

**SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI  
SYLLABUS PRESCRIBED FOR ADCAP - PART II EXAMINATION**

<b>Sr. No.</b>	<b>Paper</b>		<b>Name of Course</b>	
		<b>SEM III</b>	<b>SEM IV</b>	
1.	<b>DCAP1</b>	School Counseling	<b>DCAP21</b>	Industrial Organisation Counselling
2.	<b>DCAP2</b>	Clinical Psychology	<b>DCAP22</b>	Counselling in Clinical Settings
3.	<b>DCAP3</b>	Behavioral and Communication Skills in Counseling 1	<b>DCAP23</b>	Behavioural and Communication Skills in Counselling - II
4.	<b>DCAP4</b>	Health Counseling	<b>DCAP24</b>	Internship
5.	<b>DCAP5</b>	Practical for Psychology	<b>DCAP25</b>	Practical based on syllabus
6.	<b>DCAP6</b>	DSC – 7 Case Study	<b>DCAP26</b>	Research Project

## **SEMESTER III**

### **DCAP1 : SCHOOL COUNSELING**

#### **Unit 1: Foundations of School Counseling**

1. Definition, History and Scope of School Counseling
2. Goals and Functions of a School Counselor
3. Importance of Counseling in Schools

#### **Unit 2: Understanding and Supporting Learning Disabilities**

1. Concept and Classification of Learning Disabilities (LD)
2. Common Types: Dyslexia, Dysgraphia, Dyscalculia, and Nonverbal Learning Disorders
3. Counseling Strategies for Students with LD

#### **Unit 3: Counseling Approaches and Methods**

1. Individual vs. Group Counseling
2. Cognitive-Behavioral Techniques in School Counseling
3. Role-Playing and Storytelling Techniques

#### **Unit 4: Challenges in the School Environment**

1. Identifying Academic and Behavioral Problems
2. Dealing with Bullying and Social Isolation
3. Substance Use and Risk Behaviors in Teens

#### **Unit 5: Practical Aspects and Professional Skills**

1. Working with Teachers, Parents, and Administration
2. Creating a Safe and Inclusive School Climate
3. Documentation and Report Writing

#### **Reference Books**

1. Rao, N. (2014). Counseling and guidance (2nd ed.). Tata McGraw-Hill Education.
2. Kinra, A. (2008). Guidance and counseling. Pearson Education India.
3. Gibson, R. L., & Mitchell, M. H. (2016). Introduction to counseling and guidance (7th ed.). Pearson.
4. Corey, G. (2017). Theory and practice of counseling and psychotherapy (10th ed.). Cengage Learning.
5. Schmidt, J. J. (2013). Counseling in schools: Comprehensive programs of responsive services for all students (6th ed.). Pearson.
6. Dollarhide, C. T., & Saginak, K. A. (2017). Comprehensive school counseling programs: K–12 delivery systems in action (3rd ed.). Pearson.

## **DCAP 2: CLINICAL PSYCHOLOGY**

### **Unit 1: Foundations of Clinical Psychology**

1. Classification Systems: DSM-5 and ICD-11
2. Diagnostic Criteria and Differential Diagnosis
3. Cultural Formulation and Comorbidity in Diagnosis

### **Unit 2: Risk, Assessment, and Brain Functioning**

1. Risk Assessment: Suicidality, Violence, and Self-Harm
2. Brain-Behavior Relationships and Neuropsychological Functioning
3. Neuropsychological Assessment: Tools and Interpretation\\

### **Unit 3: Disorders and Biological Bases**

1. Major Neurocognitive Disorders and Their Clinical Presentation
2. Clinical Applications of Psychopharmacology
3. Clinical Health Psychology and Psychosomatic Disorders

### **Unit 4: Intervention Strategies and Treatment**

1. Clinical Case Formulation and Treatment Planning
2. Cognitive Behavioral Interventions in Clinical Practice
3. Crisis Management and Short-Term Interventions

### **Unit 5: Contemporary Issues and Specialized Areas**

1. Pediatric and Geriatric Clinical Psychology
2. Community-Based Interventions and Rehabilitation
3. Recent Advances: Digital Mental Health and Telepsychology

### **Reference Books:**

1. Barlow, D. H. – Clinical Handbook of Psychological Disorders
2. Hunsley, J., & Lee, C. M. – Introduction to Clinical Psychology: An Evidence-Based Approach
3. Sadock, B. J., & Sadock, V. A. – Kaplan and Sadock's Synopsis of Psychiatry
4. Trull, T. J., & Prinstein, M. J. – Clinical Psychology
5. Morrison, J. – DSM-5 Made Easy: The Clinician's Guide to Diagnosis
6. Ahuja, N. – A Short Textbook of Psychiatry
7. Varma, R. M. – Foundations of Clinical Psychology

## **DCAP 3 - BEHAVIORAL AND COMMUNICATION SKILLS IN COUNSELING - I**

### **Unit 1: Introduction to Counseling Behavior**

1. Definition and Importance of Behavior in Counseling
2. Factors Affecting Behavior in Counseling Sessions
3. Understanding Client and Counsellor Behavior

### **Unit 2: Self-Awareness and Emotional Regulation**

1. Importance of Self-Awareness in Counseling
2. Identifying and Managing Personal Biases
3. Techniques for Self-Reflection and Growth

### **Unit 3: Basic Communication Skills in Counseling**

1. Definition and Importance of Communication in Counseling
2. Verbal and Non-Verbal Communication Skills
3. Common Barriers to Communication

### **Unit 4: Empathy and Active Listening**

1. Understanding Empathy in Counselling
2. Difference Between Empathy and Sympathy
3. Components of Active Listening

### **Unit 5: Building Trust and Rapport with Clients**

1. Importance of Trust in Counselling
2. Techniques to Build a Safe Environment
3. Overcoming Resistance in Clients

### **Reference Books:**

1. Corey, G. (2015). Theory and Practice of Counseling and Psychotherapy
2. Egan, G. (2018). The Skilled Helper: A Problem-Management and Opportunity-Development Approach to Helping
3. Nelson-Jones, R. (2015). Basic Counseling Skills: A Helper's Manual
4. Rogers, C. (1961). On Becoming a Person: A Therapist's View of Psychotherapy
5. Capuzzi, D., & Gross, D. R. (2019). Introduction to the Counseling Profession

## **DCAP 4 : HEALTH COUNSELING**

### **Unit 1: Introduction to Health Counseling**

1. Definition and Scope of Health Counseling
2. Role of Counsellor in Health Settings
3. Importance of Counseling in Promoting Health

### **Unit 2: Physical and Mental Health Issues**

1. Lifestyle Disorders (e.g., Diabetes, Hypertension)
2. Chronic Illness and Pain Management
3. Mental Health Conditions (e.g., Anxiety, Depression)

### **Unit 3: Counselling Approaches in Health Settings**

1. Cognitive-Behavioral Approach
2. Psychoeducation and Supportive Counseling
3. Family and Group Counseling in Health Contexts

### **Unit 4: Communication and Counseling Skills**

1. Building Rapport with Clients
2. Dealing with Resistance and Denial
3. Health Belief and Behavior Change Techniques

### **Unit 5: Ethical and Practical Issues in Health Counseling**

1. Ethical Guidelines and Confidentiality
2. Cultural Sensitivity in Health Counseling
3. Working with Multidisciplinary Health Teams

### **Reference Books:**

1. Gladding, S. T. – Counseling: A Comprehensive Profession
2. Corey, G. – Theory and Practice of Counseling and Psychotherapy
3. Nezu, A. M., Nezu, C. M., & Geller, P. A. – Handbook of Psychology: Health Psychology
4. Felitti, V. J., & Anda, R. F. – The Deepest Well: Healing the Long-Term Effects of Childhood Adversity
5. Rao, N. S. – Counseling and Guidance
6. Nair, M. K. C., & Paul, M. K. – Handbook of Pediatric and Adolescent Practice: Counseling and Guidance

## **DCAP 5: PRACTICAL FOR PSYCHOLOGY**

**Any 10 from the list mentioned below:**

1. Clinical Analysis Questionnaire
2. Neuroticism Scale Questionnaire
3. Eight State Questionnaire
4. Clinical Case Study Form
5. PGI Quality of Life
6. PGI Health Questionnaire
7. Spiritual Intelligence Scale
8. Sentence Completion Test
9. Maudsley Personality Inventory
10. Reaction to Frustration
11. Sinha's Comprehensive Anxiety Scale
12. Mental Health Inventory
13. Rorschach Ink Blot Test
14. Social Phobia Scale

## DCAP 6 : DSC – 7 CASE STUDY (25 + 25 = 50 Marks)

### Co's

1. Case studies can be used to help students to understand simple and complex issues.
2. Case studies can be simple problem where students find out a solution to more complex seriousness.
3. Case studies can effectively engage students in problem solving and deriving creative solutions.

The paper aims at providing an overview of the concept of abnormality and to help students to acquire the knowledge about the causes, symptoms and treatments of various types of psychological disorders.

This will sensitize them to information on abnormal psychology and dispel myths regarding it.

Case History Taking – Adult/Child	Adult Complaints and their duration History of parent illness (HOPI) Past History Family History Personal History Premorbid Personality Mental Status Examination (MSE) Psychomotor Activity Cognitive Function Clinical Formulation Diagnosis Therapeutic plan of case
	OR Child Identifying Data Personality Complaints Family History (Generational Genogram) Personal History Past History Temperament Supportive Factors Mental Status Examination (MSE) Summary/Clinical Formulation Differential Diagnosis Therapeutic plan of action
Case History Taking – Psychiatric	Psychiatric General Instruction Introductory Statement Demography Mode of Referral History of presenting complaint Current Neurological status Past Psychiatric History Forensic History Substance abuse history Family psychiatric history Medical History Social History Premorbid Personality Physical Examination    Orientation/Cognition Mental Status Examination (MSE)

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**SEMESTER IV**

**DCAP- 21 INDUSTRIAL ORGANISATION COUNSELLING**

**Unit 1: Introduction to Industrial Organisation Counselling**

1. Meaning and Scope of Industrial Counselling
2. Importance of Counselling in the Workplace
3. Role of Industrial Counsellor

**Unit 2: Organizational Behaviour and Workplace Dynamics**

1. Understanding Organizational Structure and Culture
2. Work Motivation and Employee Satisfaction
3. Workplace Stress and Conflict

**Unit 3: Counselling Techniques in Industrial Settings**

1. Individual and Group Counselling at Workplace
2. Problem-Solving and Decision-Making Techniques
3. Interview Techniques and Employee Interaction

**Unit 4: Employee Mental Health and Well-being**

1. Common Mental Health Issues at Workplace
2. Burnout, Absenteeism, and Productivity
3. Work-Life Balance and Emotional Resilience

**Unit 5: Ethics and Challenges in Industrial Counselling**

1. Ethical Principles in Workplace Counselling
2. Confidentiality and Professional Boundaries
3. Handling Resistance and Uncooperative Employees

**Reference Books List**

1. Rao, T.V., & Narayana, L. (1998). Organization Development: Interventions and Strategies. SAGE Publications.
2. Robbins, S.P., & Judge, T.A. (2019). Organizational Behaviour (18th ed.). Pearson Education.
3. McLeod, J. (2011). Counselling in the Workplace: A Handbook for Professionals. Routledge.
4. Muchinsky, P.M. (2006). Psychology Applied to Work: An Introduction to Industrial and Organizational Psychology (8th ed.). Hypergraphic Press.
5. Gladding, S.T. (2018). Counselling: A Comprehensive Profession (8th ed.). Pearson Education.



## **DCAP- 22 COUNSELING IN CLINICAL SETTINGS**

### **Unit 1: Foundations of Clinical Counseling**

1. Definition and Scope of Counseling in Clinical Psychology
2. Therapeutic Alliance and Empathic Communication
3. Counseling vs. Psychotherapy in Clinical Contexts

### **Unit 2: Counseling Process and Techniques**

1. Phases of Counseling: Intake, Rapport Building, Intervention, Termination
2. Interviewing Techniques: Open-Ended Questioning, Reflection, Confrontation
3. Goal Setting, Contracting, and Documentation

### **Unit 3: Approaches to Clinical Counseling**

1. Cognitive Behavioral Counseling in Clinical Settings
2. Trauma-Focused and Grief Counseling
3. Crisis Counseling and Suicide Prevention

### **Unit 4: Counseling Across Clinical Populations**

1. Counseling Individuals with Anxiety, Depression, and Mood Disorders
2. Counseling Clients with Personality and Psychotic Disorders
3. Substance Use and Dual Diagnosis Counseling
4. Counseling in Medical and Palliative Settings

### **Unit 5: Advanced Topics in Clinical Counseling**

1. Integrative and Eclectic Counseling Models
2. Supervision, Personal Development, and Burnout Prevention
3. Use of Technology in Clinical Counseling (Teletherapy, Digital Tools)

### **Reference Books**

1. Sommers-Flanagan, J., & Sommers-Flanagan, R. (2018). Clinical Interviewing (6th ed.). Wiley.
2. Capuzzi, D., & Stauffer, M. D. (2016). Counseling and Psychotherapy: Theories and Interventions (6th ed.). American Counseling Association.
3. Corey, G. (2020). Theory and Practice of Counseling and Psychotherapy (10th ed.). Cengage Learning.
4. Neukrug, E. (2015). The World of the Counselor: An Introduction to the Counseling Profession (5th ed.). Cengage Learning.
5. Ivey, A. E., Ivey, M. B., & Zalaquett, C. P. (2016). Intentional Interviewing and Counseling: Facilitating Client Development in a Multicultural Society (9th ed.). Cengage Learning.

## **DCAP 23 : BEHAVIORAL AND COMMUNICATION SKILLS IN COUNSELING - II**

### **Unit 1: Advanced Communication Techniques in Counseling**

1. Open-Ended and Close-Ended Questions
2. Probing and Clarification Techniques
3. Paraphrasing and Summarizing

### **Unit 2: Assertiveness and Conflict Resolution in Counseling**

1. Understanding Assertive Communication
2. Techniques for Conflict Resolution in Counseling
3. Managing Difficult Clients

### **Unit 3: Non-Verbal Communication in Counseling**

1. Importance of Body Language in Counseling
2. Understanding Facial Expressions and Gestures
3. Misinterpretations in Non-Verbal Communication

### **Unit 4: Crisis Communication and Intervention**

1. Identifying a Crisis Situation
2. Techniques for Crisis Intervention
3. Helping Clients Manage Emotional Outbursts

### **Unit 5: Written and Digital Communication in Counseling**

1. Importance of Case Notes and Documentation
2. Effective Email and Text Communication with Clients
3. Online Counseling and Its Challenges

### **Reference Books:**

1. McKay, M., Davis, M., & Fanning, P. (2018). Messages: The Communication Skills Book
2. Bolton, R. (2017). People Skills: How to Assert Yourself, Listen to Others, and Resolve Conflicts
3. Adler, R. B., & Rodman, G. (2019). Understanding Human Communication
4. Stewart, J. (2012). Bridges Not Walls: A Book About Interpersonal Communication

#### **DCAP 24: INTERNSHIP**

- Internship of at least 60 hours. from any reputed Mental Health Institute/Medical Institution with a Department of Psychiatry where counselling skills can be learned in real life setting.
- During internship, students will engage in observations, interviewing, case history taking and counselling.
- Students will have to do at least 2 cases of counselling under supervision.
- They will later do case presentations and provide a detailed report of the internship.

#### **DCAP 25: PRACTICAL BASED ON SYLLABUS**

##### **Test Administration (Any Ten)**

- 1) Medico Psychological Questionnaire
- 2) Assertiveness Inventory
- 3) Beck's Depression Inventory
- 4) Dysfunction Analysis Questionnaire
- 5) Défense Mechanism Inventory
- 6) Bhatia Battery of intelligence
- 7) Type A /B Behavioural Pattern Scale
- 8) Comprehensive Scale of Tension
- 9) TAT
- 10) Emotional Stability
- 11) Cognitive Style
- 12) Deprivation Scale
- 13) Marital Adjustment Scale

## **DCAP 26: RESEARCH PROJECT**

### **Advance Diploma in Counseling and Psychotherapy**

#### **Semester IV**

#### **Paper-VI Research Project**

**(25 + 25 = 50 Marks)**

#### **Co's**

1. Student will be able to understand research.
2. Introduce the basic concept of research methodology in Psychology.
3. Will also enable the student to prepare report writing and forming research proposals.
4. Will help them to select an appropriate research design.
5. Will able to demonstrate the ability to choose methods appropriate to research objectives.
6. Will develop skills in qualitative and quantitative data analysis and presentation.

<b>Contents</b>	<ul style="list-style-type: none"><li>● Sampling</li><li>● Scientific Research</li><li>● The problem and the hypothesis</li><li>● Review of Literature</li><li>● Variable</li><li>● Research Design</li><li>● Carrying out Statistical Analysis</li><li>● Writing a Research Report and A Research Proposal</li></ul>
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#### **Marks - 100**

#### **Contents**

#### **Selection of Topic**

- Preparation of Plan/Outline/Framework
- Data Collection
- Data Analysis and data interpretation
- Report Writing
- Dissertation