. Internship

The students shall undergo Internship / industrial training in reputed organizations minimum of two weeks to acquire industrial knowledge during the summer vacation of the second semester. The student has to find an industry related to their discipline (Public Limited/Private Limited/owner/NGOs etc.) in consultation with the faculty in charge/Mentor and get approval from the Head of the Department and Departmental Committee before going for an internship / industrial training.

Format to be followed for Internship report

The format /certificate for the internship report to be followed by the student is given below

Title page**Title of internship report**

Internship report submitted in partial fulfilment of the requirement for the of degree in

By

(Student Name)

(Register Number)

University Logo

Department of -----

Institute name & address

(Year)

Format of certificate**(Faculty in charge)**

This is to certify that the report entitled “ ” submitted to ----- in partial fulfilment for the ----- of ----- in ----- by Mr/Miss----- (Reg No:-----) under my supervision. This is based on the work carried out by him/her in the organization M/S --. This Internship report or any part of this work has not been submitted elsewhere for any other degree, diploma, fellowship, or any other similar record of any University or Institution.

Research Supervisor

Place:

Date: _____

(HOD)

This is to certify that the Internship report entitled “ ” submitted by Mr/Miss.----- (Reg No:-----) to the -----, in partial fulfilment for the award of the ----- of Science in ----- is a bonafide record of the Internship report done under the supervision of -----, Assistant Professor, Department of -----, and the work carried out by him/her in the organization M/S ----- . This is to further certify that the thesis or any part thereof has not formed the basis of the award to the student of any degree, diploma, fellowship, or any other similar title of any University or Institution.

Head of the Department

Place:
Date:

(Company supervisor or Head of the Organization)

This is to certify that the Internship report entitled “ ” submitted to----- in partial fulfilment for the -----in by Mr/Miss----- (Reg No:-----) under my supervision. This is based on the work carried out by him/her in our organization M/S ----- for the period of ----- . This Internship report or any part of this work has not been submitted elsewhere for any other degree, diploma, fellowship, or any other similar record of any University or Institution.

Supervisor or In charge

Place:
Date:

(Student Declaration)

I hereby declare that the Internship Report entitled “ ” submitted to the -----for the award of the -----in has been carried out by me under the supervision of-----, Assistant Professor, Department of-----, -----, --. This is my original and independent work carried out by me in the organization M/S ----- for the period of and has not previously formed the basis of the award of any degree, diploma, associateship, fellowship, or any other similar title of any University or Institution.

()

Place:
Date:

Acknowledgment

Content as follows:

Chapter No.	Title	Page No.
1	Introduction	
2	Aim and Objectives	
3	Organization profile/details	
4	Methods/Work	
5	Observation and knowledge gained	
6	Summary and outcome of the Internship study	
7	References	

No. of copies of the dissertation/internship report

The candidate should prepare three copies of the dissertation/report and submit the same for the evaluation of examiners. After evaluation, one copy will be retained in the department library, one copy will be retained by the guide and the student shall hold one copy.

Attendance

Students must have earned 75% of attendance in each course for appearing on the examination. Students who have earned 74% to 70% of attendance need to apply for condonation in the prescribed form with the prescribed fee. Students who have earned 69% to 60% of attendance need to apply for condonation in the prescribed form with the prescribed fee along with the Medical Certificate. Students who have below 60% of attendance are not eligible to appear for the End Semester Examination (ESE). They shall re-do the semester(s) after completion of the programme.

Examination

The examinations shall be conducted separately for theory and practicals to assess (remembering, understanding, applying, analyzing, evaluating, and creating) the knowledge required during the study. There shall be two systems of examinations viz., internal and external examinations. The internal examinations shall be conducted as Continuous Internal Assessment tests I and II (CIA Test I & II).

A. Internal Assessment

The internal assessment shall comprise a maximum of 25 marks for each course. The following procedure shall be followed for awarding internal marks.

Theory - 25 Marks

Sr.No.	Content	Marks
1	Average marks of two CIA Test	15
2	Seminar/group discussion/quiz, etc.,	5
3	Assignment/field trip report/case study reports	5
	Total	25

Practical - 25 Marks

Sr.No.	Content	Marks
1	Average marks of two CIA tests (Practical) Experiments –Major, Minor, and Spotter	15
2	Observation notebook	10
	Total	25

Internship - 25 Marks (assess by Guide/In charge/HOD/supervisor)

Sr.No.	Content	Marks
1	Presentation	15
2	Progress Report	10
	Total	25

A. External Examination

- ❖ There shall be examinations at the end of each semester, for odd semesters in October / November; and for even semesters in April / May.
- ❖ A candidate who does not pass the examination in any course(s) may be permitted to appear in such failed course(s) in the subsequent examinations to be held in October / November or April / May. However, candidates who have arrears in practical shall be permitted to take their arrear Practical examination only along with regular practical examination in the respective semester.
- ❖ A candidate should get registered for the first-semester examination. If registration is not possible owing to a shortage of attendance beyond the condonation limit / regulation prescribed OR belated joining OR on medical grounds, the candidates are permitted to move to the next semester. Such candidates shall re-do the missed semester after completion of the programme.
- ❖ For the internship, the maximum mark will be 50 marks for project report evaluation and for the Viva-Voce it is 25 marks.
- ❖ Viva-Voce: Each candidate shall be required to appear for the Viva-Voce Examination (in defense of the Dissertation Work/internship).

C. Scheme of External examination (Question paper pattern)

Theory - Maximum 75 Marks

Section A	10 questions. All questions carry equal marks. (Objective-type questions)	10 x 1 = 10	10 questions – 2 each from every unit
Section B	5 questions Either/or type like 1. a (or) b. All questions carry equal marks and each answer should not exceed one page or 250 words.	5 x 5 = 25	5 questions – 1 each from every unit
Section C	Essay type questions Either/or type like 1. a (or) b. All questions carry equal marks and each answer should not exceed two page	5 x 8 = 40	Should cover all units

Internship Report

Internship Report	Attendance : 5 Marks Regularity in Submission : 5 Marks Concept Paper : 5 Marks Internship supervisor's feedback : 10 Marks	25 Marks
Viva voce	Viva Voce : 25 Marks Report Submission : 25 Marks Case Studies (2) : 25 Marks	75 Marks

Passing minimum

- A candidate shall be declared to have passed each course if he/she secures not less than 40% marks in the End Semester Examinations and 40% marks in the Internal Assessment and not less than 40% for UG and PG 50% in the aggregate, taking Continuous assessment and End Semester Examinations marks together.
- The candidates not obtained 50% in the Internal Assessment are permitted to improve their Internal Assessment marks in the subsequent semesters (2 chances will be given) by writing the CIA tests and by submitting assignments.
- Candidates, who have secured the pass marks in the End-Semester Examination and the CIA but failed to secure the aggregate minimum pass mark (E.S.E + C I.A), are permitted to improve their Internal Assessment mark in the following semester and/or in University Examinations
- A candidate shall be declared to have passed the Project Work if he /she gets not less than 40% in each of the Project Report and Viva-Voce and not less than 40 % UG and in PG 50% in the aggregate of both the marks for Project Report and Viva-Voce.

A candidate who gets less than 40% for UG and PG 50% in the Project Report must resubmit the Project Report. Such candidates need to take again the Viva Voce on the resubmitted project.

Each student should have taken 16 credits as a core course, 22 credits for practicals thus totaling 38 credits required to complete the diploma course.