

DHARSHAN COLLEGE
AND RESEARCH INSTITUTE
BANGALORE.

POST GRADUATE DIPLOMA
IN PSYCHOLOGICAL COUNSELING
(Self-financing Course)

PROSPECTUS

2006 – 2007

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PART ONE

1. Prelude

Darshan College & Research Institute established in the year 2002 and situated along the Mysore Road in Kengeri, promotes higher learning in humanities and strives to create a society where people have actualized most of their human and epistemic potentialities. Darshan College & Research Institute, Bangalore offers Masters degree and Doctoral programmes in theology and religious Studies, a post graduate diploma course in psychological counselling and other short term courses in areas like human resource development, spirituality and educational counselling. It has a cell in Inter-religious dialogue under the auspices of which it conducts programmes aimed at creating harmony and peace among the world religions.

2. Mission

The Mission of Darshan College and Research Institute is succinctly expressed in the motto: *jñanenaiva vimuktih*: “Indeed Liberation is through enlightenment”. As the temporal, mundane existence is characterized by *duhkha* (*as we find in the teachings of Buddha*), the eminent sages and prophets have propagated means to alleviate oneself from negative experiences of human existence, and fill life with hope and joy.

DCRIB takes upon itself the task of facilitating growth in human personality and make life meaningful and hopeful to every one who approaches this temple of learning. For this purpose all academic engagement is integrated with experiential knowledge at DCRIB.

3. Introduction to Post Graduate Diploma Course in Psychological Counselling.

The contemporary society in its rash pursuit for development and material progress has given rise to an enormous number of cases of depression due to various reasons. The task of a counselor is to discern the emotional conflicts a person is encountering and help him to realize his potentialities to meet the challenges of good relationships and healthy psychological life.

It is evident that the number of counselors to cater to the essential counseling needs is presently very low. The demand has far exceeded and for this reason, there is a need to provide organized and scientific training in counseling with a view of shaping adequate

number of professional personnel in counseling world, to meet the immediate requirement of our country.

Taking account of today's need of professional service in counseling, Darshan College and Research Institute, Bangalore (DCRIB) has come up with a course in psychological counseling. DCRIB offers a full time course and is conducted over nine months (Semester 1 and semester 2), leading to the award of the Post Graduate Diploma In Psychological Counseling.

This course is designed to train the students to acquire knowledge of and practice in advanced counseling skills and give awareness of the potential ethical issues involved in counseling psychology too. Through this course the learners will be given specialized training on the area of Educational and Career counseling, and enable them to be skilled in that particular area.

Participative learning is an important feature of the programme, as well as special seminars and classes with other professionals including community psychologists, special needs educators, clinical psychologists and educational Counselors. Added to this pupils get a lot of room for personal development, through Individual personal counseling and group therapy, which embark a new outlook and integration of life and experiences.

4. PGDPC: Course Details

- 4.1.Name of the Course: P.G. Diploma in Psychological Counseling
- 4.2.Duration of the Course: 2 Semesters (Nine Months)
- 4.3. Eligibility: Bachelor Degree in any subject and 50% marks in the entrance examination.
- 4.4. . Intake: 15
- 4.5 Subject Code: PGDPC.

5. Admission Procedure

Darshan College has strict admission criteria and rigorous admission procedures. Interested candidates are first required to complete a written application consisting of their educational background, professional experience and a short personal sketch. Candidates short listed for the second round are invited for a written examination which mainly assesses their English language aptitude and their analysis of a case study. The case study will be a hypothetical situation involving a counselling context and the students will be required to provide a strategy for the same. The responses will be assessed on criteria such as sensitivity, logic, critical thinking, justification, concerns of welfare and so forth. Finally, in the final round of selection a personal interview will be conducted with the candidates wherein questions will be asked to elicit the level of their

self-awareness, capacity to learn and apply learnings to diverse contexts, emotional coping skills, presence of prejudices etc. The intentions for seeking admission to the course will be clarified and only those with a genuine interest in helping people and furthering their knowledge in the field will be selected. Applicants who have been unsuccessful in the admission process will be sent a feedback letter explaining the reasons for refusal.

6. Specific Features

First semester of this course intends to lay foundation for the theoretical and practical aspects of understanding psychology and counseling through experiential learning at laboratory and field. This would include (i) Acquisition of theoretical knowledge of psychological Processes, Skills and Techniques of Individual Counseling and Group Process (ii) Practical application of Individual and Group Counseling Skills and in addition, Supervised Training cum Personal and Professional Counseling for developing professional foundation.

The second semester aims at the growth of the learners into a professional counselor. Keeping that as the purpose and focus, the syllabus is designed in such a way that the learners will be trained on psychological assessment, Counselling in different areas of life situations depending on the interest of the student.

A very important requirement for the awarding of the diploma is a minimum of 101 hours of contracted, supervised counselling client work. The Students should complete 101 hours of client work and submit the reports to the supervisor. If a particular student is not able to complete this within nine months of academic period, s/he should extend the course until the 101 reports are completed. Maximum duration of extension permitted is two months.

6.1 Theory Paper

There will be a total of 300 hours of theory for the entire course with eight papers, four for the first semester and four for the second semester. Each theory paper is to be completed within the allotted 35 hours of lectures. Students are encouraged to collect information from the Web and other advanced resources to prepare assignments. Students are also encouraged to make E-mail id of their own so that course materials and Abstracts of the theory papers can be sent to each student much in advance. (see no.21)

6.2 Practical Papers

There are three practical papers in each semester complementing the theory papers framed for this course. The practical classes will be conducted in the respective laboratories under the supervision of the teachers. These papers aim at enabling students to gain skills in conducting individual and group sessions, evaluating the process qualitatively and quantitatively and critiquing. Students are expected to gain on-hand experience for the practical papers from the field. Each practical paper will have 36 hours of staff-student interaction. (see no.21)

7. Personal Development Programmes:

7.1 Personal Counselling

Candidates must undergo at least 15 hours of personal counseling consistent with their core theoretical model from external counsellor recommended by the College. Duration of each session may range between 45- 90 minutes depending upon the nature of the session. This growth oriented personal counseling is compulsory for all students throughout the semester. Personal counseling sessions aim at enabling students to overcome personal issues which often interfere with the practical classes and personal growth. Additional number of hours is also to be allotted for those students who feel special attention. Criteria for appointing counselors are to be decided taking into consideration the theoretical orientation of counselors and their experience in having undergone such personal counseling. The student has to take appointment from the counselor in advance and the date, time and duration of the visit has to be informed to the Programme coordinator. 50% of the payment for personal counselling will be made by the College and remaining 50% should be paid by the student himself.

8 . Professional Development Programmes

8.1 Review Sessions:

Review sessions aim at enabling students to review Biographical books, scientific journals, and Psychology-related films. These sessions may develop skills in creativity and constructive thinking, evaluating, and interpreting various theoretical & counseling skills related aspects.

8.2 Journal Review: Every students should review three research papers related to Counseling theory, skills and techniques. The focus of the review is to be on advancement of theory, skills and technique in the field of counseling, various applications, methodology, etc.

8..3 Book Review: which presents the Biography and autobiography of Psychologists. The focus of the presentation is expected to be on the personal growth of the author for autobiographical books and for the biographical books the review should focus on perception of the authors and the psychologist who is presented as the main character.

8.4 Film Review: Focusing on the theories of personality/ Communications reflecting on the feelings a review report has to be prepared and presented.

9. Attending Seminar / Workshops/ Conference/ Training Programmes:

If the candidate is interested in attending any career/ Professional development program, she/ he can attend the same with the prior permission from the Programme Coordinator on prescribed Performa and submitting the attendance certificate also.

10 Library Work:

Students are permitted to go for library reference works from the field whenever they are free and needed. Students have to obtain prior permission from the Programme Coordinator obtain attendance certificate from the librarian or get the signature of the librarian on the prescribed form stating the date, time and duration of the visit, which has to be submitted to the Programme Coordinator.

11. Learning Methods

The students are expected to complement the lectures on theory papers with self study from library, internet and the course materials provided by the faculty.

The Professors are available to supervise the counselling sessions conducted by the students. The reports are to be submitted every week and each student should spend at least one hour per week with the Supervisor.

12. Total Working Hours (I And Ii Semester)

THEORY	300HRS
PRACTICAL SESSIONS	145 HRS
SUPERVISED TRAINING	240 HRS
ASSESSMENT (EXAMS)	220 HRS
CLIENT WORK	160 HRS
TOTAL	1065 HRS

Note : The Client work under supervision will be continued after the academic year for a maximum of two months in order to complete the required 101 sessions.

13. Attendance

In each semester the student has to attend not less than 75% of classes. The rule is applicable for all academic lectures, seminars, workshops, practicals and internships during each semester. No student will be permitted to appear for examinations if he has fails to have 75% of attendance.

14. Medium Of Instruction:

The medium of Instruction is English.

15. Scheme Of Examination (See the appendix for marks details)

Each subject will have a viva, theory and practical examination. Moreover, the panel for examiners for each of the three components will consist of members internal and external to the college. For instance, each theory exam will be marked by a staff member from

within and without the college. In case of significant discrepancy in the result, the paper will be moderated by another external examiner.

Students will have the option of appealing to an external objective body in case of unfair examination results. Other personal grievances through the duration of the course can be brought to the notice of a complaints committee.

15.1 There shall be a “mid semester examination” for both the semesters as part of **internal assessment** which carries 40% marks-20% for theory and 20% for practicals. The duration of examination for each paper will be 90 minutes. The “end semester examination” carries 60% marks – 40 for theory and 20 for practicals.. The duration of the theory examinations is 2 hours and that of practicals 3 hours.. See the Chart in the appendix for the details. The students are required to submit the practical records, fieldwork reports, case study reports, supervised internships records etc before the end semester examination

15.2 Every theory question paper shall cover all the units of the respective paper. Each question will have sections requiring both short and long answers and will have internal choice, developed to test conceptual skills, understanding skills, comprehension skills, and articulation and application skills.

15.3 Attendance, punctuality and participation in the lecture halls will be duly assessed and 10% marks are awarded for this.

15.4 Preparation and submission of the practical record is compulsory. In case of practical examination, the candidates shall be assessed on the basis of (a) Knowledge for relevant processes (b) skills and operations involved (c) Results/products including calculation and reporting

15.5 The Board of Studies shall notify in the first week of each semester, scheme of internal assessment, containing the details of tests, assignments, and seminars.

15.6 The practical examination will be conducted by both internal and external examiners. Nevertheless if the external examiner is absent, two internal examiners together could conduct the examination.

15.7. The results of all the examinations will be made known to respective students “personally” by the Programme Coordinator.

15.8. Application for re-evaluation of only theory paper(s) shall be accepted within 15 days of the date of declaration of results. Re-evaluation relates to re-totalling and evaluation of only those questions which have not been evaluated.

16. Board Of Studies And Examination

Board of studies and board of examination will be constituted (which shall not exceed nine members) under the directions of the Director of Darshan College. Members are

selected on the basis of their experience in teaching research and practice in the field of psychological counseling.

16.1. The Board of Examiners shall approve the syllabus and organize the academic time – table and propose new methods of teaching and evaluations.

17. Classification Of Successful Candidates

17.1. Important requirement for the eligibility of diploma is the completion of 101 hours of contracted, supervised counselling client work. No diploma certificate or final statement of marks will be issued, unless the student completes this requirement.

17.2 The minimum for a pass in each paper shall be 40%. (Exam. Proper and Internal Assessment put together) and 50% in aggregate of all the semesters put together.

17.3 Successful candidates in each semester shall be classified as follows

Distinction : 75 % and above

First class: 60% and above.

Second class: 50% and more.

18. Provision For The Repeaters

18.1 A candidate is allowed to carry all the previous unleared papers to the subsequent semester.

18.2 Candidates who have failed/remained absent or opt to improve in any one or more papers are called as repeaters. They shall appear for the immediate consecutive examinations

18.3 The candidate shall take the examination as per the syllabus and the scheme of examination in force during the subsequent appearances.

18.4 Improvement is allowed only in theory, practical and field work papers. However, the marks secured in the previous attempt shall be retained if the same is higher. There is no provision to improve internal assessment marks.

18.5 A candidate is permitted to apply for improvement in any paper of the particular semester within 15 days from the date of announcement of results of the semester.

18.6 A candidate should complete the P.G.D.P.C examination within 2 academic years from the year of admission.

19. Fee Structure

The academic fee for 2005 2006 is Rs. 15 000/- per semester which has to be paid through DD drawn in favour of DARSHAN COLLEGE payable in Bangalore. The last date for the payment of fee is the day of commencement of the semester.

1.. Accreditation Fee	Rs.	2500 = 00
2 Tuition Fee	Rs.	10 000 = 00
3. Examination Fee	Rs.	1000 = 00
4. Library Fees	Rs.	1000 = 00

5. Establishment expenses Rs. 500 = 00

Total Rs. 15 000 = 00

20. Ethical Framework for Good Practice in Counselling and Psychotherapy

The Postgraduate Diploma in Psychological Counselling at Darshan College will be organized in complete accordance with the guidelines for ethical conduct laid known by the British Association for Counselling and Psychotherapy. As stipulated, the ethical guidelines will be followed in order to ensure maximum positive benefit to the client, a culturally sensitive treatment of the cases, and assurance of quality in practice and client-practitioner relationship. A fair, just and transparent system will be in place that will prevent any harm to the client, practitioner and corruption of the situation. Systems will also be in place to ensure support for the practitioner in resolution of the difficult cases. The students will pursue their profession with a sense of honour and commitment to doing their best for the client.

21. Equal Opportunities

Darshan College and Research Institute is committed to the promotion of the welfare of its students, staff and clients without any discrimination based on gender, class, ethnicity, race, colour, religion, nationality, age, sexual preference or on any other ground. The course structure, administrative policies regarding admissions, assessment and promotions do not provide any scope for any form of discrimination. In addition, individual staff and students will be required to exercise personal responsibility to ensure effective working of the equal opportunities policy. In case of any transgression of the policy the individual cases will go through a proper redressal committee and appropriate penalties will be imposed. See appendix for a complete document.

22. Syllabus Topics:

22.1 Semester I:

1. Foundations of Psychological Processes (Theory)

This paper intends to create awareness of the theoretical basis of psychology. Candidates will be introduced to basic cognitive, affective, motivational and social processes underpinning behaviour.

2. Foundations of Individual Counselling (Theory)

The emphasis in this paper will be on introducing candidates to process and models involved in individual counselling. Different schools of thought and the particular approaches adopted by them will form the basis of this paper.

3. Foundation of Group Process and Counselling (Theory)

This paper aims at introducing the basic concepts of group counselling, stages of group development, skills and techniques involved in group counselling.

4. Cognitive-Behaviour Therapy (Theory)

This paper will introduce the candidates to the focal model of counselling followed within this particular programme. The assumptions, therapeutic techniques and recovery process within the CBT paradigm will be explained. The candidates will also be taken through the British Association for Counselling and Psychotherapy Ethical guidelines.

5. Individual Counselling Skills and Techniques (Practicals)

The candidates will acquire knowledge of and practice in individual counselling skills. Data recording, case analysis and case evaluation form an integral part of this paper.

6. Group Counselling Skills and Techniques (Practicals)

This paper aims at making candidates effective counsellors in a group setting. Candidates will take their learning from individual and group counselling practicals to the field to work with specific problems.

7. Client Work and Supervision (Practicals)

This module aims at personal and professional growth of the candidates. 160 hours of client work has been set aside through the course of the programme, of which the candidates will spend at least 100 hours on individual counselling and the remaining on group set up. 240 hours have been set aside through the course of the programme for supervised training where the candidate will meet their concerned supervisor to discuss client work.

22.2. Semester II:

1. Psychological Assessment (Theory)

This paper intends to teach assessment procedures for facilitative counselling. It covers aspects related to screening tests, personality assessment and the individual differences therein.

2. Principles of Psychotherapy (Theory)

Even though the focus of the course is on counselling, candidates will be made aware of the concept of psychotherapy and its similarities and differences with counselling.

3. Research Methodology (Theory)

The aim of this paper is to provide an overview of organizing and conducting scientific research. Principles of research design, data collection, data analysis and some statistical analysis forms of the core of this paper.

4. Foundations of Educational and Career Counselling (Specialisation-Theory)

The theoretical aspects related to models, assessment and intervention in the area of educational and career counselling will be provided to the candidates.

5. Assessment in Educational and Career Counselling (Practicals)

The administration, scoring and interpretation of various psychological tests utilized in educational contexts will be the focus of this paper

6. Intervention in Educational and Career Counselling (Practicals)

This paper will provide opportunity to learn about and practice specific intervention techniques in individual, small and large groups settings in educational contexts.

7. Client Work and Supervision (Practical – continuation from semester 1)

PART TWO

Policy on Conduct and Disciplinary Procedure

1. Life in the Academic Community

1.1. Darshan College and Research Institute is a community of Students, Staff and Employees. All the inmates of the College pursue the same goal of academic excellence through study, scholarly inquiry, free discourse and research. As in any community, principles of civility and reasoned interaction must be maintained in the Campus of the College. Thus, procedures for addressing social as well as academic behaviors are needed.

2. General Discipline in the Campus

2.1. The continuance of each student upon the rolls of the University, the evaluation of academic input, and the conferring of the degree etc. are strictly subject to the

disciplinary powers of the University or the Institution to which a particular course has been accredited.

2.2. We expect that in and out of the classroom, on and off campus, each student of the College will act in an honest way and will respect the rights of others. Freedom of expression is an essential part of College life, but it does not include intimidation, threats of violence, or the inducement of others to engage in violence or in conduct which harasses others. We state emphatically that conduct which threatens or harasses others because of their race, sex, religion, disability, sexual orientation, or for any other reason is unacceptable and will be dealt with very severely. Any student who believes he or she has been victimized should speak out and act in accordance with the Grievance Policy of the College.

2.3. While every subtlety of proper behavior cannot be detailed here, examples of some actions that would subject a student to discipline are:

- 2.3.1. Dishonesty in academic assignments or in dealings with college officials, including members of the faculty;
- 2.3.2. Actions that cause or might cause injury to persons or damage to property;
- 2.3.3. Harassment of others in the College community
- 2.3.4. Theft of property;
- 2.3.5. Possession or distribution of illegal drugs;
- 2.3.6. Possession of weapons;
- 2.3.7. Threatening bodily harm.
- 2.3.8. Violating the class room or library (or hostel) rules.
- 2.3.9. Selling or otherwise commercialising courseware (or notes taken in class by a student or distributed to the class by an instructor), syllabi, question banks, exams, etc. Representing any commercial interest on campus or operating any business on campus without authorization from the Director.

3. Procedures

- 3.1. The Director and the Programme Coordinator (PC) of Post Graduate Diploma Course in Psychological Counselling (PGDPC) are responsible for disciplinary affairs concerning all the students of the College.
- 3.2. When sufficient evidence exists, a student is charged with a particular offense and a hearing is scheduled.
- 3.3. The Director, Programme Coordinator of PGDPC and another Faculty appointed by the Director will be present at hearing. They constitute the Disciplinary Committee.
- 3.4. At the hearing, the student is presented with the evidence that supports the accusation against him or her and is asked to respond to it. The student may then offer his or her own evidence and suggest other students to whom the Director might invite for explanation. On the basis of the strength of the evidence and the student's response, the Disciplinary Committee reach a determination and notify the student of its decision after the hearing. The

student can be exonerated, found guilty of the accusations, or found not guilty due to insufficient evidence; if he or she is found to have committed an infraction, the penalty can range from a warning to disciplinary probation to suspension or dismissal. The student may also be barred from certain College facilities or activities.

- 3.5. An accused student has the right to appeal a decision that results from a disciplinary hearing. The appeal must be made in writing within 15 days from the date of communication from the Director to the President of the Governing Body of the College.
- 3.6. In general, information about Disciplinary Committee's proceedings against a student is confidential and may not be disclosed to others. A limited exception to this principle is that the outcome of Disciplinary Committee's proceedings alleging a "sexual assault" must be disclosed both to the accuser and the accused.

4. Policy on Academic Dishonesty

4.1. All the Students of the College are expected at all times to behave in a manner consistent with the values of the discipline of study they pursue. They do not present work of others as their own, and accept credit only for work which they have actually performed (or in the case of co-authorship work to which they have substantially contributed). These principles have direct application to classroom behavior. Below are summaries defining cheating and plagiarism.

4.2. Cheating: Copying from another student's work, or allowing another student to copy from your work, are both considered cheating as they represent accepting responsibility for work one has not performed, or contributing to another's acceptance of credit where credit is not appropriate.

4.3. Plagiarism is the act of presenting as your own work another individual's ideas, words, data, or research material. This includes altering the language, paraphrasing, omitting, and rearranging words to make them appear as your own. This applies equally to written, spoken, or electronic texts, published or unpublished. All ideas and quotations that you borrow from any source must be acknowledged.

4.4. Both cheating and plagiarism are considered to be serious academic offenses that will result in disciplinary action. The College is committed to maintaining an environment of academic integrity and will respond to all known cases of academic dishonesty forcefully.

PART THREE

Internal Complaints Procedure

Darshan College and Research Institute proposes the following Internal Complaints Procedure for its staff, students and employees:

1. Darshan College and Research Institute does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion or any other characteristic protected by state, local or federal law, in our programs and activities. The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the non-discrimination policy: Rev. Edwin Colaco, Saccidananda, P.B. No. 1060, BANGALORE – 560 010; India. .

2. Students who believe they have been subjected to discrimination or harassment in violation of this policy should follow the procedure outlined below. This complaint procedure is intended to provide a fair, prompt and reliable determination about whether the Darshan College non-discrimination policy has been violated.

3. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so with Rev. Edwin Colaco, Rev. Edwin Colaco, Saccidananda, P.B. No. 1060, BANGALORE – 560 010; The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant. In most cases, the person accused of discrimination will be notified of the complaint by the Director of the College.

4. The person accused of discrimination will have fourteen calendar days to respond to the complaint in writing. The signed written response should be submitted to the Director.

5. The Director will investigate the allegations. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.

6. The Director will determine whether a violation of the Darshan College non-discrimination policy has occurred. He will issue a written determination as promptly

as possible. If the Director determines that the policy has been violated, the Director will also recommend corrective action.

7. The decision of the Director may be appealed by petitioning to the President of the Governing Body of the College. The written appeal must be made within twenty calendar days of receipt of the determination letter from the Director. The President, or his designee, will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The President's decision shall be final.

PART FOUR

Policy and Procedures on Grievances

1. INTRODUCTION

All members of the College community are expected to observe high standards of professional conduct and ethical behavior. However in a heterogeneous scholarly community problems may arise. Thus the College articulates its policies and provides effective informal and formal procedures for resolving these problems. The purpose of this policy is to protect the interests of staff, students and employees in the College by providing informal and formal means of seeking resolution in case of an inappropriate action of a member of the faculty or administrative staff or an inappropriate application of the College policy. Any student of the College may informally pursue or formally file a grievance when s/he believes that a decision or behavior adversely affects his/her status as a student.

2. SCOPE AND COVERAGE

Definition of a Grievance

A grievance may arise when a student believes that his/her status as a student has been adversely affected through an incorrect or inappropriate decision or behavior.

3. INFORMAL PROCEDURES

The College policy strongly encourages all students who believe they have a grievance to pursue informal resolution before initiating a formal grievance. They are exhorted to discuss the issue with the faculty or staff member with whom the problem has arisen. If a

satisfactory solution is not forthcoming, the student should use all appropriate avenues, including, but not limited to, discussing the issue with the programme coordinator or the Director.

4. FORMAL PROCEDURES

4.1 . Identification of the Grievance Committee

The Director of the College shall appoint a suitable person as the Executive Officer of the Grievance Cell of the College. The Grievance committee shall be constituted for each complaint as and when required by the Director. It shall have at least three members. The Executive Officer shall be the chairperson of the Grievance Committee.

4.2 Procedures

4.2.1. A student of the College may file a formal grievance with the Grievance Executive Officer. Such a formal grievance should be filed promptly and must be filed in writing within 30 calendar days of the decision or behavior resulting in the grievance.. The written grievance should indicate the parties involved, the action or decision being contested, and the remedy sought.

4.2.2. The executive officer shall define the subject matter and scope of the issues related to the grievance in a written charge to the Director. The primary involved parties shall receive a copy of the charge and notification of the composition of the committee.

4.2.3. The grievance committee's investigation shall include a review of written materials presented and seeking information from the primary involved parties in writing or in person. During a hearing, each of the primary involved parties may make a brief opening statement, and then respond to questions from the committee. The primary involved parties may not question each other directly, but may pose questions through the committee chair. At the end of the hearing, each primary involved party may make a closing statement.

4.3. Within 30 academic calendar days of finalizing the committee, the chair of the grievance committee shall report its recommendations in writing to the Director. In addition, a copy of the committee's report shall be given to the primary involved parties. The Grievance Committee's report shall contain:

4.3.1. a summary of the grievant's contentions and relief sought

4.3.2. the response of the individual against whom or departmental representative against which the grievance was filed

4.3.3. a general description of the investigative process

4.3.4. a citation of relevant policies

4.3.5. an explicit finding of fact based on the preponderance of the evidence with respect to each grievance included in the investigative committee's charge

4.3.6. a listing of the evidence relevant to each finding.

4.3.7. an indication of whether there was a reasonable basis in fact and honest belief for the allegations in the investigated grievance

4.3.8. a recommendation of appropriate redress for the grievant(s) and

4.3.9. any recommended changes in policies and procedures to minimize the probability of recurrence.

4.4. Within 30 calendar days of receipt of the committee's report, the Director shall determine the disposition of the case and communicate the decision to the primary involved individuals. All individuals involved in the investigation have the right to be informed by Director. If the Director determines that the grievance has not been proved or has no merit, he will notify all involved parties and all persons who have been interviewed or otherwise informed that the grievance has been dismissed. If the Director determines that the grievance has been sustained and has merit, he will proceed in accordance with the College statutes and relevant College rules and regulations. The Director may, after consultation with appropriate campus staff, prescribe redress for the grievant. In addition, the Director may initiate modifications of College policies or procedures. The Director shall notify the relevant primary involved individuals (grievant, respondent, grievance committee members) of actions taken. Disagreement between the grievance committee's report and the decision of the Director constitutes grounds for appeal to the President of Governing Council of the College.

4.5. Within 30 calendar days of receipt of written notification of the Director's determination, appeals may be made to the President of the Governing Council of the College. This appeal can be based only upon demonstrated specific deficiencies in the application of College grievance procedure to the student's grievance.

4.6. All original documents and materials concerning the case shall be preserved until a date 5 years beyond the grievant's time limit for completion of the Course. At which time, all identifying information shall be removed from the college archives.

5. GENERAL PROVISIONS

5.1. Confidentiality

All persons involved in administering these procedures will make diligent efforts to protect the reputations, privacy, and positions of all involved persons. These persons include those who file grievances, persons who are alleged in a grievance to have taken inappropriate actions or activities, persons who aided in the committee investigation and College administrators. All of the procedures and the identity of those involved should be kept confidential to the extent permitted by law. However, confidentiality regarding information other than the identity of the grievant need not be maintained if the grievance is found to be false and in particular if dissemination is necessary to protect the reputation of individuals or units falsely accused. Making public the fact that a grievance has been deemed false or unproved is not considered retaliation against the grievant. Protection of confidentiality does not preclude disclosures necessary to redress actions leading to a grievance.

5.2. Standard of Evidence

The grievance committee's decision shall be made on the "preponderance of evidence" standard. Any finding against an individual or department on the subject of grievance must be supported by a preponderance of the evidence.

5.3. Academic Freedoms and Rights of the Parties

5.3.1. It shall be a prime concern of all persons who implement this policy and these procedures to protect the academic freedoms fundamental to the academic enterprise. Among other things, this includes the professional judgments of student performance that are an essential part of the education process. Academic freedom, however, affords no license for the mistreatment of students.

5.3.2. The right of the primary involved individuals shall be specified in the form of a written notice or letter from the Director. The primary involved individuals have the following rights:

5.3.2.1. To receive notice of the identity of the members of the grievance committee.

5.3.2.2. To receive a written statement of the charge including the subject matter being considered by the grievance committee. If additional information emerges during the committee's evaluation that substantially changes the subject matter, the parties shall be informed promptly in writing.

5.3.2.3. To submit statements in writing and to meet with the committee to present information.

5.3.2.4. To consult private legal counsel, or another person who may provide advice at the meetings with the committee. Prior notice of the presence of an advisor must be given and any other primary involved party may request a delay of up to 5 calendar days to arrange for the presence of an advisor.

5.3.2.5. To review and respond to the grievance committee's final report.

5.4. Withdrawal of a Grievance

The grievant may submit a written request to withdraw the grievance at any time. The Director shall decide whether to approve the request. If the withdrawal request is approved, the Director shall notify the primary involved parties and the files shall be destroyed. If the withdrawal request is denied, the grievance shall continue to be processed to a conclusion according to the above procedures.

5.5. Malicious Charges

Bringing unfounded charges in bad faith is a violation of grievance policy. If the grievance committee determines that the allegation(s) in the grievance or the testimony of any person was unfounded and motivated by bad faith, that finding shall be communicated by the Chair person of the committee to the Director. Such finding may be the basis for disciplinary action or other personnel decision in accordance with University rules and regulations.

