

**CHHATRAPATI SHAHU INSTITUTE OF BUSINESS
EDUCATION & RESEARCH**

**An Autonomous Institute under UGC, New Delhi
College with Potential For Excellence Phase III
Reaccredited by NAAC with A+ Grade**



SyllabusFor

M.A. COUNSELLING & GUIDENCE

CBCS System

Syllabusto be revised from the academic year 2021-22

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MA (C&G): Master of Arts (Counselling & Guidance)

PROGRAMME TYPE	P G DEGREE
MODE	FULL TIME
SCHOOL	D.K. Shinde School of Social Work
DURATION	2 Years
MEDIUM	ENGLISH
SPECIALIZATION	GENERIC
DESCRIPTION	<p>Master Of Arts (Counselling & Guidance) would provide both academic learning and professional education and training in Counselling, extending beyond theoretical knowledge. This programme is tailored to suit counsellors working in a wide range of organizational and community contexts as well as individuals in a family. With the fast-changing social scenario, the problems being faced by people across the board are numerous. Unlike in the western world, Counselling services are very inadequate in India. There is a growing demand for counsellors in schools, corporate sector, health care setting, social and welfare sectors, correctional settings etc. However, schools/universities where Counselling course/ programme are taught in India are very few. There is a good potential for employment in government as well as NGO sectors. There is an urgent need for specially trained counsellors to handle the stress of employees working with call centers, corporate sectors, families, family courts, correctional settings, school, universities and educational institutions, rehabilitation centers, refugee camps, institutions for the differently able, aged, child care and adoption centers, family planning, voluntary Counselling and testing centers, rural sectors especially where farmers are driven to commit suicide, de-addiction centres etc. MA(C&G) Programme would be offered at CSIBER, Kolhapur. This Programme is being offered only in English. For Field Work in the MA (Counselling & Guidance) programme much focus is given on specialization in Counselling and 40 percent weight age is given for the practicum.</p>
ELIGIBILITY	Bachelor's Degree or a higher degree from any recognized University. (With minimum 50% Of Average Marks for open and 45% for reserved category)
FEE STRUCTURE	Rs. 42,500/- for full programme to be paid year wise @Rs. 22,500/- (Inclusive of Dress Code) in Ist year and Rs20,000/- in 2nd year
SEATS	50

D.K Shinde School of Social Work is an independent Department of CSIBER, Kolhapur imparting scientific training in Social Work Profession since 1976 and now introducing PG Program MA Counselling & Guidance through class room teaching, visualization of OHP, PPT, DLP and video cassettes of the concerned subjects. The orientation /observation visits are organized prior to placing students for concurrent fieldwork practice. Guest lecturers of eminent experts from various fields are arranged. The Department is also involved in organizing various social/extension activities. It coordinates with various social organizations, social welfare departments and NGOs for undertaking different activities related to welfare and research.

Apart from the curriculum, social activities, research activities, health checkup camps, blood donation camps, guest lectures and faculty enrichment programmed are arranged by the department every academic year. Department organizes various activities like extension activities and faculty enrichment programmes under CPE (college with potential for excellence- awarded by UGC, New Delhi) scheme. Most of the faculties are benefitted as they are enlightened when they undergo faculty enrichment programme, or are involved in organizing and participating in workshops, training programmes, seminars and conferences

MA (C&G): Master Of Arts (Counselling & Guidance)

Program objective

The program is tailored to suit counsellors in a wide range of organizational and community contexts as well as individuals in a family. During the program, the students will not only study counselling techniques, approaches but will get an in-depth knowledge of human behaviour and engage in research related to the subject to resolve issues in different set ups.

Course Objective

A student opting for MA Counselling & Guidance Program will have to study the foundation courses. In addition, students have to undergo field work training in counselling settings and also complete the Research Project.

PROGRAM SPECIFIC OUTCOMES (PSOs)

- The student will study counselling techniques, approaches as well get an in-depth knowledge of human behaviour and engage in research related to the subject to resolve issues in different set ups
- Develop and sharpen the skills in conceptualization, analysis and interpretation
- Understand the different culture, language, religion, caste, color, gender, ethnicity, marital status, sexual preferences, behavior, attitude and other root of prejudice and practice in a non-discriminatory approach.
- The student Acquire of Knowledge and Skills related to the concepts, procedures and principles of working with service users and careers, modification of attitude and perception and develop the capacity to practice counselling with Individual family, associates in in various setup
- Should have the understanding and the intellectual integrity to sift truth from falsehood, facts from propaganda and to reject the dangerous appeal of fanaticism and prejudice... should neither reject the old because it is old nor accept the new because it is new, but dispassionately examine both and courageously reject what arrests the forces of justice and progress.
- Develop the skill in professional use of self.
- Understand the ethics and develop the skill in social work research and effectively use it for the development of society.
- Understand the human growth and development, developmental needs, tasks, health, issues and services.
- On completion of the programme, students will be able to work in Corporate Organizations, family counselling centre, family courts, disability sector, feminist counselling centres, correctional settings, school, universities and educational institutions, rehabilitation centres,

during disasters, with the elderly, child care and adoption centres, and in the rural areas with programmes on health, education & livelihood

Master Of Arts (Counselling & Guidance) MA(C&G) Programme Rules & Regulation

I. General Rules:

** The following rules and regulations are subject to modification as per changing norms of UGC.*

1. Every candidate for the **Master Of Arts (Counselling & Guidance) MA(C&G)** must have obtained the Bachelor's Degree of the Shivaji University in any faculty or a Bachelor's Degree of any other University recognized as equivalent to the Bachelor's Degree of the Shivaji University. General candidates should have at least 45% aggregate marks & 40% for reserved candidates.
2. The course of the study for the degree of Master Of Arts (Counselling & Guidance) MA(C&G) shall be full time course and its duration shall be of two years. The course consists of four Semesters. At the end of each Semester there shall be an examination. The examination to be held in the First and Second Semester will be called Part – I Examination and the Examination to be held in the Third and Fourth Semesters will be called Part – II Examination.
3. The students shall be required to attend a minimum of 75% classes in each subject and concurrent fieldwork sessions in order to be eligible for taking theory & fieldwork examinations.
4. All the students have to wear prescribed dress code on the scheduled days ie. on every Monday and Thursday
5. Except in the field work and Research Project there shall be in each paper in each semester an Internal Assessment of 40 marks assigned to the paper & an examination for the remaining 60 marks to be held at the end of Semester.
6. The theory examination carrying 60 marks assigned to the subject will cover the entire syllabus prescribed for the respective papers (in each semester) (a) A paper carrying 60 marks for theory examination will be of 3 hours duration.
7. The Internal assessment will be done by relevant department faculty members

II EXAMINATION RULES AND REGULATIONS

1. The candidates for Master Of Arts (Counselling & Guidance) MA(C&G) examination will be examined in the following subjects for Part I & II Examination. (vide MSW program structure)
2. If a candidate fails to clear all the theory papers and project report within Six years of his/her registration, the past performance will stand automatically nullified.
3. If a candidate discontinues any of the Semester on any account, he/she will be allowed to complete the incomplete semesters in the subsequent years subject to the condition that it is within the stipulated time duration of Six years.
4. In addition to the above, once a student's Semester is granted, he/she shall be allowed to appear and pass in any of the subsequent examinations held, provided the examinations are within the stipulated period of Six years. In case the term (Semester) is not granted the student has to seek fresh admission in the next year and complete the term and pass the examination. This too within **Six** years of his/her registration.

Course Completion with Break in Between:

A student who has passed **MA(C&G) – I** and is seeking admission to **MA(C&G) – II** after a long gap (Provided the gap lies within the stipulated duration of Six years) should complete the course syllabus which is in existence at the time he is seeking admission for the academic year.

II. ASSESSMENT:

Taking into consideration the UGC and AICTE requirements, CSIBER has adopted “Credit Grade Performance Assessment System” (CGPA). Each paper is of 100 marks and contact hours for each paper is 45 hours. One credit is allotted to 15 contact hours. All papers are considered as Full credit papers i.e. four credits are allotted to each paper. However for General Elective Course Paper consists of 2 contact hours & accordingly 2 credits are allotted in two semester The summary of credit distribution of entire **MA(C&G)** program is given below.

Nature of Examination:

Semester pattern and Choice Based Credit System: CBCS

Taking into consideration the UGC and University requirements, CSIBER adopted Choice Based Credit System: CBCS. Each paper is of 100 marks and contact hours for each paper are 60. One credit is allotted to 15 contact hours. Full credit papers have four credits.

For the paper of 100 marks the distribution will be as follows:

- i) Internal Marks i.e. Concurrent evaluation - 40 Marks
- ii) External Marks i.e. Semester End examination- 60 marks

Breakup of Internal Marks i.e. Concurrent evaluation

a) Theory

Break up for Each Theory Papers: Internals	40 Marks+ AEC	20 Marks GE
Class Seminar	10 marks	10 marks
Home Assignment & Library Assignment Book Review (5marks each)	10 marks	5 marks
Multiple Choice Questions (MCQ'S)	10 marks	-
Class Attendance / Participation	10 marks	5 marks

b) Project Papers:

For the Research Project Work of 100 marks, the distribution of the marks will be as follows – to pass the Project work & viva voce exam candidate must obtain a minimum of 50% of the marks for each part (i.e. 40% for Project Report & 60% for Project Viva). If a candidate fails in the project report and its viva-voce, he/she will be required to join the particular project report and its viva- voce as a fresh candidate in the subsequent year.

2.1 End Semester examination:

The assessment of papers will be done by an Internal and External examiner. A difference of 20% of 60 marks in the marks awarded by these examiners would necessitate the valuation of the paper by Third examiner. The ‘nearest’ marks will be considered for determining the average mark of papers.

Once the Student passes in the internal marks and the record is submitted to the examination department, it should be carried forward whenever required.

Students who fail in the internal marks (Concurrent evaluation out of 40) should reappear for the same, and then only the revised marks will be considered for result of that particular semester.

2.3 Standard of Passing:

- In order to pass in a paper head, a candidate will have to obtain 50% in the internal marks (Concurrent evaluation), 40% marks in semester end examination, and a minimum of 50% of the marks in aggregate in each paper head.
- To pass the MA (COUNSELLING AND GUIDANCE) examination, a candidate will have to pass in all four semesters.
- To pass the Project work papers a candidate must obtain a minimum of 50% of the total marks. If a candidate fails in the project report and its viva-voce, he/she will be required to reappear for the same paper in the subsequent semester examinations.
- A candidate from the first year MA (COUNSELLING AND GUIDANCE) will be eligible to proceed to the Semester III, if he/she is not having more than 4 (four) papers backlog of the First Year (that is semester – I and II).

Summary of Master Of Arts (Counselling & Guidance) MA(C&G) Programme Structure as per CBCS

Semesters	Core Credits	DSE Credits	GE Credits	AEC Credits	AECC Credits	Total Credits	Contact Hours	Total Marks
I	12	4	-	2	-	18	270	450
II	12	4	2	-	2	20	300	500
III	12	4	2	2	-	20	300	550
IV	12	4	-	-	2	18	270	400
Total	48	16	4	4	4	76	1140	1900
Percentage	60	20	5	10	5	100%	--	--

The assessment of papers will be done by an Internal and External examiner. A difference of more than 20% in the marks awarded by these examiners would necessitate the valuation of the paper by a third examiner. The average of the nearest two will be awarded to candidate

Once the Student passes in the internal evaluation (Concurrent evaluation out of 40 Marks) and the record is submitted to the examination department, it should be carried forward whenever required and it cannot be improved in any case.

Students who fail in the internal evaluation (Concurrent evaluation out of 40 Marks) should reappear for the same, then only the revised marks will be considered for further calculation.

III. STANDARD OF PASSING:

- In order to pass in a paper/head, a candidate will have to obtain 50% in the internal marks (Concurrent evaluation), 40% marks in theory, and a minimum of 50% of the marks in aggregate in each paper head.
- To pass the MA (C&G) examination, a candidate will have to pass in all Four Semesters in Two Parts i.e., Part – I (Semester – I & II) and Part – II (Semester – III & IV)
- To pass the Project work a candidate must obtain a minimum of 50% of the Project Report and Viva Voce marks. If a candidate fails in the project report and its Viva-Voce, he/she will have to reappear for the same in the subsequent semester with fresh new project work, similarly to pass concurrent field work a candidate must obtain a minimum 50% of marks in

concurrent field work and Viva-Voce. If candidates fail in concurrent field work / viva-voce, he/ she will have to reappear for the same in the subsequent semester.

- A candidate from the first year MA(C&G) will be eligible to be admitted to MA(C&G) -II year (Semester III) if he/she is not having more than 5 (Five) papers backlog of the First Year (that is Semester – I & II).
- For AECC (Internal Course):
 1. Total Marks: Out of 50
 - 10 marks for Class Participation
 - 10 marks for Quiz/Assignment/Journal
 - 30 marks for Practical courses based on practical examination and for other courses based on viva.

(30 marks evaluation should be done jointly by internal and external examiners)

IV Grading System:

There shall be numerical marking for each course, which will be converted into Grade.
Full Credit 100 Marks

Grade Table for Semester Examination			
Marks Obtained	Letter Grade	Grade Point	Description of Performance
96-100	S+	10.0	SUPER
91-95	S	9.0	
86-90	E+	8.5	Exemplary
81-85	E	8.0	
76-80	O+	7.5	Outstanding
71-75	O	7.0	
66-70	A+	6.5	Good
61-65	A	6.0	
56-60	B+	5.5	Average
50-55	B	5.0	
Below 50	X	0.0	Failed

V. CALCULATION OF PERFORMANCE INDICES:

A distinction of the performance of one student from the other student is rather impossible to carry out from the grades obtained by a student in all the courses taken by him in a Semester/year. Hence, the evaluation of various courses is cumulated in two performance indices

termed as Semester performance index (SPI) and cumulative performance index (CPI) the explanation of which is given below:

Semester Performance Index (SPI):

The performance of a student in a Semester is indicated by a number called Semester Performance Index (SPI). SPI is the weighted average of all the grade points obtained by him in all the courses registered during the Semester r. If G_i is a grade with numerical equivalent as g_i obtained by a student for the course with credit c_i then, SPI for that Semester is calculated using formula.

$$SPI = \frac{\sum c_i g_i}{\sum c_i}$$

Where summation is for all the courses registered by a student in that Semester. SPI is calculated to two decimal places and rounded off. SPI once calculated shall be modified. Generally, for the students failed in regular examinations SPI is calculated only after the declaration of re-examination grades.

Cumulative Performance Index (CPI):

An up-to-date assessment of the overall performance of a student from the first Semester till completion of the programme is obtained by calculating an index called as Cumulative Performance Index (CPI). The CPI is weighted average of the grade points obtained in all the courses registered by a student since the first Semester of the programme.

$$SPI = \frac{\sum c_i g_i}{\sum c_i}$$

Besides SPI, CPI is also calculated at the end of every semester upto two decimal places and is rounded off. It is necessary to ensure that one course appears only once in calculation of CPI and the denominator in above equation does not exceed the total number of credits registered by him.

Initially there is certain trepidation in the minds of students and there are some difficulties in understanding the mechanics of this system. Therefore, it was decided that for the first year of implementation, on the mark sheets, both, the marks and the grade points and credits should be shown.

VI. GRACE MARKS UNDER DIFFERENT ORDINANCE.

S.O. No. 1: -Grace Marks for Passing in each head of Passing (Theory/Practical/ Oral/ Sectional/External/Internal)

The Examinee shall be given the benefit of grace marks only for passing in each head of Passing (Theory/Practical/Oral/Sectional/ in External /Internal examination as follows.

Final Result: For the final result of the student Cumulative Performance Index (CPI) based on total earned credits vis-à-vis total earned grade points shall be calculated as under.

Total earned grade points / Total credits 100

Result		
CPI	Final Grade	Classification of Final Result.
9.6-10.0	S+	SUPER
9.1-9.5	S	
8.6-9.0	E+	Exemplary
8.1-8.5	E	
7.6-8.0	O+	Outstanding
7.1-7.5	O	
6.6-7.0	A+	Good
6.1-6.5	A	
5.6-6.0	B+	Average
5.0-5.5	B	

Note: To pass MA (C& G) a student should get a minimum of 5.0 in CPI

S.O. No. 2: - Grace Marks for getting higher Class

A Candidate who passes in all the subjects and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of Marks falls short for securing Higher Class or Grade by marks not more than 1% of the aggregate marks of that examination or upto 10 marks, whichever is less, shall be given the required marks to get the next higher class of grade as the case may be.

Provided that benefits of above-mentioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate head of passing also, if prescribed in the examination concerned.

Provided further that the benefits of above-mentioned grace marks shall be given to the candidate for such examination/s only for which provision of award of class has been prescribed. Provided further that this gracing is concurrent with the rules and guidelines of Professional statutory bodies at the All-India level such as UGC.

S.O. No. 3 Condonation

If a candidate fails in one or more head of passing, having passed in all other heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% at the aggregate marks of that examination or 10 marks of the total Number of marks of that of passing in which he/she is failing whichever is less. However, condonation, whether in one head of passing or aggregate head of passing be restricted to maximum upto 10 marks only.

Condonation of deficiency of marks be shown in the statement of Marks in the form of asterisk and Ordinance number

Provided further that this gracing is concurrent with the rules and guidelines of Professional statutory bodies at the All-India level such as UGC.

SEMESTER-I**Duration 16 Weeks**

Nature of Course	Course Code	Course	Credits	Contact Hours	Int. Marks	Ext. Marks	Total Marks
	C1.1	Basics of Counselling	4	60	40	60	100
CC	C1.2	Elements of Human Behavior	4	60	40	60	100
	C1.3	Counselling Skills	4	60	40	60	100
DSE 101 (Anyone)	DSE 101A	Self and Society	4	60	40	60	100
	DSE 101B	Social Problems & Interventions					
AEC	AEC 101	Computer Skills	2	30	20	30	50
		Total Credits	18	270	180	270	450

Break up for Each Theory Papers: Internals	40 Marks + AEC	20 Marks GE
Class Seminar	10 marks	10 marks
Home Assignment & Library Assignment Book Review (5marks each)	10 marks	5 marks
Multiple Choice Questions (MCQ'S)	10 marks	-
Class Attendance / Participation	10 marks	5 marks

SEMESTER-II

Nature of Course	Course Code	Course	Credits	Contact Hours	Int. Marks	Ext. Marks	Total Marks
CC	C2.1	Research Methodology and Statistics.	4	60	40	60	100
	C2.2	Educational Counselling	4	60	40	60	100
	C2.3	Theories Of Counselling	4	60	40	60	100
DSE (Anyone)	DSE 201A	Society and Social Change	4	60	40	60	100
	DSE 201B	Counselling for Vulnerable					
GE (Anyone)	GE 201A	Environment and Development	2	30	20	30	50
	GE 201B	Office Automation					
	GE 201C	Fundamentals Of Management					
	GE 201D	Principles of Economics					
AECC	AECC 201	Professional Communication Skills	2	30	20	30	50
Total Credits			20	300	200	300	500

Concurrent Evaluation:

Breakup pattern for GE Subject out of 50 marks

Course code	30 Marks	20 marks
Class participation	10 marks	VIVA- VOCE
Seminar	10 marks	
Class Assignment /pre Class reading	05 marks	
Book Review (Subject Related Books)	05 marks	
TOTAL	30 marks	20 marks

SEMESTER-III

Sub. Code		Subject	Credits	Contact Hours	Int. Marks	Ext. Marks	Total Marks
CC	C3.1	Recent trends in Counselling	4	60	40	60	100
	C3.2	Therapeutic Interventions in Counselling	4	60	40	60	100
	C3.3	Field Work In Counselling Field Work Report and Viva-Voce	4	60	100	-	100
DSE301 (Anyone)	DSE301 A	Positive psychology	4	60	40	60	100
	DSE301B	Community Counselling Services					
GE (Anyone)	GE 301A	Disaster Management	2	30	20	30	50
	GE 301B	E-Commerce					
	GE 301C	Entrepreneurship Development (ED)					
	GE 301D	Basics of Indian Economics					
AEC		Project planning and Implementatations	2	30	20	30	50
		Total Credits	20	300	260	240	500

Concurrent Evaluation of Field Work

Course Code	Course	Credits	Contact Hours	Int. & Ext. Marks	Marks	
	Field Work Report and Viva-Voce	-	4	--	50+50	100

SEMESTER-IV

Sub. Code		Subject	Credits	Hours	Int. Marks	Ext. Marks	Total Marks
CC	C4.1	Marriage and Family Counselling	4	60	40	60	100
	C4.2	Field Work In Counselling Field Work Report and Viva-Voce	4	60	100	-	100
	C4.3	Research Project Work & Viva-Voce	4	60	40	60	100
DSE (Anyone)	DSE401A	Social Psychology	4	60	40	60	100
	DSE401B	Psychological Testing					
AECC	AECC401	Soft Skill Development	2	30	20	30	50
		Total Credits	18	270	240	210	450

Concurrent Evaluation of Field Work :

Course Code	Course	Credits	Contact Hours	Int. & Ext. Marks	Marks
Field Work Report and Viva-Voce	-	4	--	50+50	100