

**PG Diploma in Guidance and Counselling (2023-24)**

**Semester-I**

**PAPER- I**

**COURSE CODE: PGDGC 01**

**COURSE TITLE: INTRODUCTION TO GUIDANCE**

**Total marks=100**

**External =75**

**Internal = 25**

**UNIT PLANNING(2023-24)**

<b>Months</b>	<b>Topics</b>	<b>Methods</b>	<b>Time Allotted</b>	<b>Resources</b>
<b>August</b>	<b>Unit I MEANING, TYPES &amp; EMERGING TRENDS OF GUIDANCE</b> 1. Guidance; Meaning, aims, principles and needs of Guidance services..	Lecture cum discussion Sessional Assignment	6 lectures	Guidance And Counselling by Sodhi,Suri; Aggarwal,JC, Sidhu,HS, PPTs and Pdf of the various topics (on MOODLE).
<b>September</b>	2. Types of guidance: Personal, Social, Educational, Career, Leisure time, Health and guidance for children with different abilities. 3. Emerging trends of Guidance.	Lecture cum discussion	6 lectures  3 lectures	
<b>October</b>	<b>Unit II COMPONENTS AND ORGANISATION OF GUIDANCE SERVICES</b> 1. Individual Inventory service 2. Information service  3. Counseling service	Lecture cum discussion	8 lectures	
<b>November</b>	<b>Organization of Guidance Programme</b>  <b>1. Essential requisites of Guidance Programme</b>	Lecture cum discussion	2	Guidance And Counselling by Sodhi,Suri;
	<b>2. Organization of guidance programme for elementary schools</b>	Lecture cum discussion	2	Aggarwal,JC, Sidhu,HS,

	<b>3. Organization of guidance programme for secondary schools</b>	Lecture cum discussion	2	PPTs and Pdf of the various topics (on MOODLE).
	<b>4. Role of teachers, guidance personnel in organization of the guidance programs.</b>	Lecture cum discussion	2	PPTs and Pdf of the various topics (on MOODLE).
<b>December</b>	<b>1. Skill of using Information Technology and Internet</b>  <b>2. Use of online testing for education and career information</b>	Lecture cum discussion	4  4	Aggarwal,JC, Sidhu,HS,
	<b>3. Resource sharing: Human, Financial and Infrastructural, Management of resources in guidance programme.</b>	Lecture Cum Discussion	8	Aggarwal,JC, Sidhu,HS,

#### **PRACTICUM/ WORK BASED LEARNING**

**Marks:15**

Plan, organize and disseminate information using any one service using different mediums and methods e.g. Posters, pamphlets, multimedia presentation, interactive sessions, talks, workshops etc.

#### **PAPER- II COURSE CODE: PGDGC 02**

**COURSE TITLE: Introduction to Counselling**

**Total marks=100 External =75 Internal = 25**

#### **OBJECTIVES:**

- 1. The contents in this paper will help the students:**
- 2. To understand the meaning, types and techniques of counselling**
- 3. To learn about theories of counselling**
- 4. To develop counselling skills in conducting counselling sessions**
- 5. To learn about new emerging areas of counselling**
- 6. To make the students aware of maladjustment and the concept of adjustment.**

<b>Months</b>	<b>Topics</b>	<b>Methods</b>	<b>Time Allotted</b>	<b>Resources</b>
<b>August</b>	Meaning, historical development and Importance of counselling  Types: Individual and Group counselling.  Approaches of counselling: Directive, Non directive. Eclectic counselling.	Lecture cum discussion Sessional Assignment  Lecture cum Discussion	4 Lectures  4 Lectures  4 Lectures	Haffer, L.F. & Shoben, E.J. (1970).The Psychology of Adjustment. Boston: Houghton Mifflin Sharma, A.S. (2000). Counseling Psychology. New

	<p>Techniques in counselling: Testing and Non Testing techniques</p> <p>The counsellor-Qualities of effective counsellor, self renewal: preventive burnout, ethical standards and legal considerations in counselling</p>		<p>4 Lectures</p> <p>4 Lectures</p>	<p>Delhi: Commonwealth Publisher. Shertzer, Bruce &amp; Stone Shelly C (1974). Fundamentals of Counselling. London: Houghton Mifflin Company Boston.</p>
<b>September</b>	<p>THEORIES OF COUNSELLING</p> <p>1. Psychoanalytic theory (Sigmund Freud) 2. Self concept/actualization theory (Maslow) 3. Rational emotive theory (Albert Ellis) 4. Indian therapeutic approach (Yoga and meditation) 5. Behavioristic Theory (Aarna Beck)</p>	<p>PowerPoint Presentation</p> <p>Lecture</p> <p>Discussion &amp; Demonstration</p>	<p>4 Lecture</p> <p>5 Lecture</p> <p>3 Lecture</p> <p>5 Lecture</p> <p>3 Lecture</p>	<p>Patterson, C.H. (1973). Theories of Counseling and Psychotherapy.</p> <p>N.Y. Harper and Row</p> <p>Study Material of USOL, PU Chandigarh.</p> <p><a href="https://counseling.education.wm.edu/blog/counseling-theories-and-approaches">https://counseling.education.wm.edu/blog/counseling-theories-and-approaches</a></p>
<b>October</b>	<p><b>ADJUSTMENT AND MENTAL HEALTH</b></p> <p><b>1. Meaning and process of adjustment, adjustment mechanisms, adjustment problems of children and adolescents.</b></p> <p><b>2. Causes of maladjustment, physical, emotional, mental and social.</b></p> <p><b>3. Differences between adjusted and maladjusted adolescents, criteria of good mental health, role of counsellor in developing good mental health</b></p> <p><b>4. Techniques of stress management, conflict resolution and mediation and violence prevention programs</b></p>	<p>Assignment on the topic 1</p> <p>Lecture cum discussion</p> <p>Seminar on the topic of stress management from classmates</p>	<p>2 Lecture</p> <p>4 lectures</p> <p>2 lectures</p> <p>4 lectures</p>	<p>Shaffer, L.F. &amp; Shoben, E.J. (1970). The Psychology of Adjustment. Boston: Houghton Mifflin</p> <p>Sharma, A.S. (2000). Counseling Psychology. New Delhi: Commonwealth Publisher. Shertzer, Bruce &amp; Stone Shelly C (1974). Fundamentals of Counselling. London: Houghton Mifflin Company Boston.</p>
<b>November</b>	<p>COUNSELLING SKILLS</p> <p>I. Building Trust: Listening, attending, building rapport, demonstrating empathy, observing</p> <p>II. Interview: types of Interview, procedure of conducting interview: preparation, process, interpretation, recording, termination</p>	<p>Lecture cum Demonstration Classroom Seminar</p> <p>Lecture cum Discussion</p>	<p>4 Lectures</p> <p>4 Lectures</p>	<p>Arbuckale, D.S. (1965). Counseling: Philosophy, theory and practice. Boston Allyn and Bacon</p> <p>Carroll, Michael &amp; Walton Michael, Ed.(1997). Handbook of counseling in organizations. New Delhi: SAGE</p>

	<p>III. Special concerns in counseling: Substance abuse, Drug addition, HIV AIDS, Child abuse ,Cyber-bullying, Counseling for aging population</p> <p>IV. Preparation for family life (parenting and child rearing) ,Emerging trends and areas in counselling</p>		<p>4 Lectures</p> <p>4 Lectures</p>	<p>Publications. India Pvt. Ltd. Chandra Ramesh, (2002). Guidance and counselling. Delhi: Kalpaz Publications. Geldard, Kathryn &amp; Geldard, David (1997). Counselling children- A practical Introduction. New Delhi: Sega Publications. Gibson, R.L. &amp; Mitchell M.H.(2008). Introduction to Counselling and Guidance. New Delhi: Pearson Publications. Self made e- content</p>
<b>December</b>	<p>PRACTICUM/ WORK BASED LEARNING</p> <p>Prepare a plan for Peer counselling on Hypothetical problem and conduct under supervision and submit a report</p>	<p>Discussion along with demonstration</p>	4 Lectures	

**PAPER- III COURSE CODE: PGDGC 03**  
**COURSE TITLE: EDUCATIONAL AND PSYCHOLOGICAL APPRAISAL**  
**Total marks=100 External =75 Internal = 25**

Months	Topics	Methods	Time Allotted	Resources
<b>August</b>	<p><b>PSYCHOLOGICAL TESTING:</b> History of Psychological Testing. The nature and uses of psychological tests.</p>	<p>Lecture cum discussion Sessional Assignment</p>	2 lectures	Psychological Testing by Anastasi
	<p>Test standardization: procedure, reliability and validity</p>	<p>Lecture cum Discussion</p>	3 lectures	
<b>September</b>	<p>Interpretation of test scores: Qualitative and Quantitative. Ethical and social issues in testing</p>	<p>Lecture cum discussion</p>	3 lectures	Statistics in Education by Garret and Psychological Testing by Freeman
	<p><b>ADMINISTRATION AND INTERPRETATION OF STANDARDIZED PSYCHOLOGICAL TEST:</b> Intelligence: Verbal, Non-Verbal &amp; Performance tests 2. Personality: Self report inventories, projective tests, scales, situational test. 3. Aptitudes: Differential &amp;</p>	<p>Lecture cum lab work</p>	6 lectures	Advanced Educational Psychology by S.k. Mangal

	Specific abilities (DAT, Music, Art, Science. Maths, Teaching)			
	Interests: Educational and Vocational 5. Adjustment	Lecture cum Lab work	3 lectures	
<b>October</b>	<b>ACHIEVEMENT AND DIAGNOSTIC TESTS</b> Achievement test: Use of teacher made and standardized subject specific tests	Lecture cum discussion	4 lectures	Measurement and Evaluation by R.A. Sharma
	Diagnostic test: Learning difficulties; Behaviour problems	Lecture cum discussion	2 lectures	
	Administration and interpretation of achievement and diagnostic tests.	Lecture cum Discussion	4 lectures	Statistics in Education by S.K. Sahu
<b>November</b>	<b>USING TESTS AND NORMS</b> Descriptive statistics: measures of central tendency, percentiles, measures of variability.	Lecture cum Demonstration	4 lectures	Self made e-content
	Norms: concept and purpose	Classroom Seminar	2 lectures	
	Types of Norms: grade, age, gender, stanines, mean, S.D., deciles and percentiles.	Lecture cum Discussion	4 lectures	Statistics in Education by S. K. Sahu
	House Tests			
<b>December</b>	<b>PRACTICUM/ WORK BASED LEARNING</b> Administration of any two tests out of following: Intelligence, Personality, Aptitude, Interest and Adjustment	Lab Work	4 lectures	Manual, Test Booklets, Scoring Keys etc.

**Semester-II**

**PAPER- IV**

**COURSE CODE: PGDGC 04**

**COURSE TITLE: COUNSELING CHILDREN AND ADOLESCENTS WITH DIFFERENT ABILITIES**

**Total marks=100 External =75 Internal = 25**

**OBJECTIVES:** The contents of this course will enable the students to master the techniques of:

- Understanding the needs and problems of children and adolescents with exceptional abilities.
- Identification of academic, social, emotional and vocational problems of students.
- Conducting individual and group counseling.
- Preparing case history, doing case analysis and preparing profile of the case.

Month	Topic	Time Alloted	Method	Resources
January 2024	Unit I  (a) Concept of different abilities & their classification	2lectures	Lecture cum discussion	Exceptional Children by Dr. S.K. Mangal
	b) Needs & Problems of children and adolescents with different abilities.	4 lectures		
	(c) Importance of counseling of students with different abilities, their parents, family and peers	4 lectures	Lecture cum Discussion	Educational Psycholgy by Dr. Agayajit Singh
	Unit II (a) Identification of personal, social, emotional and academic problems of children and Adolescents.	6 lectures	Lecture cum discussion	USOL Notes

February	(b) Case study: concept, importance and procedure	5 lectures	Lecture cum discussion	Guidance and Counselling by K.K. Bhatia
	(c) Stress: Meaning, types and its causes	2 lectures	Powerpoint Presentation	
March	Unit IV (a)Relaxation strategies, yoga & meditation therapies for children and adolescents for reducing stress and problems	4 lectures	Group Discussion and Peer tutoring	
April	(b) Parental counselling and crisis counselling	3 lectures	Lecture cum discussion	Pdf notes
	(c) Family therapy	4 lectures	Powerpoint presentation	
	House Tests			

**PRACTICUM/ WORK BASED LEARNING      Marks:15**

Preparation of a case profile of a student with different abilities/ Case conference.

## **PAPER- V**

**COURSE CODE: PGDGC 05**

**COURSE TITLE: CAREER EDUCATION**

**Total marks=100**

**External=75**

**Internal = 25**

### **OBJECTIVES:**

The contents of this course will enable the students:

- To get a comprehensive introduction to career education through historical background
- To develop an understanding of the current trends and issues in career education
- To study decision-making and how the process applies to career planning.
- To study the relationships among work, family, and leisure.
- To identify career issues related to special students.
- To be able to use the Internet and online guidance services

- To overview methods of disseminating and using career information, including computer-based delivery systems (Internet)

Months	Topics	Methods	Time Allotted	Resources
January 2024	<b>Unit I CAREER DEVELOPMENT</b> 1. Meaning and historical development of career development 2. Stages of career development 3. Career development and human conditions 4. Identifying and analyzing life career themes and career talents 5. Emerging world of work careers and need for career education	Lecture cum discussion Sessional Assignment Lecture cum Discussion	2 lectures 3 lectures 2 lectures 3 lectures 3 lectures	Self made e-content
February 2024	<b>Unit II THEORIES OF CAREER DEVELOPMENT THEIR RELATIONSHIP TO CAREER PLANNING</b> 1. Super's theory of vocational development 2. Tiedman and O'hara's theory of career development 3. Ginzberg and Associates theory of occupational development 4. Roe's theory of career choice	Lecture cum discussion	3 lectures 3 lectures 3 lectures 3 lectures	Self made e-content Shertzer, Bruce & Stone Shelly C (1974). Fundamentals of Counselling. London: Houghton Mifflin Company Boston.
March 2024	<b>Unit-III EMERGENCE OF CAREER GUIDANCE AND CAREER EDUCATION</b> 1. Changing economic conditions of society & the impact of labour market 2. Psycho-social conditions of the individuals 3. Use of Advancement in technology 4. Problems pertaining to work, family, education, and leisure	Lecture cum seminars	2 lectures 3 lectures 2 lectures 3 lectures	Self made e-content
April 2024	<b>Unit IV CAREER CHOICE AND DECISION MAKING</b> 1. Career maturity: concept; and factors 2. Strategies for empowering students in career decision making 3. Matching career talents with career decision making 4. Guidance for developing life goals & choices	Lecture cum discussion	4 lectures 4 lectures 3 lectures 3 lectures	Self made e-content
April 2024	<b>Preparation of a report of any one emerging career.</b>	Survey	Sessional work	Survey and web



Note for Evaluation

- A total of 5 questions are to be attempted in each paper. Each question will carry 15 marks
- There will be 4 questions (One from each unit) and one question of short notes.
- There will be internal choice in first 4 questions
- Questions of Short notes will be spread over 4 Units. There will be no choice in fifth question related to short notes

***Dr Manu Chadha***

***Associate Professor***

***Dr Jagjit Singh***

***Assistant Professor***

## **PAPER- VI**

**COURSE CODE: PGDGC 06**

### **COURSE TITLE: SUPERVISED PRACTICUM / INTERNSHIP/ WORK BASED LEARNING**

**Total marks=100**

**Internal =75**

**External = 25**

#### **OBJECTIVES:**

The supervised practical work will train and enhance the student's skills:

- In identifying the problems of an individual with the help of selecting, administering appropriate test, interpreting the data, preparing the complete history and profile of the case
- To interpret/ diagnose the case problem and select an appropriate intervention for helping the case in adjustment/ development of relevant life goals and making appropriate choices
- To be attached to a school /an institution or an agency with an onsite counsellor.

#### **COURSE CONTENTS**

1. Case Study Field work: Identification of one case out of the following areas through testing and referrals: (collection of data)
  - ü Academic Problems (Learning difficulties, choice of subjects)
  - ü Classroom problems (Discipline/ behaviour)
  - ü Giftedness (Gifted underachiever, academically gifted at least in one subject)
  - ü Slow learner/ educationally backward child
  - ü Emotional/social problem (Adjustment)
  - ü Attention deficit hyperactive (ADH) problems
  - ü Problem of Decision making (Choice of a career)
  - ü Visual/auditory/Speech challenged
  - ü Orthopedically challenged
  - ü Mentally challenged

ü Learning disabled

2. Observation: Observation of behaviour which humps learning of self and others of any one child

3. Career Conference/career talk and career exhibition: The students will plan and organize career talk and career exhibition

Students will be sent to internship school or an institution or an agency under an experienced onsite counsellor in the month of March 2024.

### **INTERNSHIP**

The course has an input of two weeks' internship programme. Trainees are required to have an attachment with a school or an institution or an agency under an experienced onsite counsellor for the stipulated period. During the period of internship, the trainees would plan and undertake work related to planning and execution of guidance and counselling activities including counselling casework. They will prepare a project report of the apprenticeship work done by them and with the reviewed learning outcomes by the onsite counsellor and the supervisor and submit the same for evaluation.