



St. Francis

College for Women

Begumpet, Hyderabad-500016

(Autonomous & Affiliated to Osmania University)

NAAC Re-accredited with "A" Grade 4th Cycle

St. Francis College **Centre for Professional Studies**

Post Graduate Diploma **in** **Psychological Counselling Skills** *(Professional Programme)*



PROSPECTUS

2025 - 2026

The Motto of St. Francis College for Women is :

“Snehada Buddishchaya Shantischaya”

WISDOM AND PEACE THROUGH LOVE



- * *The Lamp symbolizes the light of wisdom and knowledge, radiating itself to dispel the darkness of ignorance.*
- * *The glowing rays of the burning lamp emanating in eight directions are symbolized by the eight petals of lotus.*
- * *Peace generated through love is symbolized by the green tender shoots.*
- * *The logo of St. Francis College stands for Wisdom and Peace through Love - the values, which the college cherishes.*





Vision

Holistic Education for empowerment of Women

Mission

Motivating students to become

- Intellectually competent,
- Morally upright,
- Socially committed,
- Emotionally stable,
- Spiritually inspired,
- Patriotic women of India.



SFC@ a Glance



- St. Francis College for Women is a Catholic Minority Institution founded by the Sisters of Charity of St. Bartolomea Capitanio and Vincenza Gerosa in 1959, for the education of women. The college derives its inspiration from the person and teachings of Jesus Christ, who is its norm, protector and guide.
- St. Francis College is an autonomous college affiliated to Osmania University. The college was recognized under Sec. 2(f) 12B of the University Grants Commission in 1964 and conferred the status of Autonomy through letter No.724-7/87 (NFC) dated 9 May, 1988
- One of the first autonomous colleges in the twin cities, affiliated to Osmania University, St. Francis College is the only college in Telangana to be NAAC reaccredited for the 4th cycle “A” Grade with 3.05 CGPA on a scale of 5.
- In 2004, UGC has declared the college as College with Potential for Excellence.
- As a minority institution it reserves for itself its inherent and constitutional right (Art.30 [1]) with regard to management and administration. It is primarily for Catholics but in its concern for the socially and economically disadvantaged will admit students from other sections of society including students from SC/ST/BC categories to the extent possible.
- The College continues to serve the cause of education of women with varied academic programmes intertwined with co-curricular activities, civic and social responsibility initiatives, cultural and aesthetic promotion, physical fitness and value education.

PRINCIPAL'S MESSAGE



Dear Students,

In today's fast-paced and often challenging world, the need for compassionate and skilled counselors has never been greater. Our PGD program in Counselling is designed to equip you with the essential knowledge and practical skills needed to support individuals in navigating their personal and emotional challenges.

The curriculum blends theoretical foundations with hands-on practice, ensuring that you not only understand the principles of counseling but also learn to apply them effectively in real-life situations. Our experienced faculty members are dedicated to guiding you through this transformative journey, fostering a supportive and engaging learning environment.

Your commitment to learning and growth will not only enhance your professional capabilities but also enrich your personal development.

We look forward to welcoming you to our vibrant community of learners and supporting you as you embark on this rewarding path.

Dr. Uma Joseph
Principal

POST GRADUATE DIPLOMA IN PSYCHOLOGICAL COUNSELLING SKILLS

PG Diploma in Psychological Counseling Skills started as a Certificate course in the year 2000 with the goal of empowering women to become counselors. In 2003 it was promoted to a one year Post Graduate Diploma programme and has the credit of training around 250 professional counselors. The World Education Services (USA) has recognized this course as the official 16th year of Education.

COURSE OBJECTIVES

- To assist students in the process of self-discovery
- To foster in students a knowledge base and skills necessary to diagnose, define and provide interventions through one on one counselling.
- To train students to work as professional counsellors in a wide variety of settings.

COURSE HIGHLIGHTS

- Recognised as the official 16th year of education by the World Education Services(USA)
- Competent and experienced faculty
- Student Centric Teaching Methodology
- Interactive Team based Learning
- Seminars, Group presentations, Workshops to augment learning skills
- Internship and Field Trips as a part of the curriculum



ADMINISTRATION

COURSE DIRECTOR : Dr. Uma Joseph (Principal)

COURSE COORDINATOR : Dr. Akanksha Agarwal

ADMIN ASSISTANT : Mr. Abhishek

COURSE DETAILS

The Post Graduate Diploma Program will be of One Year duration consisting of 10 months including internship, there will be about 450 hours of classroom instruction comprising of Classroom Assessments, Case Studies, Role Plays, Assignment, Guest Lectures and Seminars from July 2025 to April 2026, which form a part of Internal Evaluation and 180 hours of practical training in the form of Internship from November 2025 to February 2026.

1. Duration of the program : One Year

(10 months of classes including Internship, Workshops, Seminars, Field trips)

2. Timings of the program : Six days per week

(Timings are subject to change depending on online or offline classes)

Offline Classes

Monday to Friday : 2.00 pm to 4.30 pm

Online Classes

Saturdays / Holidays : 10.00 am to 12.30 pm / 2.00 pm to 4.30 pm

3. Eligibility : Any Graduate (Male and Female)

4. Selection Procedure : Entrance written exam (Objective Type - 25marks), Group Discussion and Interview.

5. Faculty : Academicians and Practicing Professionals.

6. No of seats : 30

Course Curriculum

Title of the Papers :

SEMESTER - I

Basics in Psychology
 Personality Theories
 Introduction to Counselling
 Psychological Counselling Skills
 Simulated Role Play - 1 (Practical)
 Self-Awareness

SEMESTER - II

Introduction to Psychopathology + Experiential Development
 Counselling Skills and Psychological Therapies
 Simulated Role Play - 2 (Practical)
 Book Review (Practical) Play (Practical)
 Internship

TEACHING LEARNING PROCESS

The academics year consists of teaching of core skills and concepts, continuous comprehensive assessments and practical training. The course also includes autobiographies, book-reviews, movie-reviews, seminars, power-point presentations, role-plays, case studies, workshops, field trips.

INTERNSHIP PROCESS

As part of the curriculum the students have to go through a minimum of 180 hours of internship in a relevant setting under the guidance and supervision of the in house faculty. The student will have to identify the internship setting on their own and can proceed with the internship once the in house faculty approves of in the intership setting.

AWARD OF GRADES

Students will have to pass their theory and practical papers with a minimum aggregate of 50 % marks.

Grade A : 70% or more weighted average

Grade B : 60% – 69% weighted average

Grade C : 50% - 59% weighted average

Candidate securing less than 50% of the aggregate marks of CA (continuous assessment) and SE (Semester – end examinations) in these papers would be considered failed in the examination. Such candidates would have to appear for the supplementary exam subsequently. Only one more attempt (other than the original term – end final examination) will be permitted.

Award of grades for theory paper include minimum passing marks for semester end (SE) and Internal Assessment (IA) i.e. 30/60 and 20/40 respectively.

AWARD OF GRADES FOR INTERNSHIP

For passing in Internship a candidate must obtain 60% marks.

Grade A : 80% or more weighted average

Grade B : 70% – 79% weighted average

Grade C : 60% - 69% weighted average

No certificate of pass will be awarded to the candidate, if the candidate does not secure minimum marks required i.e. 60 marks and/or does not complete internship record.



ATTENDANCE

Candidate with less than 80% of attendance will not be allowed to appear for the Semester End examination. Students will be allowed medical concession of attendance upon the discretion of the management and paying of condonation fee. Students will have to pass a minimum of 3 papers in Semester I to be eligible to be promoted to Semester II.

EVALUATION

- * Total number of Credits awarded for the course is 32.
- * The Program carries an aggregate of 1100 marks. Each paper will carry 100 marks.
- * The evaluation is based on CA (Continuous Assessment) and SE (Semester-End Exam) with a weightage of 40 : 60.
- * The student is required to secure a minimum of 30 marks in his/her SE Exam and 20 marks in his / her CA with a total aggregate of 50 marks to be considered as passed in each subject.
- * Results are declared on the basis of Weighted Average Marks. (WAM)
- * $WAM = \frac{\text{Total of (Marks x Credits)}}{\text{Total of Credits acquired}}$

CONTINUOUS COMPREHENSIVE ASSESSMENT

- Students should appear for all the Internal and External assessments.
- No rescheduling and no retests for any exams/tests.
- No Revaluation of the Final Exam papers

EXAMINATION RULES

Students who fail or miss their Semester I theory exams will be given 1 more chance, and are eligible to write the supplementary exam which will be held within 2-3 weeks of semester end exam results. Similarly, students who fail or miss their Semester II exam will be given 1 more chance to clear the exams– if by any chance the student fails to clear the exam in these 2 attempts no more chances will be given, and the student will not be eligible to get the diploma certificate. Any student missing or failing his/her IA tests will not be eligible to continue with the course. An IA will be conducted for both the semesters for 20 marks and no student will be allowed to miss the same. Any student failing / absent will be expelled from the course. In case the student does not complete the internship in the year of enrolment (that is the academic year from June to April) he/she will be deemed as a failed candidate and will not be eligible for the award of the degree.

LIBRARY

Students have access to the College library which stocks journals, subject related books, non-fictional, inspirational and general psychology books.

CORE FACULTY

Students of the St. Francis Post Graduate Program learn in a dynamic and interactive classroom environment from experienced faculty comprising of business professionals who enrich the classroom experience by integrating real world experiences with theory.



Dr. Nandini. S
Head,
Department of Psychology



Ms. Geeta. S
Assistant Professor,
Department of Psychology



Dr. Akanksha Agarwal
Licensed Clinical & Counseling Psychologist
Dr. Akanksha Agarwal's Mental Healthcare Clinic
Course Coordinator



Ms. Trupti Kulkarni
Counselling Psychologist and
Wellness Specialist
M.Sc. Applied Psychology



Ms. Aarathi Selvan
Licensed Clinical Psychologist
Founder : Pause for Perspective

PLACEMENT ASSISTANCE

The institution offers placement assistance on request and on payment of an additional fee of Rs. 1200/-. The institute's alumnae form a sustainable competitive advantage for the organizations that recruit them, contributing at all levels in various prestigious companies.

INTERNSHIP INSTITUTION / ORGANIZATIONS

Schools :

7 Day Adventist Abids, Hyderabad.
 All Saint's High School, Gunfoundry, Hyderabad.
 Army Public School, Bolarum, Secunderabad.
 Auxilium High School, Mahendra Hills, Secunderabad.
 Bharatya Vidya Bhavan's, Jubilee Hills, Hyderabad.
 Bhavan's Ramakrishna Vidyalaya, Sainikpuri, Secunderabad.
 Bright High School, Salivahan Nagar, Srinagar Colony, Hyderabad.
 Chinmaya Vidyalaya, Begumpet, Hyderabad.
 Delhi School of Excellence, Banjara Hills, Hyderabad.
 Delphis, Centre for Comp. Therapies, Prerana Waldorf School.
 Don Bosco High School, Hyderabad.
 Genesis Internantional School, Miyapur, Hyderabad.
 Gitanjali Devshala, Secunderabad.
 Govt. Boys High School, Secunderabad.
 Govt. Schoo, Pragathi Nagar, Hyderabad.
 Holy Mary High School, Khairatabad, Hyderabad.
 Jain Heritage A Cambridge School, Kondapur.
 John's High School, Hyderabad.
 Johnson Grammar School, Habsiguda, Hyderabad .
 Johnson Grammar School, Nacharam, Hyderabad.
 Midas High School, Nampally, Hyderabad.
 NASR School, Hyderabad.
 Delhi Public School, Hyderabad

NGO –

Aman Vedika, Vijayanagar Colony.
 Oxford Grammar School, Hyderabad.
 Pallavi Model School, Alwal

P. Obul Reddy Public School, Jubilee Hills, Hyderabad.
 Princess Esin High School, Hyderabad
 Rosary Convent High School, Gunfoundry, Hyderabad.
 Sri Satya Sai School, Hyderabad.
 St. Alphonsa, Yousufguda, Hyderabad.
 St. Andrew's High School, Bowenpally.
 St. Ann's High School, Secunderabad.
 St. Anthony's High School, Himayat Nagar, Hyderabad.
 St. Francis Girls High School, Secunderabad.
 St. Joseph's Public School, Hyderabad.
 St. Patrick's High School, Secunderabad .
 St. Paul's High School, Hyderabad.
 St. Philomena High School, New Bhoiguda, Secunderabad.

Colleges :

Stanley College, Hyderabad.
 St. Francis Junior College, Secunderabad.
 Vijay Marie College of Nursing, Begumpet, Hyderabad.

Hospitals :

Rainbow Hospitals, Hyderabad.
 Vijay Marie, Hospital, Hyderabad.
 Fernandez Child Development Center

Organizations :

Aadita, The Beginning..... Yosufguda, Hyderabad.
 Italia & Associates Hyderabad.
 Ashray-Akruti, Hyderabad.
 Bevcon Wayors Pvt. Ltd., Secunderabad.
 Bhumi, Awakening India, Rasoolpura, Hyderabad.
 TMI Group Ltd., Begumpet.
 Pause for Perspective, Begumpet, Hyderabad.

ADMISSION ELIGIBILITY

Male / Female Graduates from recognized Universities and Professionals with a minimum of 55% marks in aggregate of any back ground are eligible to apply. Candidates who have completed their Bachelors education through Distance Education are not eligible. Computer Skills (using MS Word, MS PowerPoint, receiving and sending emails) are a prerequisite for the course. Candidates who have completed their degree until 2025 are eligible to apply. Students awaiting for exams or results for the academics year 2025-2026 are not eligible to apply.

NUMBER OF SEATS : 30

PROCESS OF SELECTION OF STUDENTS :

Selection committee will make preliminary screening of the applications and the short-listed candidates will be called for a written exam.

Selection Procedure : Exam, Group discussion and Interview.

The Interview examines the attitude, communication skills and readiness of the candidate towards the course.

REGISTRATION FEES :

Form and Registration Fee : Rs. 1500/-

Course Fee : Rs. 80,000/-* (Selected candidates has to pay the course fee by 30th June 2025)

*Semester end Examination Registration fee : 1000/-

*The fee does not include workshops, field trips, Seminars etc. The students will have to pay additionally these. Some of these programs are mandatory for all students to attend.

IMPORTANT DATES

Selection process : Exam, Group discussion and Interview.

Students will be called for a Entrance exam (objective type - 25 marks),

Topic : Basics in Psychology

Reference Book : Understanding Psychology - Robert Feldman.

Exam Date : June 1st week

Group Discussion- mid June

The interview process for admission into the course will be conducted in two batches:

1. Batch 1 - Mid June 2025
2. Batch 2 - June 3rd week 2025
3. Selected students list from both the batches will be posted onto the college website.

CONTACT DETAILS

Dr. Akanksha Agarwal, Course Coordinator

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Mr. Abhishek, Admin Asst. # 9000424880, abhishek@sfc.ac.in

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