

# **PROSPECTUS**

**P.G. DIPLOMA  
IN  
COUNSELLING & GUIDANCE  
Session- 2022-2023**



**General Information, Syllabus & Application Form**

**University Department  
of  
Psychology  
Kolhan University  
Chaibasa**

## ABOUT THE UNIVERSITY

Kolhan University is a university located at Chaibasa in West Singhbhum district in the state of Jharkhand, India. It was established on 13<sup>th</sup> August 2009 by separating it from Ranchi University, Ranchi. It has been rated by the National Assessment and Accreditation Council (NAAC) in 2015. The university provides inclusive education with a special focus on Scheduled Tribe and Scheduled Caste students. The Kolhan University is offering UG, PG, Vocational course like Law, Medical, BDS, MDS, Nursing as well as Ph.D. research work course etc.

### ADMINISTRATION



**Prof. (Dr.) Gangadhar Panda**  
**Vice-Chancellor**



**Prof. (Dr.) Arun Kumar Sinha**  
**Pro Vice-Chancellor**



**Prof. Jayant Shekhar**  
**Registrar**

## ABOUT THE DEPARTMENT

The PG Department of Psychology, Kolhan University, Chaibasa was established in 2011 with multiple aims and objectives focusing mainly on academic excellence and student's welfare. PG department of Psychology has independent building and it offers PG as well as Ph.D. research work course. There are well maintained classrooms with LCD. The department also have a well-equipped psychological lab with psychological tests as per requirement.

### AIMS & OBJECTIVE OF THE DEPARTMENT:

The psychology department has multiple aims and objectives focusing mainly on academic excellence and student's welfare:

- 'Provide Relevant, Up-to-date, and Career-Oriented Knowledge and Skill Based Education in Psychology'
- Overall development of the students through subject knowledge.
- Betterment of society through the science of Psychology

- Psychology for teaching, research and service as a scientific discipline
- Promotion of intellectual excellence.
- Encouragement for balance between the theoretical and practical aspects of Psychology
- To help students to acquire the knowledge about the causes, symptoms and Treatments of various types of psychosocial problems
- To familiarize the students with modern ways of effective adjustment.
- To help the students to understand human development process and influences of various factors on human development.
- To help students to understand the relationship between theoretical and applied aspects of Psychology.

## FACULTY MEMBERS OF THE DEPARTMENT:



**Prof. Mahesh Prasad Ray**  
HOD  
PG Deptt. Of Psychology  
Kolhan University, Chaibasa

**Prof. Mahesh Prasad Ray**, with 26 years of teaching experience, is the current HOD, PG department of Psychology, Kolhan University, Chaibasa. He joined as a HOD in August, 2020.



**Dr. Dharmendra Rajak**  
Assistant Professor PG Deptt. Of Psychology  
& OSD Examinations, Kolhan University,  
Chaibasa

**Dr. Dharmendra Rajak**- Assistant Professor & OSD Examinations. He is also a RCI registered Clinical Psychologist. He has completed M.Phil & Ph.D in Clinical Psychology from RINPAS, Kanke, Ranchi. He was the former Assistant Director i/c in NCSC for DA, Ministry of Labour and Employment, Govt. of India through UPSC. He was also awarded with the best paper award in Indian Association of Clinical Psychologist (IACP) conference, 2019 as a co-author. Further, He has a number of research publications in various national and international journals covering a wide variety of areas in the field of Mental Health.



**Ms. Akansha Singh**  
Teaching Assistant

**Ms. Akansha Singh**, PG Topper (Teaching Assistant) of this department. She has completed her M.A in Psychology in the year 2021.

## **ABOUT THE PG DIPLOMA IN COUNSELLING AND GUIDANCE**

PG Diploma in Counselling and guidance is 1 year course for postgraduate students. This course help candidates in developing skills and competencies which is needed in meeting the challenges and needs of the real world counselling, successfully. The course will help students to get a systematic grasp of the objective, scope, types, theories, and approaches of counselling, with a focus on their application in personal and professional settings. It will allow students to learn and have a stronger knowledge of their own 'self' as a tool for personal, professional, and counselling growth. This course will also help in understanding about mental health problems of the students. The course of PG Diploma in counselling and guidance is of two semesters. This is available as full time course.

### **AIMS & OBJECTIVE OF THE COURSE:**

The course PG Diploma in counselling and guidance aims to offer a better understanding of the day to day problems of the masses along with its solution. Also, it integrates the psychological principles and therapeutic techniques required for counselling. It develops the skills required for building a relationship with clients. Additionally, it equips students with the ability to recognize effective practices and techniques for sorting various problems in different environments.

### **DURATION OF THE PROGRAMME**

- **1 Year (Two Semesters)**
  - **Semester I - December- May**
  - **Semester II - June- November**

### **INTAKE CAPACITY**

- **50 Seats**

### **ELIGIBILITY OF CANDIDATES**

- He/she must be a UG/PG from any recognized University in Psychology with minimum 50% of marks in the aggregate or equivalent grade.
- Admission to this course will be based on merit, if number of applicants exceeds double of the seats. There will be an entrance examination followed by the counseling.
- Candidates with good interpersonal skill will be preferred.
- **Reservation of the seats for this course as per the admission rules of the University.**

## MEDIUM OF INSTRUCTION

- The medium of instruction will be in English/Hindi (However English will be preferred). However, students may write examination, integration Course and records of Practicum also in Hindi.

## ATTENDANCE

- Every candidate must have 80% attendance.

## HOLIDAYS

- Vacations and holidays shall be as per University calendar

## FEE OF THE COURSE

- **Gen/OBC: Rs. 10,000 (Rupees Ten Thousand Only) and ST/SC: Rs. 8, 000 (Rupees Eight Thousand Only) per Semester.**
- **Note:** That to be admitted to PG Diploma in Counseling and Guidance (PGDGC) a candidate should pay Tuition fee, Developmental fee, Course fee, Laboratory fee etc.

## HOW TO APPLY?

- Admission is done online/offline. You may go to Kolhan University web site <https://www.kolhanuniversity.ac.in/> and fill the form online/offline. Then you should submit the hardcopy of the form in the PG Deptt. Of Psychology, Kolhan University, Chaibasa. Selection list will be publishing on Kolhan University web site.

## IMPORTANT DATES

1. Application apply from dated:- 10/11/22 to 30/11/22. (Online / Offline)
2. Last date of hardcopy (application form) submission: 03/12/22  
(Speed Post / by hand, address: To the HOD P.G. Deptt. of Psychology, Kolhan University  
Chaibasa- 833202)
3. Selection list : 06/12/22
4. Admission from : 07/12/22 to 14/12/22
5. Session Start : 15/12/22

**Any query please contact us: 6201356159 / 8092400261**

# SYLLABUS FOR THE PG DIPLOMA IN COUNSELLING & GUIDANCE

## SEMESTER-I

Sl. No.	Subject Code	Name of the Papers	Marks			
			Internal	Theory	Total	Pass Marks
01	101	Basics of the Psychology, Personality Adjustment and Intelligence	25	75	100	45
02	102	Theories & Principles of Guidance and Counseling	25	75	100	45
03	103	Measurements of Personality and Intelligence	25	75	100	45

### 101. Basics of the Psychology, Personality Adjustment and Intelligence

#### UNIT-I

- Introduction, Meaning and relevance of Psychology.
- Approaches and methods of Psychology.
- **Personality:**
  - Nature
  - Approaches and
  - Determinants.
  - Impacts of Social Media on Personality.
- Attitude and its measurements.

#### UNIT-II

- Characteristics of human adjustment
- Psychological approaches of adjustment.
- **Basic areas of adjustment:**
  - School, Career & Job.
  - Marital
  - Old age & Death adjustment.
- **Mental Health:**
  - Characteristics
  - Need & Importance
  - Status of mental health in India
  - Treatments/coping with maladjustment.

#### UNIT-III

- **Intelligence:**
  - Meaning
  - Definitions and
  - Nature
  - Theories of Intelligence

## **102. Theories & Principles of Guidance and Counseling**

### **UNIT-I**

- Nature, Need, Meaning and Scope of Guidance
- Guidance Techniques and
- Areas of Guidance

### **UNIT-II**

- Theoretical approaches to Counseling.
- Process of Counseling

### **UNIT-III**

#### **Counseling special groups**

- Delinquents
- Drop-outs
- Drug addicts
- Homosexuals

#### **Abuse counseling**

- Types and its effects

#### **Fundamental Counseling Skills**

- Attending
- Listening
- Empathy
- Respect

#### **Ethics in Counseling.**

## **103. Measurements of Personality and Intelligence**

### **Measurement of Personality**

- Interview
- Observation and
- Projective techniques

### **Measurement of Intelligence**

## SEMESTER-II

Sl. No.	Subject Code	Name of the Papers	Marks			
			Internal	Theory	Total	Pass Marks
01	104	Behaviour Dysfunctions	25	75	100	45
02	105	Dissertation, Projects and Field work	25 (viva)	75	100	45

### 104. Behaviour Dysfunction

#### UNIT-I

- Introduction to Abnormal Psychology:
  - Perspectives on abnormal behaviour
  - Meaning, classification of mental disorders
  - Casual facts, viewpoints in Abnormal Psychology
  - Models for understanding causes of behaviour dysfunction:
    - Psychoanalytic
    - Humanistic- Behavioural
    - Transpersonal

#### UNIT-II

- Stress and Anxiety related disorders
  - Symptoms
  - Types
  - Causes
  - General Anxiety Disorder (GAD)
  - Phobia
  - Obsessive-Compulsive Disorder (OCD)
  - Stress and Dissociative Disorders.

#### UNIT-III

- Mood Disorder
  - Symptoms, Types, Causes and Treatments
- Suicide
  - Facts about Suicide
  - Perspective and
  - Prevention
- Overview of Childhood, Adolescence past experiences.
- Learning Disabilities, Mental Retardation, Autism, Somatoform Disorder.





## ADMISSION FORM

(Session 2022-2023)

**PG DIPLOMA IN COUNSELLING & GUIDANCE**  
**University Department of Psychology**  
**Kolhan University, Chaibasa**

**For Office use only**

Form No:

Admitted/ Not Admitted

Category :

Roll No:

Session:

Signature of the Authority

### Fee Details:

<b>Name of Bank</b>	
<b>Date</b>	
<b>Number of DD/Challan No./NEFT</b>	
<b>Amount</b>	<b>ST/SC - Rs. 150</b> <b>OBC/GEN - Rs. 250/-</b>

Name of the Candidate

(In English).....

Name of the Candidate

(In Hindi).....

Father's Name.....

Mother's Name.....

Date of Birth : .....

Gender : Male ( ) Female ( ) Other ( )

Category: GEN ( ) OBC ( ) SC ( ) ST ( )

Religion: Hindu ( ) Muslim ( ) Christian ( ) Other ( )

Permanent Address:.....

City.....Pin..... State.....

Phone No..... Email. Id.....

**Photo**

### Academic Details:

Examinations	Board/ Council/ University	Subject	Marks Obtained	Total Marks	% of Marks	Year of Passing	Remarks (If Any)
Matric							
Intermediate							
Graduation							
Post-Graduation							
Any Other							

**List of Documents: (Mark sheet and Certificate from Matric to PG)**

<b>S.No</b>	<b>List of Documents</b>	<b>Enclosure</b>
<b>1</b>		
<b>2</b>		
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**Declaration**

- I do hereby declare that, all statements mentioned in this application are true, complete and correct to the best of my knowledge & belief and in the event of any information being found false or incorrect or any illegibility being detected before or after, my candidature is liable to be cancelled and legal action may be initiated against me.
- I have not been disqualified by any University in any examination or for seeking admission for any course of study.
- If admitted, I agree to abide by the rules and regulations of the University.

Date:.....

Place: .....

Signature of the Applicant