

**UNIVERSITY OF MUMBAI**  
**No. UG/83 of 2013-14**

**CIRCULAR:-**

A reference is invited to the Ordinances, Regulations and Syllabi relating to the Bachelor of Social Work (B.S.W.) degree course vide this office Circular No.UG/517 of 2008, dated 25<sup>th</sup> November, 2008 and the Principal of the College of Social Work and the Principals of affiliated Colleges in Arts are hereby informed that the recommendation made by the Faculty of Arts at its meeting held on 30<sup>th</sup> May, 2013 has been accepted by the Academic Council at its meeting held on 7<sup>th</sup> June, 2013 vide item No. 4.12 and subsequently approved by the Management Council at its meeting held on 20<sup>th</sup> June, 2013, 21<sup>st</sup> June, 2013 and 11<sup>th</sup> July, 2013 vide item No.15 and that in accordance therewith, in exercise of the powers conferred upon Management Council under Section 54 (1) and 55 (1) of the Maharashtra Universities Act, 1994 and the Ordinance 5791 and 5792 Regulations 5961 and 5962 and syllabus for the Post-Graduate Diploma in course of Therapeutic Counseling is revised, which is available on the University's web site ([www.mu.ac.in](http://www.mu.ac.in)) and that the same has been brought into force with effect from the academic year 2013-14.

MUMBAI – 400 032  
23<sup>rd</sup> December, 2013

REGISTRAR

To,

The Principal of the College of Social Work and the Principals of affiliated Colleges in Arts.

**A.C/4.12/7/06/2013**  
**M.C/15/20/06/2013, 21/06/2013 &11/07/2013**

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No. UG/83-A of 2013-14      MUMBAI-400 032      23<sup>rd</sup> December, 2013

Copy forwarded with Compliments for information to:-

- 1) The Dean, Faculty of Arts,
- 2) The Chairperson, Board of Studies in Social Work.
- 3) The Director, Board of College and University Development.
- 4) The Co-Ordinator, University Computerization Centre.
- 5) The Controller of Examinations.

Sd/-  
Deputy Registrar  
Under Graduate Studies

AC 7/6/13  
Item No. 4.12

**UNIVERSITY OF MUMBAI**



**Amended Ordinances, Regulations and  
Revised Syllabus**

**PROGRAM - PG DIPLOMA**

**COURSE - THERAPEUTIC COUNSELLING**

(with effect from the academic year 2013–2014)

**Ordinance Regulations and Syllabus relating to the Course:**

**PG DIPLOMA IN THERAPEUTIC COUNSELLING**

**EXISTING O. 5791. Title: PG Diploma in Therapeutic Counselling Skills for Psycho-Social Disorders**

**Amend O. 5791 Title: PG DIPLOMA IN THERAPEUTIC COUNSELLING**

**EXISTING O. 5792. Eligibility:** Candidates should have passed the graduation degree in Social Work **or** in Education **or** in Psychology **or** nursing. Any other degrees from the University of Mumbai or equivalent thereto will be considered if the candidate has work experience in the field related to social issues

**AMEND: O. 5792. Eligibility** Candidates should have passed the minimum of graduation degree or higher degree from the University of Mumbai or from any other university recognized by the University of Mumbai.

OR

Bachelor's degree from distance Education University recognized by university of Mumbai.

**EXISTING R. 5961. Attendance:**

Seventy five per cent of attendance is required in each paper to be eligible to appear for the University examinations as per the university Ordinance 119.

**AMEND R. 5961. Attendance:** Seventy five per cent of attendance is required in each paper to be eligible to appear for the University examinations as per the university Ordinance 119. If the candidate does not meet the required attendance then he will not be able to appear for the university exams and will be able to appear in the next year university exams. .

**R. 5962. Examination Pattern.**

- a) The final examination shall be held by the University of Mumbai at the end of the course.
- b) There will be an internal assessment of 40 per cent of the maximum marks assigned to each paper and a final examination for the remaining 60 per cent of the maximum marks assigned to each paper at the end of the course, except for paper IV – Field Practicum. The internal assessment in each paper will be based on the:  
Written assignment of 20 per cent }  
Term end test of 20 per cent } Total = 40 per cent
- c) The internal assessment of 40 per cent for paper I, II and III will be done by the course teachers and the marks of written assignments will be communicated to the University before the commencement of the written examination of each academic year.
- d) The Final University Examination carrying 60 per cent of the total marks assigned to each paper will cover the entire syllabus of section I & II, prescribed for the respective papers. Each paper will be of 3 hours duration, with eight questions, four from each section. The candidate will answer any five questions out of which two of them will be compulsory, one from each section.

e) **EXISTING:** The student will put in 120 hours of field work for the Field Practicum in any one organisation related to health, education, police or care providing institution, recognized by the college. A project report will be prepared by the student at the end of the field work and submitted for the assessment and for the viva voce exam conducted internally by the course teacher along with one external expert.

**AMEND :** The student will put in 60 hours of field work for the Field Practicum in counseling process. Students will be placed in the organizations related to health, education, women, children, police or care providing institution, recognized by the college. A project report will be prepared by the student during the field work and submitted for the assessment and for the viva voce exam conducted internally.

## Syllabus

### Existing Paper – I - Introduction to Psychology & Human Behaviour

Hours: 60 Total Marks: 100

Unit	Topics	Hours
I	Basic Concepts in Psychology- Psychology as a science, Addressing definitions, processes and theories in concepts of perception, cognition, emotion, learning, attitudes, stereotypes, prejudices, conflict, stress, decision making, problem-solving. Individual differences in each of them.	12
	Human Behaviour-What is meant by human behaviour, influences on human behaviour. Development and Assumptions underlying human nature.	8
II	Nature-Nurture controversy-Importance of genetics on behaviour and importance of environment on behaviour. Influences of each on behaviour. Importance of personality traits and situational aspects on behaviour. Which holds more importance - different theorists viewpoints	20
	Theories of Personality Development-Meaning of personality, formation, development, different theories of personality, Freudian Theory – background of the theorist, Personality structure, personality dynamics, psycho-sexual stages, defence mechanisms, limitations Learning and Behavioural schools, Humanistic schools. Person-situation controversy. Conducting exercises on personality differences and knowing oneself.	20
	<b>Total</b>	<b>60</b>

**Amend: To add the topic of Motivation in Unit I in Basic Concepts in Psychology. Amend- Paper – I - Introduction to Psychology and Human Behaviour** Hours: 60 Total Marks: 100

Unit	Topics	Hours
I	Basic Concepts in Psychology- Psychology as a science, Addressing definitions, processes and theories in concepts of perception, cognition, emotion, learning, attitudes, stereotypes, prejudices, <b>motivation</b> , conflict, stress, decision making, problem-solving. Individual differences in each of them.	12
	Human Behaviour-What is meant by human behaviour, influences on human behaviour. Development and Assumptions underlying human nature.	8
II	Nature-Nurture controversy-Importance of genetics on behaviour and importance of environment on behaviour. Influences of each on behaviour. Importance of personality traits and situational aspects on behaviour. Which holds more importance - different theorists viewpoints	20
	Theories of Personality Development-Meaning of personality, formation, development, different theories of personality, Freudian Theory – background of the theorist, Personality structure, personality dynamics, psycho-sexual stages, defence mechanisms, limitations Learning and Behavioural schools, Humanistic schools. Person-situation controversy. Conducting exercises on personality differences and knowing oneself.	20
	<b>Total</b>	<b>60</b>

## BIBLIOGRAPHY

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- Vasantha, R. Counselling Psychology  
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- Social Work Interventions in Schools-The Indian Journal of Social  
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- Johnson, L.C. (2<sup>nd</sup> ed) Social Work Practice-A Generalist Approach  
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- Kassim,F.E. Nature of Casework Practice in India-Study Of Social  
(1989) Worker's Perceptions in Bombay  
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- Cox,F. Clinical Social Work-Definition, Practice and Vision  
Dorfman,R.A. (1996) Brunner/Mazzel Inc., New York.
- Bischof,L.J (2<sup>nd</sup> ed) Interpreting Personality Theories  
(1964) Harper and Row, London.

### EXISTING : Paper –II – Counseling in Social Work

Hours: 60 Total Marks: 100

Unit	Topics	Hours
I	Social Work settings: Schools, health services, police stations, child care institutions/clinics, mental health practice, services for the handicap, family welfare agencies, de-addiction centres, HIV counseling centres, women's organizations, institutions for the elderly, settings for sexual minorities.	15
	Principles and Techniques - Tools of counselling, communication skills of non-verbal and verbal, active listening skills, observation skills through case study examples and role play demonstrations	15
II	Counselling: Knowledge, Skills, Attitudes and Qualities, of Counsellor, Knowledge of Self, Counsellor-client relationship, Process and Stages in Counselling, Role of Counsellor.	10
	Social Work ethics in Counselling – Concept of ethics, difference between ethics, values and morals, Principles and guidelines in dealing with ethical dilemmas. .	20
<b>Total</b>		<b>60</b>

### AMEND : Paper –II – Counseling in Social Work

Hours: 60 Total Marks: 100

Unit	Topics	Hours
I	<b>Definition and concept of counseling. Structuring, Active listening skills, Clarification, Paraphrasing, Reflection of feeling, Summarization, Probing, Confrontation, Information-giving, Self disclosure, Immediacy, Client test of trust, Transference and Counter-transference.</b>	15
	Principles and Techniques - Tools of counselling, communication skills of non-verbal and verbal, observation skills through case study examples and role play demonstrations	15
II	Counselling: Knowledge, Skills, Attitudes and Qualities of Counsellor, Knowledge of Self, Counsellor-client relationship, Process and Stages in Counselling, Role of Counsellor.	10
	Social Work ethics in Counselling – Concept of ethics, difference between ethics, values and morals, <b>Ethical principles in counseling</b> and principles and guidelines in dealing with dilemmas. .	20
<b>Total</b>		<b>60</b>

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- Richardson,S.A. et al  
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Basic Books Inc.,London.

## EXISTING Paper III - Psycho-social Disorders I

Hours : 60

Total Marks : 100

Unit	Topics	Hours
I	Stress and Anxiety –Categories of disorders by ICD-10 under stress and anxiety. Stress and its effects on body and mind, difference between stress and anxiety, Application of Behaviour and Rational Emotive Therapy.	15
	Schizophrenia– symptoms, types, causes, impact on family, social work intervention with patient and family. Eclectic approach in dealing with the client and family. Use of family therapy techniques Mood disorders- symptoms, types, causes, impact on family, social work intervention with patient and family. Eclectic approach in dealing with the client and family. Use of family therapy techniques. Visit to mental health hospital/department. Showing Films.	15
II	Drug and Alcohol Addiction – meaning of addiction, various drugs and alcohol usage, symptoms, types of drinkers, effects on the body and mind, burden on family, social work intervention, use of behavioural modification techniques and family therapy. Visit to a de-addiction centre.	15
	Suicide and Deliberate Self Harm (DSH) – causes, methods used, ways to identify a victim, difference between suicide and DSH, ways to deal with stress, social work interventions with individuals, groups and families. Strengths based perspective, rational emotive therapy and relaxation techniques-workshop. Trauma care during and post disaster situations.	15
	<b>Total</b>	<b>60</b>

## AMEND Paper III - Psycho-social Disorders I

Hours : 60

Total Marks : 100

Unit	Topics	Hours
I	<b>Classification of Adult mental health disorders, difference between psychosis and neurosis, DSM IV and ICD-10,</b> Stress and Anxiety –Categories of disorders by ICD-10 under stress and anxiety. Stress and its effects on body and mind, difference between stress and anxiety, <b>Impact on the individual. Interventions with individual and family.</b>	15
	Schizophrenia– symptoms, types, causes, impact on family, social work intervention with patient and family. Eclectic approach in dealing with the client and family. <b>Use of individual and family socialwork interventions</b> Mood disorders- symptoms, types, causes, impact on individual and family, social work intervention with patient and family. Eclectic approach in dealing with the client and family-. <b>Multi-disciplinary teamwork approach, Mental Status Examination and History taking, Concept of normality and Abnormality /Positive mental health.</b>	15
II	Drug and Alcohol Addiction – meaning of addiction, <b>Myths and misconceptions about drinking</b> , various drugs and alcohol usage, symptoms, types of drinkers, effects on the body and mind, <b>stages of addiction</b> , burden on family, <b>treatment for addiction</b> and social work intervention, use of behavioural modification techniques and family therapy.	15
	Suicide and Deliberate Self Harm (DSH) – <b>Understanding concepts of parasuicide, suicidal ideation, suicidal gesture, suicidal pact, altruistic suicide, anomie suicide, egoistic suicide, mass suicide, impulsive suicide, attempted vs committed suicide.</b> Causes, methods used, ways to identify a victim, difference between suicide and DSH, <b>do's and dont's while dealing with suicide victim, assessment of suicidal risk</b> Ways to deal with stress, social work interventions with individuals, groups and families. Strengths based perspective, rational emotive therapy and relaxation techniques..	15
	<b>Total</b>	<b>60</b>



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Health Social Worker's Reactions After a Client's Suicide.  
Social Work Vol 51(4)Oct 2006.pp329-342

## EXISTING Paper IV - Psycho-social Disorders II

Hours : 60

Total Marks : 100

Unit	Topics	Hours
I	Childhood and Behaviour Problems – behavioural, emotional, academic, adjustment, post-traumatic stress disorder, causes, diagnosing a child, how to identify child, use of home-visits, family -centred interventions	15
	Personality and Habit Disorders – types, symptoms, causes, person-centred interventions. Family interventions, home-visits, use of cognitive behavioural therapy.	15
II	Rehabilitation – meaning, importance, various concepts-self-help group, half-way homes, day care centres, sheltered workshops, multi-disciplinary team, role of a social worker in rehabilitation. Establishing rehabilitation or trauma centres. Visit to a rehabilitation centre.	15
	Psycho-social treatment of mental health problems – Importance of psycho-social interventions, Different interventions used by social workers, skills and strategies, Advocacy level work, Important laws and Acts, use of home-visits, different approaches used, role of a social worker.	15
<b>Total</b>		<b>60</b>

## AMEND Paper IV - Psycho-social Disorders II

Hours : 60

Total Marks : 100

Unit	Topics	Hours
I	<b>Classification of child mental health disorders. Understanding autism, mental retardation, epilepsy, down's Syndrome, child sexual abuse</b> Behaviour problems, emotional, academic, adjustment problems, post-traumatic stress disorder, causes, diagnosing a child, how to identify child, <b>play therapy</b> use of home-visits, family -centred interventions	15
	Personality and Habit Disorders – types, symptoms, causes, person-centred interventions. Family and <b>socialwork interventions</b> , home-visits,	15
II	Rehabilitation – meaning, importance, various concepts-self-help group, half-way homes, day care centres, sheltered workshops, multi-disciplinary team, role of a social worker in rehabilitation.	15
	Psycho-social treatment of mental health problems – Importance of psycho-social interventions, Different interventions used by social workers, skills and strategies, Advocacy level work, <b>Mental Health Act, Legal Aspects in Psychiatry</b> , use of home-visits, different approaches used, role of a social worker.	15
<b>Total</b>		<b>60</b>

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Social Work Vol 51(4)Oct 2006,pp329-342

## EXISTING Paper V - Psycho-Social Therapeutic Interventions

Hours : 60  
Total Marks : 100

Unit	Topics	Hours
I	Contemporary approaches to therapies- Client centred, behaviour, cognitive, rational emotive, transactional analysis, existential, gestalt (background of therapist, foundation of therapeutic base, main concepts and principles, techniques, process of therapy, role of therapist, limitations). Workshops and role play demonstrations.	15
II	HIV/AIDS: Magnitude, difference between HIV and AIDS, causes, myths and misconceptions, symptoms, stages, testing, treatment, pre and post test counseling, positive living, grief counseling for patients and families. Use of client-centred therapy, existentialism and family therapy. Rehabilitation and policies at work place. Rights of the positive people, government schemes and concessions. Importance of Eclectic approach in dealing with this group.	15
	Terminally ill / Chronically ill – causes, types, symptoms, dealing with death, trauma on patient and family, Issues faced by families, treatment, counseling issues, burn-out, dealing with burn-out syndrome in care givers, Use of eclectic approach in helping them.	15
	Crisis Intervention- what is crisis, types, stages, impact, intervention strategies, counseling in crisis. Use of client-centred, rational emotive therapy, existentialism and behavioural approach. Workshops on positive living, formation of support groups, mobilization of resources and advocacy efforts.	15
	TOTAL	60

## AMEND Paper V - Psycho-Social Therapeutic Interventions

Hours : 60

Total Marks : 100

Unit	Topics	Hours
I	Contemporary approaches to therapies- <b>Carkhuff model, Reality therapy</b> , Client-centred, Behaviour, Rational Emotive Behavior therapy, Transactional Analysis, Existentialism, Gestalt therapy (background of therapist, foundation of therapeutic base, main concepts and principles, techniques, process of therapy, role of therapist, limitations). Workshops and role play demonstrations.	15
II	HIV/AIDS: Magnitude, <b>Factors responsible for the rise in HIV/AIDS</b> , difference between HIV and AIDS, causes, myths and misconceptions, symptoms, stages, <b>Impact of HIV/AIDS on the individual and family</b> , testing, treatment, pre and post test counseling, positive living, grief counseling for patients and families. Rehabilitation and policies at work place. Rights of the positive people, government schemes and concessions. Importance of eclectic approach in dealing with this group.	15
	Terminally ill / Chronically ill – <b>concept of terminal and chronic illness, difference between chronic and terminal illness</b> , causes, types, symptoms, dealing with death, trauma on patient and family, <b>Terminal illness and children</b> , Issues faced by families, <b>10 steps in breaking bad news, collusion, phases of grief</b> , treatment, <b>Grief and Bereavement, Anticipatory grief</b> , counseling issues, burn-out, dealing with burn-out syndrome in care givers, <b>Kubler Ross's model of stages of grief, Use of teamwork approach in terminal illness.</b>	15
	Crisis Intervention- what is crisis, types, stages, impact, intervention strategies, counseling in crisis. <b>Roberts 7 stage model of crisis intervention</b> , formation of support groups, mobilization of resources and advocacy efforts.	15
	<b>TOTAL</b>	<b>60</b>

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- Glasser, W. Reality Therapy-A New Approach to Psychiatry  
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## EXISTING Paper VI - Psycho-Social Therapeutic Interventions II

Hours : 60  
Total Marks : 100

Unit	Topics	Hours
I	Women and Violence – Nature and Concept of violence, types, causes, abuse cycle, personality of abuser and abused, impact on family, communal violence on women, management, counseling and legal interventions.	15
	Disability – causes, types, needs, treatment, trauma care of patient and family, issues faced by family, counseling, rehabilitation. Rights of the disabled, legal provisions, government schemes and concessions related to disability groups.	15
II	Adolescence crisis – Problems, Causes, Characteristics, Physiological and psychological changes, Issues, skills in counselling adolescents. Eclectic approach.	15
	Parenting- different styles and its impact on children, attitudes, effects of parenting on children, skills in parenting of children belonging to different age groups.  Elderly: Development stage, Problems, Causes, Abuse, support systems, networking, Rights of the elderly, advocacy, counseling for and with the elderly, legal provisions.  Workshops/Panel discussions on best practices in parenting, violence mitigation, rehabilitation, geriatric care etc.	15
	Total	60

## AMEND Paper VI - Psycho-Social Therapeutic Interventions II

Hours : 60  
Total Marks : 100

Unit	Topics	Hours
I	Women and Violence – Nature and Concept of violence, types and <b>forms</b> of violence, causes, abuse cycle, personality of abuser and abused, impact on family, communal violence on women, management, counseling and legal interventions, <b>Domestic Violence Act</b>	15
	Disability – causes, types, needs, treatment, trauma care of patient and family, issues faced by family, counseling, rehabilitation. Rights of the disabled, legal provisions, government schemes and concessions related to disability groups, <b>Persons with Disabilities Act</b>	15
II	Adolescence crisis – Physiological and psychological changes, Problems, Causes, Characteristics, , Issues, skills in counselling adolescents. Eclectic approach.	15
	Parenting- different styles and its impact on children, <b>Mary Ainsworth’s attachment styles</b> , attitudes, effects of parenting on children, skills in parenting of children belonging to different age groups.	15
	Elderly: Development stage, Problems, Causes, Abuse, support systems, networking, Rights of the elderly, advocacy, counseling for and with the elderly, legal provisions.	
	Total	60

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Social Work Practice Vol. 9(4) July1999.pp399-426.

## **EXISTING Paper VII – Field Practicum**

Hours : 120  
Total Marks : 100

### **Objective:**

- a. Integrate the theoretical inputs to practice.
- b. Provide an opportunity to students to use and sharpen the intervention skills.
- c. Help students to develop appropriate attitudes, values in their practice.
- d. Help students to gain an understating of the role of the professional counselor.

### **Criteria for field practicum:**

- **Analytical Ability** 20 marks  
Analyse the profile of the client system and the causes and the effects of the problem.  
Integrates various personality theories in understanding the client.  
Ability to identify appropriate therapies for addressing the disorders.  
Write diagnostic reports with the use of available research knowledge and findings.
- **Problem solving skills** 20 marks  
To reflect skills of active listening, observing, questioning, case recording  
Developing rapport with the client system.  
Establishing working relationship with the client  
Mobilisation of resources  
Advocacy efforts at micro level
- **Professional Development** 20 marks
  - Discipline
  - Punctuality
  - Professional distance from client
  - Use of field instruction and theory
- **Use of field instruction** 10 marks
  - Regularity in attending individual conferences.
  - Active participation in the conferences with questions and reflections.
  - Efforts put in carrying out suggestions given by the instructor
  - Gradual progress shown in handling tasks independently.
- **Viva Voce Examination** 30 marks

The students will maintain a daily dairy and a process report of activities conducted in the field. They will also prepare a project report at the end of the field work which they will submit for assessment and viva-voce examinations on the above areas.

- Tasks:
  - i. Observation of cases or doing case work
  - ii. Understanding clients profile, problem, situation.
  - iii. Diagnosis formulation & planning of session.
  - iv. Conducting therapy sessions.
  - v. Recording of intake sheet and session recordings.
  - vi. Discussion with course coordinator regarding session input and recordings.
  - vii. Further therapy session with client.

**Placement Agencies :**

Manav Foundation, NAB, Observation home, Tata memorial hospital, Stree Mukti Sanghatana, Manav Seva Sangh, Sakhya, Child Guidance Clinics, Family Welfare Agencies, De-addiction Centres. Voluntary Testing and Counselling Centres of HIV/AIDS and Muskaan.

## **AMEND- Paper VII – Field Practicum**

**Hours : 40**

Total Marks : 100

**Objective:**

- a. Integrate the theoretical inputs to practice.
- b. Provide an opportunity to students to use and sharpen the intervention skills.
- c. Help students to develop appropriate attitudes, values in their practice.
- d. Help students to gain an understating of the role of the professional counselor.

**Criteria for field practicum:**

- **Analytical Ability** 20 marks  
 Analyse the profile of the client system and the causes and the effects of the problem.  
 Integrates various personality theories in understanding the client.  
 Ability to identify appropriate therapies for addressing the disorders.  
 Write diagnostic reports with the use of available research knowledge and findings.
- **Problem solving skills** 20 marks  
 To reflect skills of active listening, observing, questioning, case recording  
 Developing rapport with the client system.  
 Establishing working relationship with the client  
 Mobilisation of resources  
 Advocacy efforts at micro level
- **Professional Development** 20 marks
  - Discipline
  - Punctuality
  - Professional distance from client
  - Use of field instruction and theory
- **Use of field instruction** 10 marks
  - Regularity in attending individual conferences.
  - Active participation in the conferences with questions and reflections.
  - Efforts put in carrying out suggestions given by the instructor
  - Gradual progress shown in handling tasks independently.

- **Viva Voce Examination**

30 marks

**The students will maintain sessions recordings and a process report of activities conducted in the field. A project report will be submitted at the end of the fieldwork practicum to the course coordinator for assessment and viva-voce examinations on the above areas.**

- **Tasks:**

- viii. Observation of cases or doing case work
- ix. Understanding clients profile, problem, situation.
- x. Diagnosis formulation & planning of session.
- xi. Conducting therapy sessions.
- xii. Recording of intake sheet and session recordings.
- xiii. Discussion with course coordinator regarding session input and recordings.
- xiv. Further therapy session with client.

**Placement Agencies:**

Manav Foundation, NAB, Observation home, Tata memorial hospital, Stree Mukti Sanghatana, Manav Seva Sangh, Sakhya, Child Guidance Clinics, Family Welfare Agencies, De-addiction Centres. Voluntary Testing and Counselling Centres of HIV/AIDS and Muskaan.