

ASSIGNMENT FOR DIPLOMA COURSES IN COUNSELLING

INSTRUCTIONS FOR

THEORY AND PRACTICAL ASSIGNMENTS TO BE CARRIED OUT AS PART OF

INTERNAL ASSESSMENT

1. Theory assignments – write 4 assignments from each paper selecting one topic from each unit. Thus, candidate submits 16 theory assignments in total. 20 marks per paper. == 5×4 units $\times 4$ Papers = 80 marks.

Paper 1	-	4 Units -	one assignment from one unit = 4 Questions
Paper 2	-	4 Units -	one assignment from one unit = 4 Questions
Paper 3	-	4 Units -	one assignment from one unit = 4 Questions
Paper4	-	4 Units -	one assignment from one unit = 4 Questions
Total	-	16 Units	16 Questions

2. For attending Contact Programme – 10 marks per paper - 40Marks.

3. For Internal Assessment – 10 marks per paper – 40 Marks.

4. PRACTICAL ASSIGNMENT – Total 40 marks per paper

- A. **Five** different types of brief case histories. $5 \times 2 = 10$ marks
- B. Using problem checklist, screening inventory, or any suitable test, the student identifies, Assesses and writes **Two** reports for at least two different types of cases. (Eg. Children, adults, students, old) $2 \times 5 = 10$ marks.
- C. Candidate submits verbatim of ONE counselling interview. The report should highlight the Skills used and the critique. $1 \times 10 = 10$ marks.
- D. **Five** reports of Counselling carried out, containing details from problem assessment setting goals to processes and outcome. All five should not be of the same type. (Choose from Education, Marital, Geriatric, Career and Family) $5 \times 4 = 20$ marks.
- E. Interview a client and write the report according to Behavioural Analysis format and plan Suitable behavioural technique. $1 \times 5 = 10$ marks
- F. **INTERNSHIP OF 15 DAYS** $1 \times 20 = 20$ marks

**INTERNSHIP REPORT WILL BE SUBMITTED IN THE MONTH OF JULY
SEPERATELY. (INSTRUCTIONS REGARDING INTERNSHIP AND REPORT WRITING
WILL BE SHARED AFTER PRACTICAL CLASSES)**

INSTRUCTIONS FOR WRITING ASSIGNMENTS. 2025-26

1. All questions carry equal marks.
2. Assignments needs to be handwritten.
3. Each essay could be of around 1000 words.
4. Assignments of all the 4 papers **AND** practical assignments need to be spiral bound together.
Stapled or loose sheets will not be entertained.
5. Certificates of theory and practical assignments (will be shared after practical classes) should be attached in front of the respective assignments.
6. Assignments without signature of the supervisors for practical sessions will **NOT** be considered.
7. References need to be mentioned after each assignment/PAPER.
8. Material written can be supported with pictures and paper cuttings can make more presentable.
9. The assignments can be sent in person or sent through courier or speed post to the following address

The Course Coordinator

MEFFMH

Adjunct to Kateel Ashok Pai Memorial College.

Jnanapatha Campus, Kalyananagara, Opposite to Vajapayee Layout,
Sagara Road, Malligenahalli, Shivamogga – 577205

10. After sending the assignment, please check with the office after a week if the post has been received.
11. Assignments will be returned only after the examinations. Therefore if you require the same for exam preparation ,please take a copy of the same before sending.
12. There is no provision for revaluation of assignments. Marks allotted by the examiners stand final.
13. Assignments need to be submitted during the year of admission itself. Assignments submitted later will not be considered for internal assessment.
- 14. LAST DATE** for submitting assignments is **29/04/2026**. Assignments submitted beyond the due date are subjected mark deduction owing to late submission.