

ADMISSION NOTICE

**UNIVERSITY SCHOOL OF MANAGEMENT STUDIES
GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**

**ANNOUNCES ADMISSIONS
TO
CERTIFICATE COURSES IN BEHAVIOR TESTING AND TRAINING**

I. Basic Course in Behavior Testing (2 Months)

Programme Objectives	The course is aimed at training participants with the basics of behavior testing and proficiency in administering few well known psychometric tests.
Eligibility	<p>Any one of the Following</p> <ul style="list-style-type: none">▪ Bachelors in management or other allied disciplines.▪ Masters in Management or other allied disciplines.▪ Post Graduation Diploma (equivalent to masters degree) in Management or other allied disciplines <p>(Allied disciplines include sociology, psychology, msw and anthropology)</p> <p>Merit List for admission will be prepared on following basis: Maximum credits would be 110.</p> <ol style="list-style-type: none">1. Percentage of marks in Graduation would equate for credits out of 100.2. 5 credits for Post Graduate Degree / 2 years Post Graduate Diploma.3. 1 credit each for per year of experience up to five years.
No. of seats	30
Duration of Course	Two Months
Timing	Weekends (3 hours for 8 Saturdays)
Course Fee	Rs. 10,000/-
Course Structure	<p><u>PSYCHOMETRIC TESTING</u></p> <ul style="list-style-type: none">• Introduction to Behavior Testing• Learning to Establish Rapport with the Client• Learning the importance of Test Instructions and Sensitivity• Learning how to Administer Test and Handle Questions/Doubts• Scoring and Preparing Results

	<ul style="list-style-type: none"> • Conveying Results • Developing Sensitivity for conducting test • Ethical Issues involved in Psychometric Testing • Proficiency in 8-10 Psychometric Tests like <ul style="list-style-type: none"> ✓ 16 PF Personality Test ✓ Motivation Analysis Test ✓ MBTI ✓ Interest Test ✓ Emotional Intelligence Questionnaire ✓ Conflict Resolution Styles ✓ Interpersonal Behavior Test, etc.
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II. Advanced Course in Behavior Testing (4 Months)

Programme Objectives	The course is aimed at developing expertise with the advanced training of behavior testing and skills to deal with problem employees.
Eligibility	<ul style="list-style-type: none"> ▪ Bachelors in management or other allied disciplines. ▪ Masters in Management or other allied disciplines. ▪ Post Graduation Diploma (equivalent to masters degree) in Management or other allied disciplines <p>(Allied disciplines include sociology, psychology, msw and anthropology)</p> <p>Merit List for admission will be prepared on following basis:</p> <p>Maximum credits would be 110.</p> <ol style="list-style-type: none"> 1. Percentage of marks in Graduation would equate for credits out of 100. 2. 5 credits for Post Graduate Degree / 2 years Post Graduate Diploma. 3. 1 credit each for per year of experience up to five years.
No. of seats	30
Duration of Course	Four Months
Timing	Weekends (3 hours for 16 Saturdays)
Course Fee	Rs. 25,000/-
Course Structure	<p><u>HIGHER ORDER PSYCHOMETRIC TESTING AND PROJECTIVE TESTING</u></p> <ul style="list-style-type: none"> • Introduction to Higher Order Psychometric and Projective Testing • Learning to Establish Rapport with the Client

	<ul style="list-style-type: none"> • Learning the importance of Test Instructions and sensitivity • Learning how to Administer Test and Handle Questions/Doubts • Scoring and Preparing Results • Conveying Results • Developing Sensitivity for conducting test • Ethical Issues involved in Higher Order Psychometric and Projective Testing • Proficiency in 8-10 Psychometric Tests and Proficiency in 2 Projective Tests. • Basic Training in counseling for handling problem employees. • Psychometric Tests include: <ul style="list-style-type: none"> ✓ 16 PF Personality Test ✓ Motivation Analysis Test ✓ MBTI ✓ Interest Test ✓ Emotional Intelligence Questionnaire ✓ Conflict Resolution Styles ✓ Interpersonal Behavior Test, etc. • Projective tests include: <ul style="list-style-type: none"> ✓ Thematic Apperception Test (famously known as TAT) ✓ Word Association Test (famously known as WAT)
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III Admission Forms:

The Application form for admission can be obtained from the office of the University School of Management Studies, GGSIPU, or downloaded from the University website. The duly filled application form will need to be submitted along with a demand draft of Rs. 200/- in favour of Registrar, Guru Gobind Singh Indraprastha University, Delhi, payable at Delhi. The duly filled admission form along with enclosures must reach the University School of Management Studies Block D, Guru Gobind Singh Indraprastha University, Dwarka Sec 16 C, Delhi-110078 on or before **May 22, 2012**.

IV Schedule for Admissions:

Sr. No.	Activity	Date
1	Date from which Admissions Forms are available on University website or USMS office.	April 23, 2012
2	Last date for Submission of Application Form	May 22, 2012
3	Announcement of Merit List for Admission	May 24, 2012
4	Date for Admission Counselling	May 28, 2012
5	Date of Commencement of Course	June 02, 2012

V. LIST OF ENCLOSURES WITH THE APPLICATION FORM

The following documents are required to be submitted along with the application form.

1. Attested copy of degree certificate and marks-sheet of the qualifying examination clearly showing the marks obtained by the candidate in the degree.
2. Self attested Photograph.
3. A demand draft of Rs. 200/- in favour of Registrar, Guru Gobind Singh Indraprastha University, Delhi, payable at Delhi

☞ **Note:** The applicants are advised to retain a photocopy of the duly filled-in Application Form before the same is submitted to the University.

VI. DOCUMENTS REQUIRED FOR ADMISSION AT THE TIME OF COUNSELING

At the time of admission the full fees of the course is to be paid in the form of demand draft only.

1. Bank Draft of requisite fee for the course in favour of Registrar, Guru Gobind Singh Indraprastha University payable at Delhi. Write the name of the candidate, name of the programme on the back of Bank Draft(s).
2. Degree certificate and marks-sheet of the qualifying examination

☞ **Note:**

1. The Original Certificates will be returned to the candidates after verification.
2. In case any of the above document(s) is/are in any language other than Hindi / English, then authentic translation in English / Hindi shall have to be produced duly verified by the issuing institution/gazetted officer/(original and photocopy) by the candidate at the time of Counselling/Admission.

VII. COUNSELING/ADMISSIONS

The counseling schedule has been given in the admission notice and no separate intimation

will be sent to the candidates in this regard. All the admissions will be made through the counselling to be conducted by the University.

Procedure For Admission Through Counseling

- (i) The candidates should report at the notified venue, time for counseling/admission in-person along with the required documents. On reaching the venue, the candidates must mark the Attendance. Allotment of seats to the candidates will be made only when he/she attends the counseling session in person.
- (ii) Firstly, the candidates will be called in order of merit/rank and shall have to produce the required documents for verification. Depending upon the merit, the seats will be offered to the candidates as per availability at that point of time.
- (iii) Admission Officer will give a duly signed Admission Slip after the deposition of the full fee by the candidate.
- (iv) The candidates are also advised, in their own interest to check the details of fee, their name, programme, etc. on Admission Slip issued to him/her by the Admission Officer before leaving the counseling hall.
- (v) Admissions will be made strictly on merit basis (Rank wise) and counseling/admissions will stop when all the seats get filled-up.
- (vi) A candidate who is allotted a seat will be required to pay full fee immediately on the spot at the time of counseling/admission. If a candidate fails to pay the fee, as mentioned above immediately after the seat is offered to him/her, the offer will be withdrawn on the spot and the seat will be allotted to the next candidate in the merit list. Part payment or payment through cash/cheque will not be accepted under any circumstances.

FOR FURTHER INFORMATION PLEASE CONTACT:

University School of Management Studies (Block D)

Guru Gobind Singh Indraprastha University

Dwarka, Sec 16 C, Delhi-110078

Phone: 25302604,2532621

EMAIL: usms.dean@gmail.com



Guru Gobind Singh Indraprastha University, Delhi
Application Form

For
Certificate Course in Behavior Testing and Training
(June 2012 Batch)

Affix self
attested
passport size
photograph here

1. NAME OF THE COURSE: _____

2. CANDIDATE’S NAME (in capitals)

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3. COMPLETE POSTAL ADDRESS IN CAPITAL LETTERS. (Please do not repeat name)

STATE

PINCODE

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EMAIL

FAX

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4. DATE OF BIRTH

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5. ELIGIBILITY QUALIFICATION (TICK WHICHEVER IS APPLICABLE):

- BACHELORS IN MANAGEMENT OR OTHER ALLIED DISCIPLINES.
- MASTERS IN MANAGEMENT OR OTHER ALLIED DISCIPLINES.
- POST GRADUATE DIPLOMA (EQUIVALENT TO MASTERS DEGREE) IN MANAGEMENT OR OTHER ALLIED DISCIPLINES.

(Allied disciplines include sociology, psychology, msw and anthropology)

6. DETAILS OF EXAMINATION PASSED

Examination	Degree	Board/ University	Year	Name/ Address of the Institution	Percentage of Marks (%)
Qualifying Degree (Graduation)					
Other Qualifications (if any)					

Note: Please attach attested photocopies of the marks-statement of the qualifying examination(s)

7. WORK EXPERIENCE:

Total Experience: _____

(Completed years as on 30.04.12)

Sr. No.	Organization	Designation	Worked	
			From	To

8. DETAILS OF DEMAND DRAFT FOR SUBMISSION OF ADMISSION FORM

AMOUNT: _____ **DD NO.** _____ **BANK/BRANCH** _____

9. I hereby solemnly and sincerely affirm that I fulfill the eligibility conditions prescribed by the university and that the statements made and information furnished by me in this application form are true and correct and I have not withheld any information. If it is found at a later stage that any information furnished herein is fraudulent, incorrect or untrue, I realize that I am liable to prosecution and that the admission to the course shall be cancelled. I agree to abide by the rules and regulations and other provisions notified by the University. I am also aware that my admission is provisional and is subject to verification of my eligibility. I agree to attend all the classes to be held for the course.

Date: _____

Signature of the Candidate _____