

# **Programme Guide**

## **Certificate in Adolescent Health & Counselling (CAHC)**



***School of Health Sciences***  
**Indira Gandhi National Open University**  
**Maidan Garhi, New Delhi - 110068**

## **Certificate in Adolescent Health and Counseling (CAHC)**

### **SCHOOL OF HEALTH SCIENCES (SOHS)**

Certificate programme for Adolescent Health and counselling is a 6 months programme of 14 credits. (Theory 12 credits, practicals 2 credits). The programme is for teachers who are teaching in primary, middle, secondary and higher secondary school or any graduate. This programme has been developed to prepare teachers and parents to help adolescents to develop healthy life style.

**Objectives: The programme will enable the learners to;**

- Strengthen their knowledge in understanding needs and concern of adolescent.
- Build knowledge on physical cognitive, emotional and psychological changes in adolescent.
- Develop skills in handling challenges related to adolescents.
- Identify their role in life skills education and counselling of adolescent.

**Eligibility:** Teacher who are teaching in primary, middle, secondary & higher secondary school or graduates.

**Medium of Instruction:** English

**Duration:** Minimum: **Six** months Maximum: **Two** years

**Fee Structure:** Rs. 2000/- per student (Subject to change)

**Programme Details:** The programme consists of 14 credits (12 credits in theory and 2 credits in practical) and has Two Theory and one Practical course as given below:

<b>Course Code</b>	<b>Course Title</b>	<b>Number of Credits</b>	<b>Total Hours</b>	<b>Counselling Session Hours through WEAS</b>	<b>Practical Contact Hours through WEAS</b>	<b>Self study and Self Activity Hours</b>
CNS-AH 001	Theory Course – 1 Fundamentals of Adolescence	6	180	18	-----	162
CNS-AH 002	Theory Course – 2 Issues & Challenges during Adolescence	6	180	18		162
CNS-AHL 001	<u>Practical</u> Title of the course: Practical Manual on Adolescent Health	2	60	-----	8 (1 days)	52

## EVALUATION

For Theory Courses:

Continuous Evaluation for theory will be through assignments

Assignment to be submitted by student at study centre,

Summative evaluation for theory will be through university Term End Examination.

Offline Term end examination for theory will be June and December every year.

For Practical Courses:

Continuous Evaluation for practical's through self activities and supervised activities.

Practical activities in the form of self activities (as per guidelines given in manual) student need to complete the files and submit at study centre.

Student need to prepare Prepare a case study on selected Adolescent as per the guidelines given in section 4.6 as supervised practical activity and need to submit case study file and do presentation

Supervised activity will be evaluated by academic counsellor

Note : Students are required to do the presentation of the case study in your programme study centre in front of peer group (through virtual mode). Preparation of case study and presentation carries 100 marks.

Final practical examination and Viva voce will be conducted by programme coordinator (through virtual mode).

### Syllabus of the course

The programme consists of 14 credits (12 credits in theory and 2 credits in practical) and has Two Theory and One Practical course as given below:-

#### **Theory Courses- Total Courses-2**

<b>For theory course -1</b>	<b>For theory course – 2</b>
<b>Title of the course: Fundamentals of Adolescence</b>	<b>Title of the course: Issues &amp; Challenges during Adolescence</b>
<b>Total Blocks - 4</b> <b>Block – 1      Adolescence- An overview</b> Unit – 1      Introduction to Adolescence Unit – 2      Needs and Concerns of Adolescents Unit – 3      Policies and programme	<b>Total Blocks - 4</b> <b>Block -1      Health issues of Adolescents</b> Unit – 1      Health and Hygiene (Including Menstrual Hygiene) Unit – 2      Nutrition Unit – 3      Substance Abuse
<b>Block – 2      Growth and Developmental During Adolescence</b> Unit – 1      Physical Changes in Boys and	<b>Block - 2      Psychosocial Issues of Adolescence</b> Unit – 1      Adjustment and Conduct

Unit – 2	Girls	Unit – 2	Peer Influence
Unit – 3	Cognitive Changes	Unit – 3	Stress
Unit – 3	Emotional and Psychosocial Changes	Unit – 4	Depression and Suicide
		Unit – 5	Media Influence (Pornograph)
<b>Block – 3</b>	<b>Reproductive and Sexual Changes.</b>	<b>Block - 3</b>	<b>Reproductive &amp; Sexual Health Issues</b>
Unit – 1	Structure and Functions of Male Reproductive Organ (Changes)	Unit – 1	RTI/STI and HIV & AIDS
Unit – 2	Structure and Functions of Female Reproductive Organ (Changes)	Unit – 2	Sexual Harassment /violence
Unit – 3	Pregnancy	Unit - 3	Early marriage & Teenage pregnancy
		Unit - 4	Unsafe Abortion & Contraception
<b>Block – 4</b>	<b>Adolescent Sexuality.</b>	<b>Block - 4</b>	<b>Teachers Role and responsibilities for Adolescents</b>
Unit – 1	Sex and Sexuality	Unit – 1	Life Skills (Personality development)
Unit – 2	Gender	Unit – 2	Communicating with Adolescents
Unit – 3	Myths and Misconception Related to Sex and Sexuality	Unit – 3	Guidance and Counselling
		Unit – 4	Counselling strategies and skills
		Unit – 5	Scholastic Issues (Career Plan)

### For practical course

#### Title of the course: Practical manual on Adolescent Health

- Practical – 1 Health Assessment of Adolescents
- Practical – 2 The Assessment of Specific Problems in Adolescents.
- Practical – 3 Counselling With Adolescents
- Practical – 4 Case study

#### In Practical – 1

- Activity 1** Assessment of issues and concerns of the developmental stages
- Activity 2** Helping the students to do Self assessment for self esteem
- Activity 3** Assessing interpersonal relationship
- Activity 4** Psychosocial assessment
- Activity 5** Assessment for Emotional factor
- Activity 6** Assessment for cognitive development

#### In Practical – 2

- Activity 1** Assessment of adolescent for depression
- Activity 2** Assessment of adolescent for any suicidal ideation

**Activity 3**      Assessment of adolescent for the Post traumatic Stress Disorders

**Activity 4**      Assessment of adolescent for the Phobic Disorders

**Activity 5**      Assessment of adolescent for the Sexual Abuse & Harassment

**Activity 6**      Assessment of adolescent for the Substance Abuse Disorders

**Activity 7**      Assessment of adolescent for the Eating Disorders

### **In Practical – 3**

**Activity 1-** Classify the problems faced by at least 10 adolescents and tabulate the measures required to solve their problems. Identify the best suited measure among adolescents.

### **In Practical – 4 Preparation of Case Study**

## **EVALUATION**

For Theory Courses:

Theory Courses

For theory courses, evaluation comprises three aspects:

1. **Self-evaluation check your progress** exercises (non-credit) within each unit of study material.
2. **Continuous evaluation through assignments (Tutor Marked).** In the final results all the assignments carry 30 percent weightage. Assignment to be submitted by student at study centre,
3. Summative evaluation for theory will be through university Term End Examination. Offline Term end examination for theory will be June and December every year. **Term-End Examination** for each course with a **weightage of 70%**. In order to **successfully complete a theory course**, the student **must obtain at least ‘50%’ in each assignment separately and ‘50%’ in the Term-End Examination (TEE) separately in each course.**

**For Practical the Evaluation consists as two aspects:**

- 1) Continuous Evaluation for practical's through self activities and supervised activities.

Practical self activities (as per guidelines given in manual) student need to complete the files and submit at study centre.

As supervised practical activity Student need to prepare a case study on selected Adolescent as per the guidelines given in section 4.6 and need to submit case study file and do presentation

Self and Supervised activity will be evaluated by academic counselor.

Note: Students are required to do the presentation of the case study in your programme study centre in front of peer group (through virtual mode). Preparation of case study and presentation carries 100 marks.

Continuous assessment during field work will carry 50 percent weightage (25 percent for self-activities and 25 percent for supervised activities). Students are required to score 50 percent marks in self-activities and 50 percent marks in supervised activities separately.

ii) Final Practical Examination will carry 50 percent weightage which will be conducted through virtual mode by internal and external examiner in the subject. Students are required to score 50 percent marks separately in the final practical examination to be declared successful.

### **Assignment**

There are two assignments (one for each theory course). The answers to assignment questions are to be based on your own judgement and experiences as a student. You should not reproduce the text materials or copy the information from other sources. However, you may use the course material and any other sources of information you have for ready reference. But, the answer should be in your own words and should reflect your own ideas.

You will have to do one assignments for each course. **Each assignment carries 100 marks.** Irrespective of the year of registration you need to submit the latest assignments uploaded on the website. **Please note that your assignment responses carry 30% weightage towards the final evaluation of each theory course.**

If you do not complete the assignments according to time schedule of assignments of the relevant academic session, then you have to attempt the assignment questions of the next session and submit the assignment responses according to the schedule of that session. Irrespective of the year of registration you need to submit the latest assignments uploaded here.

The student is required to score 50 percent marks in each Assignments separately

### **For Practical Courses:**

- There is one practical course for 2 credits has one block.
- CNS-AHL- 001 Block has 04 practicals
- First introduction to the course is given followed by introduction to the practical manual.
- Each practical unit has a structure, introduction and objectives to be achieved, content and steps to follow to carry out the practical and other related activities.
- At the end of the practical block(page-47-48), a list of self activities (Total -3) and supervised activities ((Total -1) with number of hours to be spent and marks weightage is given for the reference
- Carry out supervised activities with academic counsellor during practical contact sessions and complete the self activities at School/ Home/ Neighborhood/ Friends
- Student will submit the Self Activities file to the Academic Counsellor for evaluation and Supervised Activities will also be evaluated by the Academic Counsellor during supervised practical contact session.

### **Please Note that:**

Continuous assessment during field work will carry 50 percent weightage (25 percent for self-activities and 25 percent for supervised activities). Student are required to score 50 percent marks in self-activities and 50 percent marks in supervised activities separately.

## **List of FAQs related to your programme.**

### **Certificate in Adolescent Health and Counseling (CAHC)**

#### **FREQUENTLY ASKED QUESTIONS**

1. How would this programme benefit?

This programme has been developed to help teachers and parents for understanding needs and concerns of adolescent. It will also help teachers to identify related issues and challenges and their possible solution to help adolescents to enjoy their adolescence phase with less harm to their personality.

2. Who is the target group for this programme?

Teacher who are teaching in Primary, middle, Secondary and higher secondary school and graduates.

3. What is the eligibility for this programme?

Teacher who are teaching in Primary, middle, Secondary and higher secondary school and graduates.

4. What is the fee for the programme?

Rs. 2000/- (Subject to change)

5. What is the duration of the programme?

Minimum 6 Months, Maximum 2 Years

6. Is there any age limit for admission?

No age limit

7. What is the medium of teaching of programme?

English

8. When the session starts?

January and July

9. Where is the common prospectus and admission form available?

Common Prospectus is available at IGNOU Website

10. When to submit the admission form?

As per the date given by the university at IGNOU Website for respective sessions

11. Where to submit the admission form?

Online at IGNOU Website

12. Who will provide study material?

Material will be available in soft copy at Web Enabled Academic Support (WEAS) portal .You will be provided with the link to join the portal

**Note: It is mandatory for Student to provide E-Mail ID made up in Gmail account to avail the academic support**

13. How many credits are there for the programme?

14 Credits – 12 Theory and 2 Practical

14. How many courses are there in this programme?

Theory – Two; Practical – One

15. How many days for contact sessions?

36 hours or 06 days theory and 6 to 8 hours or 1 to 2 days practical compulsory

16. When the contact session held?

As per the schedule made by the Programme coordinator will be informed to learners in mail .

17. Where are the contact sessions held?

Through Web Enabled Academic Support (WEAS) portal .You will be provided with the link to join the portal

**Note: It is mandatory for Student to provide E-Mail ID made up in G-Mail account to avail the academic support**

18. Is it compulsory to attend contact sessions?

75% Attendance is compulsory for theory and 90% for practical contact sessions

19. Where to get assignment?

Through Web Enabled Academic Support (WEAS) portal or Download from IGNOU Website under Student Zone-----Assignment

20. Number of Assignments to be submitted?

Total 2 assignments (1 for each course)

21. Where to submit the assignment?

In Google Classroom link will be shared to learners .

22. When to submit assignment?

Before or on the date mentioned on the assignment



23. In case not able to submit assignment of current session then which session assignment to submit?

Next session assignment to be submitted

24. Is it compulsory to submit assignment before TEE?

Yes

25. Where to submit the self and supervised practical file?

In Google Classroom link will be shared to learners .

26. When to submit the practical file?

Date given by the programme coordinator

27. Where to get Term End Examination form?

Regional Centre or Website

28. Where to submit TEE form?

Respective Regional Centre

29. What is the TEE fee?

As per IGNOU norms

30. When to submit the TEE form?

As per the date mentioned by Student Evaluation Division, confirm date at IGNOU website or from Regional Centre. It should be signed by PIC for submission of assignment

31. When is TEE held?

In December and in June

32. When to appear again if not able to appear or pass current TEE?

Next June or December as maximum period is 2 years

33. When will I get hall ticket for TEE?

At least one week before term end examination

34. Where to get hall ticket for TEE?

By post or download from the IGNOU website

35. Is it compulsory to carry identification card during TEE?

Yes

36. What is the medium of TEE?

English

37. Is it compulsory to pay examination fee again if have to reappear?

Yes

38. When practical final examination is held?

After completing practical contact sessions.. As per the date fixed by programme coordinator

39. Where practical examination is held?

Online through WEAS portal

40. Is there fee for practical examination?

No separate fee to be paid

41. How to get my complete grade card?

At IGNOU website; Student Evaluation Division will issue

42. Who will complete my grade card if not completed?

Student Evaluation Division when marks are sent by Programme In-Charge and Regional Centre

43. How to get Certificate after completing the programme?

Student Evaluation Division will issue after paying the fee as per university norms

**(Please provide FAQs relevant for prospective learners) For reference you may visit**

**FAQs section on this page <https://sites.google.com/ignou.ac.in/weas/cpahm?authuser=0>**

## **Know Your Programme Coordinator**

**Programme Coordinator:** Dr. Laxmi, Associate Professor, SOHS

### **Primary Contacts**

Name of Programme Coordinator: Dr. Laxmi,

Name of School: School of Health sciences (SOHS)

Address: Room No. 146, D Block, School of Health Sciences,

Indira Gandhi National Open University (IGNOU), Maidan Garhi, Delhi 110068

Phone: 011-29572846

Mobile: 9911853355

Email: [cahc@ignou.ac.in](mailto:cahc@ignou.ac.in)

