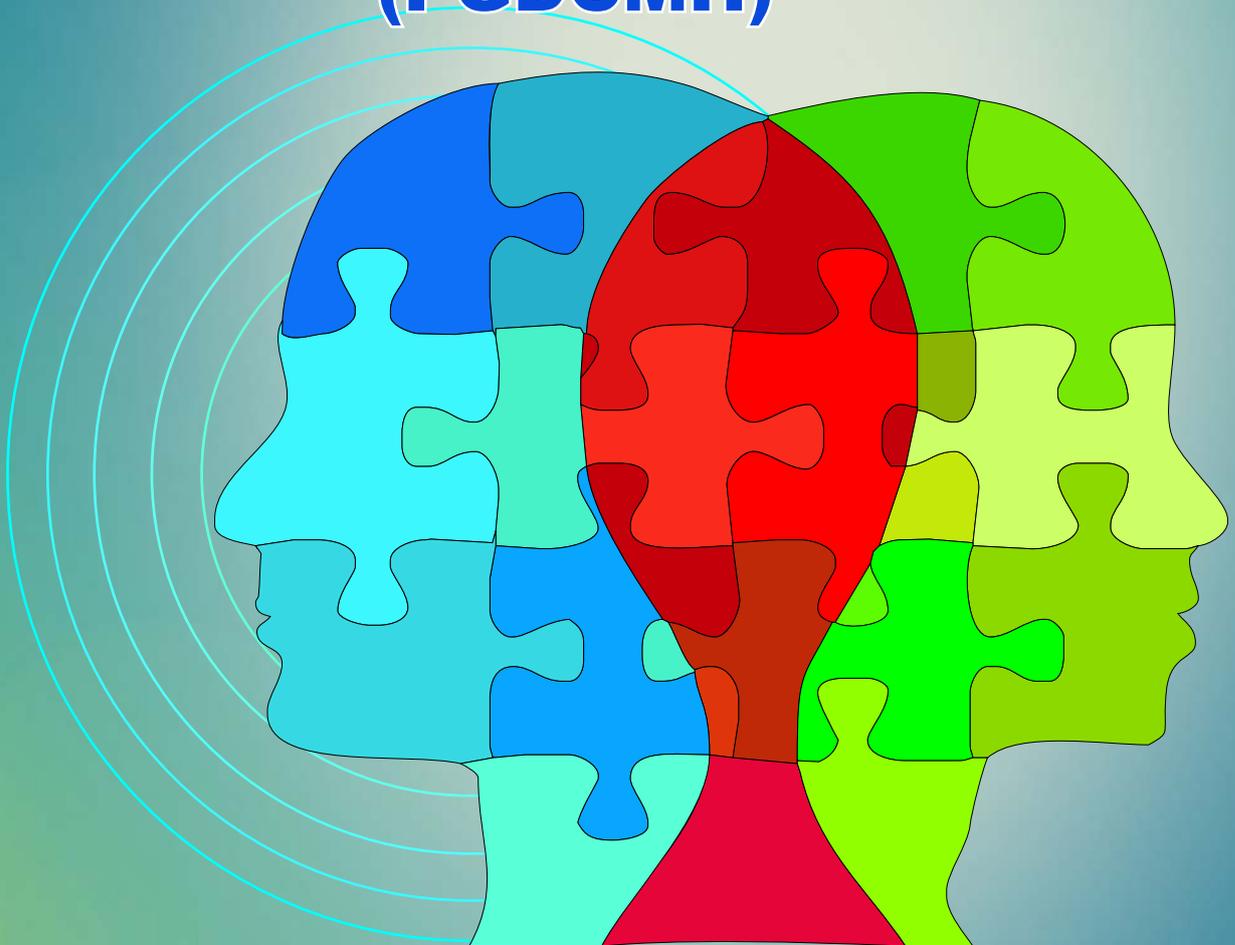


**PROSPECTUS
2018-2019**



**PGD COUNSELING
POST GRADUATE DIPLOMA
IN COUNSELING
AND MENTAL HEALTH
(PGDCMH)**



NGO Resource Center

KARVE INSTITUTE OF SOCIAL SERVICE, PUNE

18, Hillside, Karvenagar, Pune - 411 052

CHAIRMAN, MANAGING COMMITTEE



Karve Institute of Social Service is a premier social work institute and well known for imparting best training and education related to social work. Our institute is recognized among top ten social work education institutes in India.

The global burden of disease from neuropsychiatric disorders was estimated to be 6.8% in 1990. Psychiatric disorders account for 5 of 10 leading causes of disability. The overall burden for neuropsychiatric disorders is projected to increase to 15% by the year 2020. The Mental Health professionals may play vital role by using preventive measures and treatment modalities to reduce the projected ratio.

In current scenario, the Mental Health Counseling is a fast growing field where there is a requirement of Mental Health Counselors to resolve various psychological issues of the individuals.

The Bureau of Labor Statistics has predicted that jobs for mental health counselors will grow by 36% in the current decade.

The Post Graduate Diploma in Counseling and Mental Health course (PGDCMH) run by Karve Institute of Social Service is a very good platform for the students who are planning to do career in the field of Mental Health. Here they can study and learn the counseling concepts through our diverse, versatile and distinctive techniques. This enables them to create hope in the lives of many people.

As far as job opportunities are concerned, our students get opportunities to work in their field of training institutes. Some of the students are promoted in their respective jobs. The PGDCMH course degree is an additional qualification for the professionals in the field of Mental Health.

I take this opportunity to wish all the best to the Third batch of Post Graduate Diploma in Counseling and Mental Health course (PGDCMH).

**Mr. Sadanand Deshpande,
Chairman, Managing Committee
Advisor, Counselling Course
Karve Institute of Social Service, Pune**

Secretary, KINSS



Karve Institute of Social Service is recognized as one of the top 10 Social Work Institute in Social Work Education. The Institute has been working to create academic platform for Counselors and other Mental Health professionals working in Counseling Centers, Therapy Centers, Child Guidance Clinics, Rehabilitation Centers and De addiction Centers to ascertain linkage and to fabricate new podium through our Counseling course.

Institute formed “Manodaya Mental Health Forum” of Mental Health Professionals working in Pune region under the umbrella of NGO resource centre of our institute to promote Development sector and Mental Health Excellence for sustainable development and edify Mental Health professionals, Non- Government Organizations, Civil Society and Local Self Government Organizations on Mental Health and Counseling dimensions’. We have designed the Mental Health Counseling course with input from thought leaders and field experts of “Manodaya Mental Health Forum” in the Mental Health field.

The Counselors and other all Mental Health Professionals are like hallowed field where people are served with best counseling and mental health services to people in need

The field of counseling is a wide area of Mental Health and it is expected that mental health Professionals including counselors should possess sound knowledge and specialty of the field, additionally the multi skilled approach, ample skills, abilities and capacities to confiscate the cases will prove the elegance of the professionals.

New federal regulations allow qualifying mental health counselors to serve as mental health practitioners, providing services without referral, under the TRICARE program and our Counseling Course (PGDCMH) may be a useful and additional milestone in the field.

We try to make confident professional counselors who understand principles of human development, psychology, mental health and change theories, and can establish effective helping relationships with people from diverse cultures.

It gives me immense pleasure to launch the Third year batch of Counseling Course (PGDCMH). I am sure that the course will put together a cadre of proficient experts with shared values among all the stakeholders of society – NGO and Mental Health Professionals to make constructive psychological upshot for sustainable psychological development.

I wish the best wishes to the upcoming batch and team PGDCMH!!!

Mr. M. Shivkumar
Secretary, KInSS
Member and Advisor, Counselling Course
Karve Institute of Social Service, Pune



The Mental Health counseling is the more committed approach to act ethically and contribute to manage cognitive error and improve the thought process of individual while improving his/her mental health status and quality of Life. Sound mental Health of individual supports keeping person socially, psychologically and mentally healthy and increase the level of understanding to think positively. The result of few Studies shows that positive thinking pattern is an output or outcome of good counseling.

Karve Institute of Social Service along with the Mental Health Forum Pune, has been making efforts to mainstream the espousal of responsible governance practices by the Mental Health Professionals, non-profit organizations, Rehabilitation and Drug De addiction Centers . Introduction of Mental Health Counseling course modules are a step in this direction. Although there is a growing consciousness in the area of Mental Health and Counseling among the Indian Mental Health professionals, Organizations, professionals Bodies and society in general, there is a need to impart knowledge, generate awareness and develop competencies among all the players - Governments, Mental Health Organization's, Independent Professionals and other stakeholders together so that they can synthesize their efforts to make a significant impact towards the national goals of inclusive growth and development.

Karve Institute of Social Service is a India's premier Social Work education Institute and Offering MSW, MPhil, and PhD courses in Social Work, Also we are offering certificate and Diploma Courses in Corporate Social Responsibility (CSR). We have launched the Post Graduate Diploma course in Counseling and Mental Health in year 2016 and the PG Diploma course modules are designed especially accordingly for Independent Counselors, Mental Health Professionals, Volunteers, NPO's, NGO's, Govt. officials, welfare organizations or person desirous of engaging in Counseling or Mental Health Counseling initiatives and projects.

It gives me immense pleasure to announce admissions for 3rd batch of counseling course. I believe that the modules which are designed with an eye on the future to provide competent Counselors and Mental Health Professionals will be the very good platform for dialogue, interaction and partnership between governments, civil society organizations, NGO professionals, academicians and other stakeholders for the cause of sustainable social development.

Dr. Deepak Walokar
Director
Karve Institute of Social Service, Pune



With the increased complexity of life, survival challenges and daily hardships, mental health issues represent the greatest global burden of diseases that affect anyone irrespective of race, gender or age. An estimated 6.5% of India's population suffers from mental illness and by the year 2020 it is expected to reach a staggering 20%. In recent times several policies re-emphasize the need for consolidated services in the existing health care paradigm, like the Mental Health Care Act 2017 that emphasize on the need of a multidisciplinary team to provide mental health care services that will integrate mental health into primary health care and strengthen the same. Census shows that there is a lack of manpower in the mental health care field and it requires huge number of trained professionals to handle the crisis.

In Pune city, there are few mental Health organizations/ Institutions like various Counseling Centers, Rehabilitation Centers, Drug and De-addiction Centers which offers Mental Health services like, Child and Adolescent Counseling, School Counseling, Life Skills Education, Moral and Value Education, Individual- Group and Family Counseling, Couple Therapy/Counseling, Interpersonal therapy, Parental Counseling and even Industrial counseling. And in relation to some primary observations we thought to develop the particular counseling course of its unique in the field which can offer the advanced guidance and practical field work exposure from some existing field practioners or field experts of these institutes, Mental Health set ups and strengthen the field too.

Under the institute banner field action projects creates an opportunity for the students of the course for practical exposure. Our Institute has department of Medical and Psychiatric Social Work and Family and Child welfare as well as institute's own Family Counseling Centre for the study on the practical field exposures. We have trained and expert specialized faculties who maintain the uniqueness of this Mental Health Counseling Course. Professional assistance and Guidance from recently formed "Manodaya Mental Health Forum" is also an additional benefit for the students enrolled for this course.

It gives me immense pleasure to share that we have successfully completed two years of our Post Graduate Diploma in Counseling and Mental Health (PGDCMH) course, which is totally practical, experience based, unique and useful to all the Counselors and other Mental Health Professionals. I am sure that this course will develop better understanding, appropriate insights and advanced field knowledge among the professionals to act effectively for the Counseling and or mental Health Counseling initiatives.

Dr. Mahesh Thakur
Hon. Director / Course Head
CSR Cell/ NGO Resource Centre/Counselling Course
Karve Institute of Social Service, Pune

PROFILE OF THE INSTITUTE

In commemoration of the great work done by Bharat Ratna Maharshi Dr. Dhondo Keshav Karve, Karve Institute of Social Service was established on 9th November 1963. The Institute has completed 50 years of its existence striving to provide service to society and impart training to aspiring professionals and a variety of functionaries' working with people.

VISION

We at Karve Institute of Social Service envisage a society which ensures peace, harmony, dignity, justice and equal opportunities for development of individuals and communities through planned social work interventions by committed cadre of professionals."

MISSION

Our mission is to strive for excellence in social work education training and research by upholding social work value and the nobility of the profession.

OBJECTIVES OF THE INSTITUTE

1. To train students to deal with various social problems
2. To study and conduct research regarding social issues and situations
3. To coordinate and promote social work activities
4. To offer consultancy and assistance relating to and in pursuance to the objectives of the institute
5. To undertake and monitor all such activities which would help to improve socio-economic conditions of the community.
6. To endeavor for the promotion of general social welfare, education, medical relief and to act for the well being of the community.

The institute primarily conducts the two years 'full time training programme in Social Work leading to the Master of Social Work (MSW) degree of the University of Pune. The Institute also conducts M. Phil and Ph.D. degree programmes in Social Work of the University of Pune.

Post Graduate Diploma in Governance and Management of NGO (PGDGMN) has been started from last 3 years. It is an autonomous course managed by the Institute

OTHER ACADEMIC PROGRAMMES:

1. Master of Social work (M.S.W.) Degree Programme of the University of Pune
2. Master of Philosophy (M. Phil) in Social Work of the University of Pune
3. Doctor of Philosophy (Ph. D) in Social Work of the University of Pune
4. Post Graduate Diploma Course in Corporate Social Responsibility (PGDCSR)
5. IICA- Certificate Course in Corporate Social Responsibility (IICA-CSR)
6. Post Graduate Diploma in Governance and Management of NGO

CSR CELL-NGO RESOURCE CENTRE - PGDCMH Course

::: Advisory Committee :::

Mr. Sadanand Deshpande
Chairman and Member

::: Managing Committee Members :::

Shri. D.T. Janorikar
Treasurer

Shri. M. Shivkumar
Secretary

::: Director :::

Dr. Deepak Walokar
Director, Karve Institute of Social Service

::: Hon. Director :::

Dr. Mahesh B. Thakur

::: Faculty :::

Prof. (Dr.) Suprakash Chaudhury
Prof. (Dr.) Anuradha Patil
Ms. Amruta Bokil

Mr. Chetan Diwan
Prof. (Dr.) Manasi Rajhans
Ms. Anuradha Karkare

**Advisors and Core Committee Members – Mental Health Forum- NGO
Resource Centre and Visiting Faculties for Counseling Course**

Dr. Mahesh B Thakur
Prof. (Dr) Suprakash Chaudhury
Prof. (Dr) Vasudeo Paralikar
Prof. (Dr)Sharmishtha Deshpande
Prof. (Dr)Shital Ruikar
Dr. Alpana Vaidya
Ms. Snehal Tamhankar
Ms. Snehal Sastakar
Mr. Dada Dadas
Ms. Sharmila Sayed

Mr. Chetan Diwan
Dr. Mohan Aagashe
Dr. Ulhas Luktuke
Dr. Shirish Ratnaparkhi
Mr. Rony George
Dr. Bhalchandra Kalmegh
Dr. Yogesh Pokle
Mr. Rajesh Alone
Ms. Dhanashree Veerkar
Ms. Padmaja Shinde

COUNSELING COURSE(समुपदेशन)

NGO Resource Centre of Karve Institute of Social Service is offering unique and different counseling course to bring innovative and new concepts of the field in academics and strengthen the capacities of upcoming as well as existing mental health professionals with maximum knowledge and skills. It is observed that no standard practical design oriented counseling course model used from majority of the training institutes and there is need to discuss and share the new trends, knowledge and practice methods to minimize this type of practical field gap. It is expected that new concepts, ideas and practices will be shared and discussed with the interested students/ professionals to make them more confident, capable and deal effectively for this field with these unique learned, practice based counseling skills and other practice methods.

The Post Graduate Diploma in Counseling and Mental Health (PGDCMH)course is it's kind of first course in the state of Maharashtra where we have designed the ideal, practice oriented, need based and holistic course modules for upcoming and working Mental Health Professionals associated with various Psychiatric Hospitals/Psychiatric Units/Departments of Psychiatry in Medical Colleges / Rehabilitation Centres / Drug and De addiction Centres/ Industries / NGO's, Govt. officials and other organizations or individuals who do not have psychology or psychiatry background but interested to make career and desirous in engaging Counseling initiatives/projects in the field of mental health

Employers/ Owners/ Management authorities of various Psychiatric Hospitals/Psychiatric Units/Departments of Psychiatry in Medical Colleges / Rehabilitation Centres / Drug and De addiction Centres/ Industries / NGO's would be permitted to depute their employees for such training course.

OBJECTIVE

The objective of the Post Graduate Diploma in Counseling and Mental Health Course is to fortify the advanced counseling skills, capacities and competencies of professionals entering in the field of Counseling and Mental Health

PGD COUNSELING:POST GRADUATE DIPLOMA IN COUNSELING AND MENTAL HEALTH PGDCMH(समुपदेशन)

- 1. ELIGIBILITY:** Any Graduate or Post Graduate candidates from any discipline, preference will be given to BA or MA in Psychology, BSW, MSW, M. Phil. in Clinical Psychology or Psychiatric Social Work, BA/MA in Sociology/Social Sciences or Working Mental Health Professional / School Counselor / Psychologist / Therapist / Social Worker/ working in counseling centre / Child - Family- Marital counseling centers or Therapy unit/ Psychiatric Hospitals/ Rehabilitation Centers / Drug and De addiction Centre/ Industries, NGO's or Govt. officials
- 2. DURATION:**One year on weekends (Saturday and Sunday)
- 3. CLOCK HOURS:**Minimum 4/5 hours **Weekly**
- 4. THE MEDIUM OR INSTRUCTIONS:**English
- 5. TERMS/ AND ANTE:**The duration of the course will be of two terms of six months each. The candidates are expected to attend lectures, tutorials and seminars. The minimum attendance for class room lectures will be 75%. The candidate failed in submissions of Assignments and other reports or failed to keep the terms will not be allowed to sit in the final exams.
- 6. COURSE MODULES:**Total Eight modules.

Theory Papers

- I) Module I -Introduction to Psychology
- II) Module II -Human Growth, Development and Learning
- III) Module III- Mental Health : Psychopathology and Clinical Psychiatry
- IV) Module IV -Theories , Etiologies and Approaches in Psychiatry: Social, Psychological & Psychosocial aspects
- V) Module V -Introduction to Counseling
- VI) Module VI - Theories and practical approaches in Counseling: Steps, Tools, Techniques and Skills
- VII) Module VII -Therapies- Individual, Group, Interpersonal, Cognitive, Behavior, Art Based, Couple/ Marital, Family, REBT and Other

Project work/Case study/Field Work:

VIII) Module VIII- Research Project / Field based assignments/Case study Analysis / and Presentations

- a) *Case Study Conference and Seminar Presentation/ Field Based Assignments*
- b) *Project /Research*
- c) *Block Placement Field Work Training (BPT)*
- d) *Field practicum and Viva Voce*

7. COURSE PEDAGOGY:

- a) Lectures and Group discussion/s
- b) Case Study Analysis and Presentations
- c) Seminar / Case Presentations / Assignments based on Counseling and Mental Health Projects
- d) Orientation Visits to various model Counseling and Mental Health organizations
- e) Workshops and Guest Lectures on practical Mental Health Counseling aspects

8. COURSE STRUCTURETotal 30 credit course. I to VII- Theory modules 20 Credit each and 10 for module VIII

9. PASSING CRITERIA:Completion of course with at least 15 credits score (50% Score)

10. AWARD OF GRADE POINTS:

- 'A' –100-75
- 'B' -74-50
- 'C' -Pass grade-less than 49

11. TEACHING STAFF /RESOURCE PERSONS: Professors, Counseling and Mental Health Field Experts like Psychiatrists, Clinical Psychologists, Psychiatric Social Workers, Therapists, Counselors and other Mental Health professionals from various reputed teaching institutes, training centers and Mental Health Institutes.

INTAKE:

Maximum thirty (30) students will be admitted to the course, however in case of any reason if the minimum seats are not filled, then the institute reserves the right to cancel or discontinue the programme / course for that particular session / year

FEE STRUCTURE

Sr.	Particulars	For Individuals	For NGO/NPO (In
1	Admission Fee	2,000=00	2500=00
2	Tuition Fee	9,800=00	10800=00
3	Library/Computer and Internet Facility	1,000=00	1500=00
4	Seminar/Workshop Fee	1,500=00	2000=00
5	Identity– Card	100=00	100=00
6	Field Orientation Visits	1,000=00	1500=00
7	Students Activities	500=00	1000=00
8	Field Work Guidance/ Evaluations	690=00	1000=00
9	Project and Assignment Assessment	700=00	1000=00
10	Examination Fee	1000=00	1500=00
11	Other Fee	500=00	1000=00
	Total	18790=00	23900=00

* Additional Taxes will be applicable on the total fees as per the Government Rules

*Please note those students admitted to this programme are not entitled for any concession, free ship or scholarship

*Subject to revision - Students will have to pay revised fee, time to time

CALENDAR FOR COUNSELING COURSE (PGDCMH) PROGRAMME 20B-19

Exam Time Table Details	Day/s	Dates
issue of Online & Offline application forms (Institute Website & Office)	Saturday	30 th June 2018
Last Date of Submission of filled Application forms in the Office with	Tuesday	24 th July 2018
Entrance- Admission Test & Personal Interviews	Saturday	28 th July 2018 (time 11.00 am to 5.00 p.m.)
Entrance Result Declaration	Monday	30 th July 2018 (By 5.00 pm)
Last date for payment of fees	Tuesday	14 th August 2018
Commencement of the Counseling Course	Saturday	25 th August 2018

ADMISSION PROCEDURE

Admission to the course will be made on the basis of performance in the written test and personal interview. The final selection will be made on the basis of merit in the admission test. The decision of the selection committee shall be final.

In case of invalid information or violation of any norms or rules the institute reserves right to refuse or cancel any admission at any phase.

PAYMENT OF FEE

Students will have to pay the full fee at the time of admission. Fees once paid will not be refunded in any case of cancellation of admission.

EXAMINATION RULES AND REGULATIONS

The rules and regulations of the institute presently in force or which hereafter will be brought in to force by the administration of the institute will be binding on the students admitted to this course and the institute reserves the right to detain or cancel the admission of any candidates who violets the norms/rules or discipline of the institute

The Directors decision will be final and binding in all matters pertaining to discipline.

Application /Registration/ Prospectus cost Rs.500/-

PGD COUNSELING COURSE: EXAMINATION RULES

Post Graduate Diploma in Counselling and Mental Health: (Autonomous Course)

(Note: The institute will have full autonomy and discretion to change and or revise syllabus, curriculum, admission rules, fee structure, examination pattern and rules, or any other relevant rules of course, at any point of time, subject to time to time Notifications)

Examination Module and Pattern:

Appearing and qualifying examination shall be mandatory requirement to acquire PGD-COUNSELING Diploma. It is compulsory for all the students to qualify the examination by securing at least 15 credit score (50% marks) in each component/ paper, as well as aggregate score.

Attendance: In case of non -compliance of attendance rules, or any of the academic expectations or disciplinary rules & regulations, terms and conditions the institute Director reserve right to withhold or grant permission to student for appearing the examination. In case of non-compliance the institute may levy monetary or any other fines or means

Exam Form: All candidates who have satisfactory attendance and or fulfill the criteria shall fill up examination form on or before the specific date. Cost of the form will be Rs.100/-.Hall tickets will be issued, passport size Photo is to be fixed on Hall ticket.

Examination Dates and time-table.

Time table of the exam in and on shall be announced preferably in one month advance

Issue of Admission Cards / Hall Tickets: Preferably one week in advance.

Clearance: Hall tickets will be issued only after clearance of all dues, fees, library, attendance fine if any, on or before specific date and prior to examinations. Kindly note that in any case candidates will not be permitted to appear for examination if the dues are not cleared

Assignments: All assignments need to be submitted prior to examination.

Submission of project work: As per discussion and rule Project work needs to be submitted on or before specific date. In case of genuine and valid grounds, non submission of project work on or before the time-line, maximum fifteen days time can be extended subject to prior approval and permission of the director. Result will be announced only after satisfactory completion and submission of project work.

Declaration of result: Result will be declared preferably within one month of the examination. Only Passing Grades would be awarded as per passing criteria.

Issue of Diploma Certificate: Diploma Certificate will be issued in convocation / Certificate distribution ceremony organized by the institute, after the result and within one month

Re-examination: In case of not qualifying the examination, a candidate can re-appear within one month of the declaration of result, or date and time decided by the institute, subject to fulfillment of all terms and conditions and payment of additional exam fee Rs. 1000/- and Rs. 500 per subject for which he/she is re-appearing.

Chance of reappearing : As per the rules maximum two chances will be given (maximum within three months of the declaration of result of that particular academic batch/ session), thereafter admission to course of that batch will be treated cancelled and the candidate will have to take re-admission by paying full fees, in the next course / academicsession .Director reserve all rights to allow or disallow any of the candidate on any grounds.

Revaluation: As per rules revaluation of the answer books or any internal assignments is not permissible. Marks once allowed will not be reviewed or changed. However, in case of dispute or conflict of interest, the director will have rights to take any appropriate decision in the interest of the candidates and the institute.

If in case of any discrepancies / dispute, for what so ever reasons, pertaining to PGD-COUNSELING course, examination or any other relevant matter the Director of the institute will have all rights to take any appropriate action or decision. The decision of the Director in any such matter will be final, obligatory and binding on all the party/ parties.

Exam pattern and format (Subject to change)

Course Modules	Credits	Question Paper (Total marks - 50)	Questions to be Answered	Duration of Paper	Passing marks
Paper Pattern	3	Total 50 Marks	One Long Answer type – 15 marks	1.30 Hr.	50%
Module: I) : Introduction to Psychology	3	50 Marks	One Concept/ practical based - 15 marks	1.30 Hr.	25 Marks
Module: II) : Human Growth, Development and Learning	3	50 Marks	Two short notes type 5 x 2 = 10 marks	1.30 Hr.	25 Marks
Module :III) Mental Health-Psychopathology & Clinical Psychiatry	3	50 Marks	One MCQ type question (5 Questions) 5X2 -10 Marks	1.30 Hr.	25 Marks
Module :IV) Theories, Etiologies and Approaches in Psychiatry: Social, Psychological & Psychosocial Aspects	3	50 Marks	Total = 50 Marks For each module/ paper	1.30 Hr.	25 Marks
Module :V) Introduction to Counseling	3	50 Marks		1.30 Hr.	25 Marks
Module :VI) Theories and Practical Approaches in Counseling: Steps, Tools, Techniques and Skills	3	50 Marks	Note: This is a broad structure of a paper, however, the nature and type of questions may vary from each module.	1.30 Hr.	25 Marks
Module :VII) Therapies: Individual, Group, Cognitive, Behavior, Art Based, Family and Other	2	50 Marks		1.30 Hr.	25 Marks
Theory papers/Practical		350 Marks		1.30 Hr.	175 Marks
Module :VIII) Project work/ Case study/ Field Work	10	50 Marks	Project work would be assessed by the faculty and Marks/ Grades would be awarded, as per criteria. Minimum 25 Marks		
Total	30	400 Marks	Passing marks minimum 200 Marks (50%)		

Award of Grade: Grades would be awarded as per the criteria stated in the prospectus.

Prof. Mahesh Thakur
Hon. Director/Team Leader
CSR Cell

Dr. Deepak Walokar
Director
KINSS/CSR Cell

Mr. Chetan S. Diwan
Faculty and Counseling Course- coordinator,
Contact No. 07517564210
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NGO Resource Center
KARVE INSTITUTE OF SOCIAL SERVICE

AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY

NAAC ACCREDITED 'A' Grade

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