

# **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 School 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. PGDSC is a postgraduate diploma programme and the duration is one year spread over two semesters.

**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. In each semester, courses are offered in a minimum of 15 teaching weeks and the remaining 3-5 weeks are to be utilized for conduct of examination and evaluation purposes. Each week has 30 working hours spread over 5 days a week.

**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.

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.

### 7. Programme Education Objectives- (PEO) Minimum 5 objectives are required

PEO-1	Understand the importance of School Counseling
PEO-2	Understand psychopathology
PEO-3	Understand the management of Mental disorders
PEO-4	Develop counselling competence.
PEO-5	Develop a perspective on field realities and the best practices in school counseling.

### 8. Programme Specific Objectives-(PSO)- Minimum 5 objectives are required

PSO-1	Understand and appreciate the importance of making school counseling, an integral part of school system..
PSO-2	Develop a biopsychosocial perspective about mental disorders.
PSO-3	Understand the bio-psycho-social management of mental disorders .
PSO-4	Domain clarity about the role played by the school counselor.
PSO-5	Develop the skills to provide basic psychosocial support.

### 9. Programme Outcome-(PO) - Minimum 10 objectives are required

By completing the program, students will have:

PO-1	Understood the importance of school counseling
PO-2	Developed clarity about the management of mental disorders by analyzing the existing practices.
PO-3	Understood the role played by school counselors in finding solutions to mental health problems.
PO-4	Holistic understanding of mental health problems by field investigations.
PO-5	Updated knowledge of the latest approaches in the promotion of mental health.
PO-6	Become sensitive to the concerns of all the stakeholders.
PO-7	Imbued the value of compassion towards people with mental health problems.
PO-8	Understood the importance of ethical practices in establishing credibility.
PO-9	Become appreciative of team work in addressing the concerns of students and in improving their academic performance.
PO-10	The knowledge of the communication tools to promote the holistic wellbeing of the stakeholders.

### 10. Programme Specific Outcome-(PSO) - Minimum 5 objectives are required

By completing the program, students will be able to:

PSO-1	Appreciate the need and importance of school counseling
PSO-2	Communicate well about the importance of school counseling as a tool to empower students.
PSO-3	Provide psychosocial support to the students in distress.
PSO-4	Practice compassion.
PSO-5	Uphold the value of ethics in practice.

### **11. Eligibility for admission**

A candidate who has passed any UG degree from any University/college is eligible for admission to the P.G Diploma in School Counselling programme

### **12. Minimum Duration of Programme**

The programme is for one year. One 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.

In each semester, there shall be 90 working days consisting of 6 teaching hours per working day (5 days/week).

### **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 in reputed organizations minimum of two weeks to acquire clinical knowledge. The student has to find an Institution related to their discipline 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.

**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 internship report

The candidate should prepare three copies of the internship /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
	<b>Total</b>	<b>25</b>

### 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
	<b>Total</b>	<b>25</b>

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

Sr.No.	Content	Marks
1	Presentation	15
2	Progress Report	10
	<b>Total</b>	<b>25</b>

#### A. External Examination

- ❖ There shall be examinations at the end of each semester, for odd semesters in October / November; 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 : 40 Marks Report Submission : 15 Marks Case Studies (2) : 20 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, 20 credits for practicals thus totaling 36 credits required to complete the diploma course.