**FACULTY OF SOCIAL SCIENCES**

**BANARAS HINDU UNIVERSITY**

**Ordinances Governing One Year PG Diploma in**

**‘Counseling, Guidance and Psychological Interventions’**

**Department of Psychology**

**Banaras Hindu University**

Under the powers conferred by section 4 A. of the Banaras Hindu University Act, 1915, as amended, and under the provisions of Clause 3 of Section 18 of this Act, the Banaras Hindu University hereby institutes the One Year PG Diploma in ‘Counseling, Guidance and Psychological Interventions’ to be run at Department of Psychology, FSS, BHU and makes the following Ordinances governing admission, course of study, examinations and other matters relating to this Diploma.

**1. Admission**

**1-(A) General**

1.1 The course of study leading to One Year PG Diploma in ‘Counseling, Guidance and Psychological Interventions’ shall be conducted at Banaras Hindu University.

1.2 There will be 25 seats for admission in this course.

1.3 Same admission procedure will be adopted which is being followed for admission to other similar courses formulated by the Academic Council of the Banaras Hindu University

1.4 The last date of receipt of application for admission to this courses shall be fixed each year by the Registrar, Banaras Hindu University.

1.5 Candidates admitted in this course are required to submit the following certificates at the time of admission:

1. Marksheet of the qualifying examination from the University/College.
2. A migration certificate from the University last attended in the case of a candidate from another Indian University, indicating that he/she has passed the indicated course;
3. A transfer certificate showing that the candidate has passed the indicated examinations from the College/Faculty last attended; and
4. A character certificate from the Principal/Dean/Head of the college/Faculty/Department last attended.
5. Recent caste certificate, if applicable , from the competent authority.

1.6. On his/her selection for admission in this course, the candidate shall, within the time fixed by the ***Registrar, Banaras Hindu University*** deposit the tuition and other fees prescribed or the purpose. If the candidate fails to deposit the fees within the stipulated time, his/her admission shall be automatically cancelled, unless extension of date for payment of fees is granted to him/her by the Registrar, Banaras Hindu University. Such a candidate shall not be admitted to the above course unless a fresh order of admission is made.

**1-(B) Eligibility:**

A student to be eligible for admission to this course must have passed: M.A. /M.Sc. in Psychology/Cognitive Sciences /Applied Psychology/ Psychiatric Nursing/ Social Work / M.Ed. (Special Education)/M.B.B.S./B.A.M.S. (With minimum 50% marks)

**2. Scheme of One Year P.G. Diploma in ‘Counseling, Guidance and Psychological Interventions**

2.1 Candidates for the OneYear PG Diploma in ‘Counseling, Guidance and Psychological Interventions’ Examination shall be examined in the following subjects in accordance with the syllabi of prescribed courses.

|  |  |  |
| --- | --- | --- |
| *Semester-I* | | |
| Course Code | Title of the paper | Credits |
| S1.01 | Positive Psychology and Personal Growth | 4 |
| S102 | Psychosocial Problems of Specific Populations | 4 |
| S1.03 | Psychological Assessment in Specific Populations | 4 |
| S1.04 (a) | Field Work | 2 |
| S1.04 (b) | Practical | 2 |
| Total | | 16 |
| *Semester-II* | | |
| S2.01 | Foundations of Counselling and Guidance | 4 |
| S2.02 | Psychological Intervention Techniques | 4 |
| S2.03 | Prevention and Management of Specific Problems | 4 |
| S2.04(a) | Internship- Dissertation | 2 |
| S2:04(b) | Comprehensive Viva-Voce | 2 |
| **Total** | | 16 |
| **Grand Total** | | 32 |

Note: -.The teaching of each paper shall be for 4 periods of one hour per week.

2.2 The Board of Studies may make and implement minor changes in the contents of Courses and change the order of question papers whenever required. Such changes will be kept in the Department for record.

**3. Class Tests, Reports and/or Assignments**

3.1 PG Diploma students shall appear in such class tests and shall submit one or more reports and/or other assignments in each of the courses offered by them as are given to them by the teachers concerned.

3.2 Such class tests, reports and/or assignments in each paper shall carry 30 marks, of which 10 marks will be for class tests and 10 marks for class presentation, and 10 marks for reports and assignments.

3.3 Where a candidate fails to take examination in anyone or more papers or having taken the examination has failed to secure the minimum pass marks in anyone or more papers or in the aggregate, his marks in the 'class tests, report/s and/or assignments will be carried forward to the subsequent examination.

**4**. **Field Work/ Practical**

4.1 **Field Work**: The students will administer tests on various cases. After scoring and interpretation, they will prepare a report and submit it to the Department on or before a specified date fixed for the purpose. Test administration and report writing will carry 100 marks.

4.2 **Practical**: The students would be required to conduct practicals based on the theory papers. The practicals will carry 50 marks.

**5. Internship-Dissertation, and Comprehensive Viva-Voce**

Every student shall be required to undertake Internship in the Guidance and counseling Center/ Hospital/Medical College/Institutes for 4 weeks. The student will formulate case report with assessment and intervention management program for at least 2 cases who need counseling or management. All students are required to submit a Report as a Dissertation based on their Internship to the Department on or before a specified date fixed for the purpose. These students are further required to appear for comprehensive Viva-Voce. The Dissertation shall carry 100 marks, and comprehensive Viva-Voce shall carry 50 marks.

**6. Subjects, Script and Duration of Examination**

6.1 Except when otherwise directed by the Ordinances or by the examiner in the examination paper, every candidate shall answer questions in English language in the examinations in all the subjects.

6.2 Each individual paper shall be of three hours' duration and practicals, if any, shall also be of three hours' duration, same as provided in clause 2.1.

**7. Distribution of Marks:**

**7.1 First Semester**

Each of the 3 theory papers will be of 100 marks. 100 X 3 300

100 marks for each theory paper in all the semesters would be distributed as:

70 marks for written examination

30 marks for sessionals and continual assessments, etc., which will be distributed as

follows:

10 marks – Class presentation

10 marks - Class tests

10 marks – Assignments

Field work : 100

Practical : 50

**Total Marks : 450**

**7.2 Second Semester**

Each of the 3 theory papers will be of 100 marks. 100 X 3 300

100 marks for each theory paper in the semesters would be distributed as:

70 marks for written exam

30 marks for sessionals and continual assessments etc. which will be distributed as

follows:

10 marks – Class presentation

10 marks - Class tests

10 marks – Assignments

Internship: Dissertation Total : 100 marks

(To be evaluated by expert)

Comprehensive Viva-Voce : 50 marks (To be evaluated by expert)

**Total : 450marks**

**Grand Total of both the Semesters : 900 marks**

**Note:** *The students who will have 75% or above attendance will be allowed to appear in examination.*

**8. Pass Marks and Award of Division:**

**8 (a). Grading Systems:**

**Award of Grades Based on Absolute Marks**

|  |  |  |
| --- | --- | --- |
| **Marks Range**  **(Out of 100)** | **Grade** | **Grade Point** |
| **90-100** | **S** | **10** |
| **80-90** | **A** | **9** |
| **70-79** | **B** | **8** |
| **60-69** | **C** | **7** |
| **50-59** | **D** | **6** |
| **40-49** | **E** | **5** |
| **Passed with Grace** | **P** | **4** |
| **00-39** | **F** | **0** |
| **Non-appearance in examination(Incomplete)** | **I** | **0** |
| **Incomplete Project/Dissertation/Training** | **X** | **0** |

In the mark sheet each ‘grade’ based on absolute marks obtained by the candidate shall be marked with an asterisk in the superscript, and the following explanation shall be given in the mark sheet: “Grades based on absolute marks are denoted by an asterisk in the superscript.”

**8 (b). Award of Division:**

The classification of the P.G. Diploma final results will be based on the combined marks obtained in two semesters. The divisions shall be awarded as under:

Minimum marks for First Class : CGPA 6.5 & Above

Minimum marks for Second Class : CGPA 4.5 & Above but below 6.5

There will be a provision for general promotion from Ist Semester to IInd Semester, if the student has maintained 75 % attendance. Supplementary examination will be held for both the semesters after the result of 2nd Semester is declared.

**9. Scale of Tuition & Other Fees**

Students admitted to this course will be required to pay tuition fee as per University rules per Semester. Hostel accommodation fee will be extra, and this facility will be provided on the availability of rooms. Other fees such as Games fee, etc. shall be levied as per University rules.