

Post Graduate Diploma in Counselling Psychology

Syllabus - First Semester

COUNSELLING PSYCHOLOGY

Course Code: PSY3101

Credit Unit: 03

Course Objective: To produce graduates with a well-developed professional identity as counseling psychologists, including awareness and appreciation of context, development, and strength-based interventions. Thus, we seek to develop the professional skills of our students such that each is able to:

- Demonstrate understanding of the impact of multiple contexts on human behavior
- Demonstrate understanding of theories and techniques of developmentally-based health promotion and intervention for individuals, systems, and communities
- Appreciate the role of individual and cultural differences and diversity in human development and behavior

Course Contents:

Module I: Introduction

Meaning, Definition & Goals

Historical Background: Origin of Counseling within Philosophy and Medicine,

Influence from Psychology, Mental health development, the guidance movement and other influences

Difference between Counseling and other associated helping professions (psychotherapy, psychiatry, social work, guidance etc.)

Module II: Counseling Process

Settings for counseling

Steps in counseling

Therapeutic relationship: The importance of relationship, components of relationship, Facilitative conditions for the counseling relationship

Module III: Counseling Approach: Insight oriented

Psychodynamic Approach: Psychoanalytic, Adlerian

Humanistic Approach: Existential, Client-centered, Gestalt

Module IV: Counselling Approach: Action oriented & other approaches

Behavioural Approach: Operant-Conditioning, Classical-Conditioning.

Cognitive Approach: Cognitive Therapy, Rational emotive therapy.

Other Approaches: Narrative Therapy, Expressive Therapy, and Biofeedback.

Module V: Current Issues in Counseling:

Ethical Issues: Professional Codes, Our divided loyalties, Areas of ethical difficulty, recent trends

Legal Issues: Advice for the passionately committed counseling student

Mental Health Counseling

Counseling diverse population: Gender bias, Counseling the aged, the ethnic minorities, and the physically challenged

Examination Scheme:

Components	CT	CT/H/P/V/Q	CT	A	EE
Weightage (%)	8	10	7	5	70

Text & References:

Text:

- Williams, E.N., Hayes, J.A., & Fauth, J. (2008). Therapist self-awareness: Interdisciplinary connections and future directions. In S. Brown & R. Lent (Eds.), *Handbook of Counseling Psychology* (4th ed) (pp. 267–283). NY: Wiley.
- Levy, K. N., &Scala, J. (2012). Transference, transference interpretations, and transference-focused psychotherapies. *Psychotherapy*, 49(3), 391-403. doi:10.1037/a0029371
- Ladany, N. & Inman, A. (2008) *Handbook of Counseling Psychology*, (4th ed.). John Wiley & Sons: New York.

References:

- Society of Counseling Psychologists. (n.d.). About counseling psychologists. Found online at <http://www.apa.org/ed/accreditation/doctoral.html>
- Brems, C. & Johnson, M. E. (1997). Comparison of recent graduates of clinical versus counseling psychology programs. *Journal of Psychology*, 131, 91-99.
- Disner SG, Beevers CG, Haigh EA, Beck AT. (2011) "Neural mechanisms of the cognitive model of depression". *Nat Rev Neurosci*. 2011 Jul 6;12 (8):467-77.
- Whyte, C (1978) "Effective Counseling Methods for High-Risk College Freshmen". *Measurement and Evaluation in Guidance*. January. 6. (4).198-2000

PSYCHOPATHOLOGY

Course Code: PSY3105

Credit Units: 03

Course Objective:

- To acquaint students with various manifestations of psychopathology
- To impart knowledge and skills required for diagnosis of psychological conditions.
- To introduce them to different perspectives and models of etiology.
- To develop skills required for psychopathological formulation.

This course enables students to the study and prediction of adaptive and maladaptive behaviours and its processes across lifespan. It also enables students to understand different diagnostic and educational models of psychopathology.

Course Content:

Module I: Classification and Theoretical Models

Systems of Classification, basic features; DSM-IV TR, ICD-10, similarities and differences
Major Theoretical Models of Psychopathology: The medical model, Psychoanalytic model, Behaviouristic model, Humanistic-existential models, Interpersonal approach, Systems approach.

Module II: Diagnosis and Prognosis

Problems and methods of diagnosis: physiological examination, observation, case-history, interview method, psycho-diagnostic tests, measures of bodily functions, computer assisted diagnosis.

Module III: Mood and Anxiety Disorder

Bipolar disorders: Manic, Depressive, Mixed

Depressive disorder: Major depression and dysthymia, Suicide

Anxiety Disorders: Generalized anxiety disorder, phobia, panic disorder, post traumatic stress disorder and obsessive compulsive disorder

Module IV: Major Clinical Disorders

Schizophrenia

Other psychotic disorders: Bipolar, Delusional, psychotic depression

Module V: Somatoform Disorders

Conversion disorder, Somatization disorder, Hypochondriasis, Body dysmorphic disorder, Pain disorder

Module VI: Disorders of Infancy, Childhood and Adolescence

Developmental disorder: PDD, Rett Disorder, Asperger Disorder,

Behavioral Disorder: Conduct Disorder, Hyperactivity Disorder, ADHD,

Genetic Disorders: Down Syndrome

Module VII: Personality Disorder

Personality Disorder: Narcissistic Personality, Histrionic Personality, Antisocial (Psychopathic) Personality, Borderline Personality, Paranoid Personality, and Schizotypal Personality

Module VIII: Sexual Dysfunctions and Paraphilias

Dysfunctions of Desire, Arousal, Orgasm and Pain

Paraphilias, Paedophilia and Rape

Gender identity disorders

Impotence and frigidity

Causes, preventing suicide

Examination Scheme:

Components	CT	CT/H/P/V/Q	CT	A	EE
Weightage (%)	8	10	7	5	70

Text & References:

Text:

- Davison, G.C. & Neale, J.M. (1990): Abnormal Psychology. New York: John Wiley & Sons
- Carson, R.C. & Butcher, J.N. (1992): Abnormal Psychology and Modern Life (9th Ed.). New York: Harper & Collins.
- Hamilton, Max, (1994). Fish's: Clinical Psychopathology; Verghese Publishing House, Bombay
- Ahuja N (2002). A short text book of Psychiatry (5th edition). New Delhi. Jaypee Brothers.
- Sarason & Sarason (1998). Abnormal Psychology. New Delhi: Prentice Hall of India

References:

- Sarason & Sarason (2002), Abnormal Psychology; Pearson Education, Delhi
- Bennett, P. (2010). Abnormal and Clinical Psychology: An Introductory Textbook. New Delhi: Tata McGraw Hill Education pvt. Ltd.
- Sadock, B.J. & Sadock, V.A. (2003). Kaplan & Sadock's Synopsis of psychiatry: Behavioral sciences/clinical psychiatry (9th. Ed.). Philadelphia: Lippincott Williams & Wilkins
- Coleman, J.C. : Abnormal Psychology & Modern Life
- Lazarus and Folkman: Stress, appraisal and coping

PRACTICUM- I

Course Code: PSY3106

Credit Units: 03

Course Objective:

1. To give practical experience to the students in administering and scoring psychological tests and interpreting the scores.
2. To acquaint the students with the basic procedure and design of psychology experiments.
3. To encourage and guide the students to undertake a small-scale research project.
4. To apply the general concepts of psychology through experimentation and testing

Note: Total 5 practicals will be conducted in the first semester among the list of following practicals

Course Content:

1	Measures of Psychosocial Development (MPD)	Development
2	Culture Free Self-Esteem Inventories, 3 rd Edition	Self-Esteem
3	State-Trait Anger Expression Inventory-2 TM (STAXI-2)	Anger
4	Personality Inventory for Youth	Personality
5	Family Relations Test: Children's Version	Interpersonal Relationship
6	Wide Range Intelligence Test (WRIT)	Intelligence

Examination Scheme:

Components	A	File Demonstration	Viva	EE
Weightage (%)	5	35	35	25

Text & References:

- Mohsin, S. M.: Experiments in Psychology. Motilal Banarasidas
- Woodworth, R.S.: Experimental Psychology. Oxford & IBH & Schlosberg, H. Publishing
- Postman, L. & Egan, J. P.: Experimental Psychology: An Introduction. Harper and Row

FIELD PRACTICE-I

Course Code: PSY3107

Credit Units: 04

Course Objective:

To develop, in students the skills of observation, collection and documentation of data for conducting theoretically correct and practically relevant research

Methodology

Each student will engage themselves in interaction and observation of psychological processes in a subject/ field of their choice.

Student will then present their findings in the form of a paper for seminar discussions.

Similarly, field work will be done by students in their area of interest and present their practical observations, as a report with analysis and suggestions.

Examination Scheme:

Field/Seminar Report	: 40 marks
Viva-Voce	: 30 marks
Internal Faculty and Interaction	: 10 marks
Presentation/Daily Diary Report	: 20 marks

PROJECT (WITH PRESENTATION & EVALUATION)

Course code: PSY3132

Credit Units: 02

Course Objective:

The aim of the project is to provide the students with an opportunity to further their intellectual and personal development in the chosen field by undertaking a significant practical unit of activity. The project can be defined as a scholarly inquiry into a problem or issues, involving a systematic approach to gathering and analysis of information / data, leading to production of a structured report.

Chapter Scheme and distribution of marks:

Chapter 1: Introduction – 10 marks

Chapter 2: Conceptual Framework/ National/International Scenario – 25 marks

Chapter 3: Presentation, Analysis & Findings -- 25 marks

Chapter 4: Conclusion & Recommendations -- 10 marks

Chapter 5: Bibliography -- 05 marks

Project Report	Power Point Presentation & Viva
75 marks	25 marks

Components of a Project Report

The outcome of Project Work is the Project Report. A project report should have the following components:

1) Cover Page: This should contain the title of the project proposal, to whom it is submitted, for which degree, the name of the author, name of the supervisor, year of submission of the project work, name of the University.

2) Acknowledgement: Various organizations and individuals who might have provided assistance /co-operation during the process of carrying out the study.

3) Table of Content: Page-wise listing of the main contents in the report, i.e., different Chapters and its main Sections along with their page numbers.

4) Body of the Report: The body of the report should have these four logical divisions

a) **Introduction:** This will cover the background, rationale/ need / justification, brief review of literature, objectives, methodology (the area of the study, sample, type of study, tools for data collection, and method of analysis), Limitations of the Study, and Chapter Planning.

b) **Conceptual Framework / National and International Scenario:** (relating to the topic of the Project).

c) **Presentation of Data, Analysis and Findings:** (using the tools and techniques mentioned in the methodology).

d) **Conclusion and Recommendations:** In this section, the concluding observations based on the main findings and suggestions are to be provided.

5) Bibliography or References: This section will include the list of books and articles which have been used in the project work, and in writing a project report.

6) Annexures: Questionnaires (if any), relevant reports, etc.

(The main text of the Project should normally be in the range of 5000 words. However, there may be annexure in addition to the main text)

The Steps of a Project Report

Step I : Selection of the topic for the project by taking following points into consideration:

- Suitability of the topic.
- Relevance of the topic
- Time available at the disposal.
- Feasibility of data collection within the given time limit.
- Challenges involved in the data collection (time & cost involved in the data collection, possibility of getting responses, etc.)

Step II: Finalisation of the Topic and preparation of Project Proposal in consultation with the Supervisor.

Step III: Collection of information and data relating to the topic and analysis of the same.

Step IV: Writing the report dividing it into suitable chapters, viz.,

Chapter 1: Introduction,

Chapter 2: Conceptual Framework / National & International Scenario,

Chapter 3: Analysis & Findings

Chapter 4: Conclusion and Recommendations.

Step V: The following documents are to be attached with the Final Project Report.

1) Approval letter from the supervisor (Annexure-IA)

2) Student's declaration (Annexure-IB)

3) Certificate from the Competent Authority of the Organisation / Institution, if the student undertakes the Project Work in any Organisation / Institution.

Guidelines for evaluation:

- Each of the students has to undertake a Project individually under the supervision of a teacher and to submit the same following the guidelines stated below.
- Language of Project Report and Viva-Voce Examination may be English. The Project Report must be typed and hard bound.
- Failure to submit the Project Report or failure to appear at the Viva-voce Examination will be treated as "Absent" in the Examination. He /she has to submit the Project Report and appear at the Viva-Voce Examination in the subsequent years (within the time period as per University Rules).
- No marks will be allotted on the Project Report unless a candidate appears at the Viva-Voce Examination. Similarly, no marks will be allotted on Viva-Voce Examination unless a candidate submits his/her Project Report.
- Evaluation of the Project Work to be done jointly by one internal expert and one external expert with equal weightage, i.e., average marks of the internal and external experts will be allotted to the candidate.

Syllabus - Second Semester

PSYCHOLOGICAL ASSESSMENT AND DIAGNOSIS

Course Code: PSY3201

Credit Units: 03

Course Objective:

The course teaches the students about the characteristics, objectives and wide ranging effects of psychological testing. It further describes the various testing methodologies and outlines capabilities and limitations of these methods.

Course Contents:

Module I: Introduction

Purpose of testing, types of test used, Bias & Fairness
Ethical Issues in Psychological Testing
Overview of Tests
Norms, Scoring Interpretation and Report Writings
Issues in measurement
Emerging trends of online testing

Module II: Cognitive functions and their assessment

Concept of Attention, Gestalt Theory, Memory and Forgetting, PGI Memory Scale

Theories of Intelligence

Intelligence Tests:

Slosson Intelligence Test – Revised For Children and Adults (SIT-3/R)

Bhatia Battery

Weschler's Adult Performance Intelligence Scale (WAPIS)

Raven's Progressive Matrices (Colour Progressive Matrices, Standard Progressive Matrices and Advanced Progressive Matrices)

Binet Kamat Test

Weschler's Intelligence Scale for Children – Revised (WISC)

Wide Range Intelligence Test (WRIT)

Alexander Pass-a-long Test of Intelligence

Draw-A-person Intellectual Ability Test for Children, Adolescents and Adults (DAP:IQ)

Module III: Achievement Test

Wechsler Individual Achievement Test (WIAT)

Diagnostic Achievement Test For Adolescents – Second Edition (DATA-2)

Kaufman Test of Educational Achievement (KTEA)

Woodcock-Johnson Tests of Achievement (WJ)

Module IV: Assessment of Personality: Non-Projective Test

Cattell's 16 Personality Factor Inventory (16 PF)

California Q-Sort Tests

Myers Briggs Type Indicator (MBTI)

Minnesota Multiphasic Personality Inventory (MMPI)

Personality Inventory for Children

OMNI Personality Inventory (OMNI)

Bell's Adjustment Inventory
 Eysenck's Personality Questionnaire
 NEO™ Personality Inventory-3 (NEO™-PI-3) Adult / Adolescent

Module V: Assessment of Personality: Projective Tests

Introduction of Projective Techniques
 Difference between Projective & Non-Projective Techniques
 Thematic Apperception Test
Rorschach Inkblot Test
House-Tree-Person (H-T-P)
 Sentence Completion Test

Module VI: Developmental Scales

Developmental Screening Test
 Vineland's Social Maturity Scale
 Measures of Psychosocial Development (MPD)
 Gesells' Developmental Schedule

Examination Scheme:

Components	CT	CT/H/P/V/Q	CT	A	EE
Weightage (%)	8	10	7	5	70

Text & References:

Text:

- Freeman, F. S.,(1965), Theory and Practice of Psychological Testing; New Delhi: Oxford &IBTT

References:

- Jackson C.,(1998), Understanding Psychological Testing; Jaico Publishing House
- Anastasi&Urbina S.(2000), Psychological Testing ,7th Edition; Person Education (Singapore) Pte. Ltd.,
- Guilford J.P.: Psychometric Methods

PSYCHOTHERAPY

Course Code: PSY3203

Credit Units: 03

Course Objective:

The course enables students to learn various therapies and their applications in counselling field. The course aims to enable participants to acquire the development and therapies in counselling which can be used in a variety of settings, and also to understand the importance of the development of personal awareness in the effective application of counseling skills.

Course Contents:

Module I: Introduction

Psychotherapy: Meaning, Nature & Scope

Variables affecting Psychotherapy: Specific Variables: Client Variable, Therapist Variable, Process variables, Social & Environmental Variable

Non-Specific Variables: Spontaneous cure, Placebo Effect

Currents and Future Trends of Psychotherapy

Module II: Psychotherapy in India

Psychotherapy in the Indian context

Spirituality and psychotherapy

Yoga and Meditation

Module III: Varieties of Psychotherapy

Supportive therapy

Re-educative Therapy

Re-constructive therapy

Counselling vs. Psychotherapy

Module IV: Psychoanalytic Therapies

Freud's Psycho-analytic Therapy, Adlerian Psychotherapy, Brief Dynamic Therapies

Module V: Humanistic Therapies

Client-Centered Therapy, Existential Therapy and Gestalt Therapy

Module VI: Behavioral and Cognitive Behavior Therapy

Behavioral therapy, Cognitive Behavior therapy, Rational Emotive Behavior Therapy (Ellis)

Module VII: Few more Important Therapies

Family, Marital and Interpersonal Therapy

Therapies with Children and Adolescents

Group Therapy

Module VIII: Therapeutic Guidelines while working with

Women, Older clients, Clients with personality disorder

Grief and loss

Self-harm

Persons from disadvantaged context

Examination Scheme:

Components	CT	CT/H/P/V/Q	CT	A	EE
Weightage (%)	8	10	7	5	70

Text & References:**Text:**

- Golfried, H. R. & Davison, G. C.: Clinical Behaviour Therapy
- Sharf R., Theories of Psychotherapy & Counselling – Concepts and Cases; 2nd Edition.
- The Top 10: The Most Influential Therapists of the Past Quarter-Century. Psychotherapy Networker.: 2007, March/April (retrieved 7 Oct 2010)
- Henrik, R. (ed) *The Psychotherapy Handbook. The A-Z handbook to more than 250 psychotherapies as used today* (1980) New American Library.

References:

- Kirt S.H. & Clark: Cognitive Behaviour Therapy for Psychiatric Problems.
- Gurman & Kniskern: Handbook of Family Therapy.
- Kahn M.,: Between Therapist and Client- The New Relationship- Revised Edition
- Bryant, R.A.; Moulds, M.L.; Guthrie, R.M.; Nixon, R.D.V. (2005). "The Additive Benefit of Hypnosis and Cognitive-Behavioral Therapy in Treating Acute Stress Disorder"

ADVANCE AND APPLIED COUNSELLING SKILLS

Course Code: PSY3205

Credit Units: 03

Course Objective:

This course enables students to gather knowledge about theories of Advanced Counselling Skills. It is further designed to equip students with skills to practice as a Counselling Psychologist.

Course Contents:

Module I: Counsellor as a person

Personal characteristics: A composite model of human effectiveness, role of self awareness in counselling. Role and Function of the Counsellor: Definition of Role, Generic roles, organizing roles & functions

Module II: Communication Skills – I

Basic Communication Skills: Attending skills, Listening skills, Integrating Listening Skills.

Exploration Skills: Probe, Immediacy, Self-disclosure, Interpretation, Confrontation.

Action Skills: Information giving, Advice giving, Goal setting, Reinforcement, Directives

Self-disclosure by counsellor – when and how

Helping clients develop and work on preferred scenarios, negotiating homework.

Managing resistance and other obstacles in counselling

Skills of closure and terminating

Module III: Techniques of Helping and working with emotions

Self monitoring of Thought, Feeling and Action, Facilitating problem solving

Understanding and Improving Self talk, rules and thinking patterns.

Behavioural Methods

Module IV: Counseling Applications

Pediatric Counseling: Dynamics and process

Adolescent Counselling: Concept and Issues

Group Counselling: Concept & Process.

Academic Counselling: Definition and Scope.

Marital and Family Counselling: Concept & Process.

Addiction counseling: Principles & Prevention

Geriatric Counselling: Concept and Scope.

Rehabilitation Counseling, And Crisis Intervention &Trauma Counseling

Module V: Assessment in psychology

The purpose of assessment in counselling, Assessment principles

Intelligence and general ability testing

Measuring Achievement and aptitude

Appraisal of personality

Spiritual assessment strategies

Applications of assessment: Treatment planning, evaluation and accountability.

Examination Scheme:

Components	CT	CT/H/P/V/Q	CT	A	EE
Weightage (%)	8	10	7	5	70

Text & References:***Text:***

- Patri, V., & Anthors R.(2001), Counselling Psychology, Press, New Delhi

References:

- Nelson R Jones ,(2003), Basic Counselling Skills; Sage Publication, London
- Gerald C. (2001), Case Approach to Counselling Psychology; Brooks/Cole, Australia
- Crouch a. (1997), Inside Counselling ; Sage Publication, London
- Ivey A.E. & Ivey M. B. (1999), Intentional Interviewing & Counselling, 4th Edition.
- Woolfe R. & Dryden W. (2001)Handbook of Counselling Psychology; Sage Publication, London

PRACTICUM- II

Course Code: PSY3206

Credit Units: 03

Course Objective:

- To give practical experience to the students in administering and scoring psychological tests and interpreting the scores.
- To acquaint the students with the basic procedure and design of psychology experiments.
- To familiarize the students with the use of elementary statistical techniques
- To encourage and guide the students to undertake a small-scale research project.

Note: Total 5 practicals will be conducted in the second semester among the list of following practicals

Course Content:

1	Multidimensional Anxiety Questionnaire(MAQ)	Anxiety
2	College Adjustment Scale(CAS)	Adjustment
3	Career Attitude And Strategies Inventory(CASI)	Career Attitude
4	Educational Assessment Checklist For Children With Intellectual Disability(EACCID)	Child Disability
5	Sensory Processing Measure(SPM)	Sensation
6	Self Esteem Index(SEI)	Self Esteem

Examination Scheme:

Components	A	File Demonstration	Viva	EE
Weightage (%)	5	35	35	25

Text & References:

- Mohsin, S. M.: Experiments in Psychology. Motilal Banarasidas
- Woodworth, R.S.: Experimental Psychology. Oxford & IBH & Schlosberg, H. Publishing
- Postman, L. & Egan, J. P.: Experimental Psychology: An Introduction. Harper and Row

FIELD PRACTICE-II

Course Code: PSY3207

Credit Units: 04

Course Objective:

To develop, in students the skills of observation, collection and documentation of data for conducting theoretically correct and practically relevant research

Methodology

Each student will engage themselves in interaction and observation of psychological processes in a subject/ field of their choice.

Student will then present their findings in the form of a paper for seminar discussions.

Similarly, field work will be done by students in their area of interest and present their practical observations, as a report with analysis and suggestions.

Examination Scheme:

Field/Seminar Report	: 40 marks
Viva-Voce	: 30 marks
Internal Faculty and Interaction	: 10 marks
Presentation/Daily Diary Report	: 20 marks

PROJECT (WITH PRESENTATION & EVALUATION)

Course code: PSY3232

Credit Units: 03

Course Objective:

The aim of the project is to provide the students with an opportunity to further their intellectual and personal development in the chosen field by undertaking a significant practical unit of activity. The project can be defined as a scholarly inquiry into a problem or issues, involving a systematic approach to gathering and analysis of information / data, leading to production of a structured report.

Chapter Scheme and distribution of marks:

Chapter 1: Introduction – 10 marks

Chapter 2: Conceptual Framework/ National/International Scenario – 25 marks

Chapter 3: Presentation, Analysis & Findings -- 25 marks

Chapter 4: Conclusion & Recommendations -- 10 marks

Chapter 5: Bibliography -- 05 marks

Project Report	Power Point Presentation & Viva
75 marks	25 marks

Components of a Project Report

The outcome of Project Work is the Project Report. A project report should have the following components:

1) Cover Page: This should contain the title of the project proposal, to whom it is submitted, for which degree, the name of the author, name of the supervisor, year of submission of the project work, name of the University.

2) Acknowledgement: Various organizations and individuals who might have provided assistance /co-operation during the process of carrying out the study.

3) Table of Content: Page-wise listing of the main contents in the report, i.e., different Chapters and its main Sections along with their page numbers.

4) Body of the Report: The body of the report should have these four logical divisions

a) **Introduction:** This will cover the background, rationale/ need / justification, brief review of literature, objectives, methodology (the area of the study, sample, type of study, tools for data collection, and method of analysis), Limitations of the Study, and Chapter Planning.

b) **Conceptual Framework / National and International Scenario:** (relating to the topic of the Project).

c) **Presentation of Data, Analysis and Findings:** (using the tools and techniques mentioned in the methodology).

d) **Conclusion and Recommendations:** In this section, the concluding observations based on the main findings and suggestions are to be provided.

5) Bibliography or References: This section will include the list of books and articles which have been used in the project work, and in writing a project report.

6) Annexures: Questionnaires (if any), relevant reports, etc.

(The main text of the Project should normally be in the range of 5000 words. However, there may be annexure in addition to the main text)

The Steps of a Project Report

Step I : Selection of the topic for the project by taking following points into consideration:

- Suitability of the topic.
- Relevance of the topic
- Time available at the disposal.
- Feasibility of data collection within the given time limit.
- Challenges involved in the data collection (time & cost involved in the data collection, possibility of getting responses, etc.)

Step II: Finalisation of the Topic and preparation of Project Proposal in consultation with the Supervisor.

Step III: Collection of information and data relating to the topic and analysis of the same.

Step IV: Writing the report dividing it into suitable chapters, viz.,

Chapter 1: Introduction,

Chapter 2: Conceptual Framework / National & International Scenario,

Chapter 3: Analysis & Findings

Chapter 4: Conclusion and Recommendations.

Step V: The following documents are to be attached with the Final Project Report.

1) Approval letter from the supervisor (Annexure-IA)

2) Student's declaration (Annexure-IB)

3) Certificate from the Competent Authority of the Organisation / Institution, if the student undertakes the Project Work in any Organisation / Institution.

Guidelines for evaluation:

- Each of the students has to undertake a Project individually under the supervision of a teacher and to submit the same following the guidelines stated below.
- Language of Project Report and Viva-Voce Examination may be English. The Project Report must be typed and hard bound.
- Failure to submit the Project Report or failure to appear at the Viva-voce Examination will be treated as "Absent" in the Examination. He /she has to submit the Project Report and appear at the Viva-Voce Examination in the subsequent years (within the time period as per University Rules).
- No marks will be allotted on the Project Report unless a candidate appears at the Viva-Voce Examination. Similarly, no marks will be allotted on Viva-Voce Examination unless a candidate submits his/her Project Report.
- Evaluation of the Project Work to be done jointly by one internal expert and one external expert with equal weightage, i.e., average marks of the internal and external experts will be allotted to the candidate.