

Paper 3: Supportive & behavioral techniques in counseling

- 3.1 Supportive Techniques
- 3.2 Behavioral Techniques

Paper 4 : Cognitive & Psychoanalytical techniques in counseling

- 4.1 The cognitive techniques in counseling
 - 4.1.1 Basic Concept
 - 4.1.2 Patterns of distorted thinking
 - 4.1.3 Cognitive techniques
- 4.2 The psychoanalytical techniques
 - 4.2.1 Basic Concept
 - 4.2.2 Patterns of distorted thinking
 - 4.2.3 Cognitive techniques
 - 4.2.4 Other techniques

Paper 5: Application of counseling

- 5.1 Child and family counseling
- 5.2 Group counseling
- 5.3 School and career counseling
- 5.4 Counseling for alcoholics and drug addicts
- 5.5 Crisis Intervention counseling
- 5.6 Counseling for HIV/AIDS victims
- 5.7 Counseling at work place
- 5.8 Practical issues involved in counseling

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CSR-D-ISWR

“Pioneers in Community Development-
Social Work Education”

Introduction

The CSR-D-ISWR through its training programme visualizes meeting the needs of development personnel, pre-service and in-service, of the government and voluntary sector. It assumes that despite the downsizing of state personnel in the government and private sector, the role and responsibility of the voluntary sector in addressing the issues of the social development continues to increase. In view of this the teaching/ training programme of the CSR-D-ISWR seek to meet the need for trained and committed personnel in all these sectors, especially in the rural areas at the district and sub-district levels.

CSR-D-ISWR offers full time Masters programme in social work (MSW). It is recognized by University of Pune and aided by Directorate of Social Welfare, Ministry of Social Justice and Empowerment. Recognizing the needs the institute is introducing the short term courses leading up to certificates and diplomas. These courses will be conducted full-time for shorter duration or part-time (evening) for longer durations. Under this programme Certificate Course in Management of Voluntary Organization and Certificate Course in Counseling are offered at the Institute. It is expected that some of our own students will opt for these courses and it will add to their qualification for job after MSW. NGO personnel and government employees may also apply for these courses, as it will be part time evening courses and will update and refresh them on contemporary issues and concerns

The Institute

Dr. B.P. Hivale founded Ahmednagar College in 1947. He believed in the social obligations of the institutes of higher learning. Therefore, he established a “Rural Service Squad” in 1948 and the first assignment was to build an approach road to Sarola Baddi. In 1961, the Rural Life Development and Research Project was started under the leadership of Dr. T. Barnbas, then the Principal, Ahmednagar College and Dr. S.K. Hulbe, Founder-Director, RLDRP. In fact this project was an extension of Rural Service Squad and the Planning forum operating in the College. The RLDRP was the first of its kind in the district which operated rural development projects in more than 30 villages during 1961-68. The projects

Teaching Methodology

The teaching and training methodology adopted will revolve around participatory training methodology and principles of adult learning. The course will be taught in a modular form and by conducting number of workshops. Thus the teaching methods involve classroom teaching, field exposure, group discussions, role play and self learning assignments. Subject experts and resource person from various organizations like TISS, Mumbai, Karve Institute, University of Pune, Bharati Vidyapeeth, SNDT Women’s University, etc will be conducting the special sessions

Duration : One Semester (Part-time)

Fees :

For CSR-D Students Rs. 2100/-

For Non-CSR-D Students: Day Scholar Rs. 5600/

Residence Scholar : Rs. 8100/-

Affiliation : Autonomous (CSR-D)

Intake: 30 Students

Course Structure

Paper 1: Introduction to Counseling

- 1.1 The Introduction to the concept of counseling
- 1.2 The dimensions of counseling
- 1.3 Counseling and helping in social work

Paper 2: Counseling Process

- 2.1 Introduction
- 2.2 The process involved in counseling
- 2.3 The preparation stage
- 2.4 The exploratory stage
- 2.5 The planning stage
- 2.6 The action stage
- 2.7 The evaluation and assessment stage
- 2.8 Counseling Skills
 - Meaning & Nature of Counseling
 - Listening Skills
 - Questioning Skills
 - Feedback Skills

setting. They get many opportunities for engaging in their field of practice.

Some of the agencies where social workers engage themselves in counseling can be listed as follows:

- Social welfare departments – Family counseling centers, Children's Home
- Family and Child welfare agencies
- Schools and colleges – Government and private
- Child and adolescent Guidance Centers
- Hospitals and health services – Government, private and voluntary organizations
- Home for the Aged
- Agencies for the physically and mentally challenged
- Home for the terminally ill – hospice
- Agencies working for HIV/AIDS prevention and Rehabilitation
- Drug de-addiction and rehabilitation centres
- Mental health projects and rehabilitation centres
- Youth welfare agencies
- Centres for suicide prevention

Considering the scope and relevance of counseling in social work profession CSRD-ISWR is offering the certificate course in counseling.

Objectives

- To develop a greater awareness of "self" as a tool for change in the counseling process.
- To build personal qualities for effective counseling
- To systematically understand the purpose, scope, types, theories and approaches to counseling with a focus on their relevance to practice.
- To develop competencies to plan and engage in relevant interventions for effective counseling.

included agricultural development, soil-conservation, nallah bunding, water management, afforestation, poultry-farming, farmers co-operatives, community health and adult education.

The RLDRP was an attempt to revitalise education by relating it to the needs of its rural surrounding. It was also an effort to meet evergrowing demand for responsible citizenship, effective leadership, efficient and well-informed personnel to undertake responsibilities in the fields of community development and participate in the process of nation building.

Right from the beginning, the need was felt not only to reach out to people but also to conduct research and train people for development. Hence a diploma course in community development (certificate course) was started in 1961 itself, with an object of meeting the pressing demand for properly motivated and adequately equipped personnel for community development.

The course was of general nature and was taken by students in addition to the regular university course. Hence the need was felt to have a specialized university recognized course in social work (University of Pune) which was started in 1967 and the minimum qualification for admission was graduation. Thus the Dept. of Social Work, Ahmednagar College came into existence. In 1967-68, the RLDRP shifted to its new campus and renamed as Centre for Studies in Rural Development.

The uniqueness of this course was that the Centre for Studies in Rural Development was practically the only institution in the country that had an extensive extension rural development programme, offering vast opportunities for field work training and experience.

As higher education became imperative this diploma course in social work was upgraded as the Master of Social Work course (University of Pune) in 1974. It had an interdisciplinary approach to the problem solving and its aim was to provide such insights and skills that will help in problem solving in any field. It also aimed at developing professionals who can generate socio-economic growth in a society through the process of community development. While all along the stress was on rural development to make this post graduate degree course

more encompassing to more fields of interest other than rural community development were introduced. They were:

1. Tribal Welfare (1980)
2. Labour Welfare (1982)

Now also this MSW Post-Graduate Degree Course is being conducted keeping in mind the same ideals, aims and objectives, as they were envisaged since its inception. While earlier this course was offered as one of the departments of Ahmednagar College, from the academic year 1990-91, the CENTRE FOR STUDIES IN RURAL DEVELOPMENT, INSTITUTE OF SOCIAL WORK & RESEARCH has been recognized under section 46 of Pune University act of 1974, in Institute of Higher Education and Research.

The Centre for Studies in Rural Development, popularly known as CSRD has also been a pioneer in extension work and rural reconstruction. Over the last 40 years, it has helped the rural poor through Food for Work, agricultural development, community health and welfare, social education, animal husbandry, agro-industries, student's training, orientation programmes, agricultural extension education services and women's and children orientation programmes. This pioneering in extension and rural reconstruction work setting serves as a laboratory for all the training programmes especially the students of Master of Social Work Programme and the National Service Scheme Training and Orientation Programmes. CSRD is also nationally and internationally well known as the birthplace of presently what is known as National Service Scheme. National Service Scheme was a programme designed to involve students in extension work and inculcate them value of community service. The good work that began in 1961 received wide acclaim and by 1965, the other colleges in India were encouraged to start similar extension activities by the Planning Commission. Similarly the Education Ministry of Govt. of India adopted the recommendations of the Education Commission of the National Service Scheme. With the Introduction of the National Service Scheme, the Ahmednagar College, Centre for Studies in Rural Development was one of the two institutions selected in Maharashtra to have National Service Scheme Training and Orientation Centre that trains Programme Officers, (Professors) of NSS from Colleges affiliated to University of Pune, Dr. Babasaheb Ambedkar Marathwada University, Amravati University, Punjabrao Krishi Vidyapeeth, Mahatma Phule Krishi Vidyapeeth, Konkan Krishi Vidyapeeth, Marathwada Krishi Vidyapeeth, Goa University, Ramanand Teerth University, and North Maharashtra University.

Paper-V: Good Governance and Capacity Building of NGOs

1. Good Governance – Concept, need and its importance
 - Various aspects of good governance
 - Voluntary Sector Policy laid by Govt.
2. Preparing a Constitution for NGO
 - Rules and Regulation
 - Mission and Vision Bldg.,
 - Goal information
 - Area of Work and Issue Identification
3. Right to Information Act-2005
 - RTI perspective
 - Provisions of RTI
 - Proactive Disclosure
 - Dissimination of RTIs through NGOs
4. CSR Policy Laid by Govt.
5. Challenges and the opportunities against NGOs
6. Prominent NGOs in India
7. Major Programmes for development run by NGOs
8. Expectation of funding agencies from NGO

Certificate Course in Counseling

Social workers are one among the many professionals engaged in counseling individuals with emotional and other problems. Besides social workers other professionals providing counseling services include the psychiatrists, psychologists, psychoanalysts, nursing personnel, religious leaders, teachers and other volunteers. Counseling is one of the major tasks of social workers engaged in helping people. Through direct counseling or referral to other services, social workers help people solve a range of personal problems. Counseling and social work are closely connected. Social workers help people by counseling them to cope with issues in their everyday lives, deal with their relationships, and solve personal and family problems. Some social workers provide counseling to clients who face a disability or a life-threatening disease or a social problem, such as unemployment, cancer, HIV/AIDS or substance abuse. Social workers also counsel families that have serious domestic conflicts, sometimes involving child or spousal abuse. Many social workers specialize in serving a particular population or working in a specific

4. Evaluation - meaning, need and its importance
 - Methods of documentation
 - Merits of documentation
 - Presentation as a skill
5. Project Proposal – various aspects of proposal
 - Proposal from the donor's view
 - How to write a proposal?

Paper-IV: Finance Management

1. Account Keeping and Auditing
 - Basic rules of accounting
 - Cash book, ledger book, bank reconciliation
 - Donations in goods
 - Vouchers and receipts
 - Balance Sheet
2. Auditing
 - Meaning, need and its importance
 - Types of Audit (Internal & External)
 - Audit Queries and its rectification
 - Audit Report
3. Budgeting
 - What is Budget?
 - Why NGO required Budget (Definition, Objective, Need & Importance of Budget)
 - Pre-budget ground work
 - Actual Budgeting
 - Budget Modifications
4. Income Tax Act related to NGOs
 - Tax Deduction at Source (TDS)
 - 35AC and 80 G
5. Fund Raising
 - Who Raise the funds?
 - Why?
 - How?
 - Fund raising purpose and methods

The social work faculty comprises of well qualified and experienced teachers in their respective field of specialization. In addition, all those involved in teaching and guiding the students have had many years of practical field work experience.

The CSRD-ISWR campus is located on the Pune-Aurangabad highway across the Ahmednagar College campus. It is about 1 km from the State Transport Bus Stand (towards Aurangabad) and about 2 km from Ahmednagar Railway Station. The institution is run by the Christian Minority Management.

Centre for Studies in Rural Development- Institute of Social Work & Research, Ahmednagar is one of the pioneering schools of social work in India, established in 1971. It is a full-fledged academic institute with teaching and research programmes. It is affiliated to University of Pune and recognized by UGC under section 2(f) and 12 (b). The major teaching programmes are:

- Master's Degree in Social Work
- Ph.D. in Social Work
- Diploma in Disaster Management
- Certificate Course in Management of Non-Government Organizations
- Certificate Course in Counseling.

Certificate Course in Management of NGOs

The Course is developed to suit the needs of the personnel working in Development Sector. The focus of the course is imparting the necessary knowledge and theoretical understanding about establishing and running the non-government organizations. The course will also provide the necessary skills to establish and manage voluntary organizations. Further it will focus on giving the guiding principles and value orientation for developing organizational leadership. The three months certificate course gives students a good foundation in both theoretical and practical knowledge on the issues of development as well as governance and management of institutions. The programme spread over one semester with a total input of 72 hrs (including field based visits).

The course syllabus is designed for those who have keen inclination towards socio-economic development of the people. Those who wish to:

- Provide leadership to social development initiatives
- Set-up development organization

- Develop themselves as professionals dedicated towards the social development agenda of the millennium can join the course.

Objectives

- To enable the students understand the role of NGOs in the developmental process.
- To orient them on the various concepts related to NGOs.
- To help them understand how an organization can be formed and managed, and the issues involved in the process.

Duration : One-Semester (Part-time course)

Eligibility

Graduation or 12th Pass with experience of working with NGOs.

Medium of Instruction : English

Admission Procedure : Group Discussion/Personal Interviews

Seats : 30

Methods of Teaching

The teaching and training methodology adopted will revolve around participatory training methodology and principles of adult learning. The course will be taught in a modular form and by conducting number of workshops. Thus the teaching methods involve classroom teaching, field exposure, group discussions, role play and self learning assignments. Subject experts and resource person from various organizations like TISS, Mumbai, Karve Institute, University of Pune, Bharati Vidyapeeth, SNDT Women's University, etc will be conducting the special sessions

Fees

- For CSRD Students Rs. 2100/-
- For NGO Workers: Day Scholar Rs. 5600/-
Residence Scholar : Rs. 8100/-

Course Structure

1. Paper-I : Basic Concept and Structure of NGO
2. Paper-II : Administration of NGO
3. Paper-III: Project Management
4. Paper-IV: Finance Management
5. Paper-V: Good Governance and Capacity Building of NGOs

Paper-I : Basic Concept and Structure of NGO

1. What is NGO?
 - NGO Definition, Concept
 - Need and Importance of NGO
 - History and Philosophy of NGOs in India and Maharashtra State Especially
 - Types of NGOs
2. NGO formation and its Registration
 - NGO Formation- procedure
 - NGO Registration under
 - a) Society Registration Act 1860
 - b) Bombay Public Trust Act 1950
 - c) Company Act
 - Comparative Study of these Acts

Paper-II : Administration of NGO

1. Administration – Nature, Scope, Need and its importance. Social Administration.
2. Structure of Organization
3. Staffing Pattern/ Policy, Aspects of Staff Development, (Salary (Remuneration), Leaves, Allowances, Ex-Gratia, Compensation etc., Selection & Termination Strategies) Staff Training.
4. Institutional Property- Land, Buildings, Infra-Structure, Vehicles etc.
5. Purchase Policy
6. Roles & Responsibilities of Trustees and the members
7. Constant Efforts to grow
8. Annual General Meeting
 - Types of Meeting- duration, presence, coverage
 - Code of conduct for the meetings
 - Outcome of the meetings
 - Proceedings
9. Liaison with multiple Govt. Depts, Other NGOs and Public Relation.

Paper-III: Project Management

1. Planning- meaning, scope, need and importance.
 - Types of planning
2. Implementation strategies
3. Monitoring, supervision