

**CERTIFICATE COURSE IN GUIDANCE AND COUNSELLING
(ADD-ON COURSE)FOR B.A./B.Sc./B.Com.(1st Year)
SESSION: 2011-12**

Maximum Marks: 100

PRACTICUM (Internal)

25 : Marks

Every student will have to practically disseminate career information via career talk presentation to students of one selected school at secondary level. The record to be maintained in the form of a practical file for evaluation.

15 : Marks

Preparation of Plan for Guidance Programme for elementary school.

10 : Marks

SUGGESTED READING

Chandra Ramesh, (2002). Guidance and counselling. D
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Paper II
INTRODUCTION TO COUNSELLING

Maximum Marks : 100

Theory : 75

Practical : 25

Note for Examiners and students:

Examiner will set 9 questions, one compulsory from all the content with four short answer questions. Eight questions to be distributed evenly across the four units with internal choice of one each. Students will attempt five questions in all.

OBJECTIVES:

The contents in this paper will help the students:

1. To understand the meaning, types and techniques of counselling
2. To learn about approaches of counselling
3. To develop counselling skills in conducting counselling sessions
4. To learn about new emerging areas of counselling

COURSE CONTENTS

Unit I MEANING & TYPES OF COUNSELLING

1. Meaning, historical development and Importance of counselling
2. Types: Individual and Group counselling
3. Emerging Trends in Counselling

UNIT II APPROACHES AND TECHNIQUES OF COUNSELLING

1. Approaches of counselling: Directive, Non directive, Eclectic counselling
2. Techniques in counseling: Testing and Non Testing techniques
3. The Counselor- Qualities of effective counselor, Role and Functions

UNIT III ADJUSTMENT AND MENTAL HEALTH

1. Meaning and process of adjustment, adjustment mechanisms, adjustment problems of children, adolescents and adults

3. Specialized concerns in counseling: Substance abuse, Drug addiction; HIV AIDS; Child abuse (trauma); Internet and technological abuse.

PRACTICUM (Internal)

25 :

Administration and Interpretation of:

1. Adjustment Inventory/Well Being : 5 Marks
2. Attitude Scale (Educational Vocational) :10 Marks
3. Field Survey _____ in any one area of Specialized Concerns. (Substance abuse, Drug addiction; HIV AIDS; Child abuse trauma); and Cyber crime :10 Marks

SUGGESTED READING

Arbuckale, D.S. (1965) *Counselling : Philosophy, theory and practice*. Boston Allyn and Bacon.

Carroll, Michael & Walton Michael, Ed. (1997). *Handbook of counselling in organizations*. New Delhi: SAGE Publications India Pvt. Ltd.

Chandra Ramesh,(2002). *Guidance and Counselling*. Delhi: Kalpaz Publications

Kochhar, S.K. (1996). *Guidance and Counselling in colleges and universities*. New Delhi: Sterling Publishers Pvt. Ltd.

Lapworth, Phil, Sills Charlotte & Fish Sue, (2001). *Integration in counselling & Psychotherapy- Developing a personal approach*. London: SAGE publications

Lazarus, R. (1969) *Patterns of Adjustment and human Effectiveness*. N.Y., McGraw hill

Lytton, Hugh & Craft Maurice, Ed. (1974). *Guidance and counselling in British schools- A discussion of current issues*. London: Edward Arnold (Publishers) Ltd

Palmer, Stephen dainow Sheila and Milner Pat, (1996). *Counselling-The BAC counselling reader*. New Delhi: Sega Publications

Patterson, C.H. (1973) *Theories of Counselling and Psychotherapy*. N.Y. Harper and Raw

Qureshi, Hasnain (2004). *Educational Counselling*. New Delhi: Anmol Publications Pvt. Ltd.

Safaya. B.N. (2002) *Guidance & Counselling*. Chandigarh : Abhishek Publications

Scott, M.J. & Stradling, S.G. (2001) Counselling for Post Traumatic Stress Disorder. London: Sage Publication.

Shaffer, L.F. & Shoben, E.I. (1970) The Psychology of Adjustment, Boston, Houghton Mifflin

Sharma, Ram Nath & Sharma Rachana, (2004). Guidance and counseling in India. New Delhi: Atlantic Publishers and Distributors.

Sharma, Shashi Prabha (2004). Career Guidance and counselling . New Delhi: Kanishka Publishers, Distributors.

Sharma, A.S. (2002). Counselling Psychology. New Delhi: Commonwealth Publisher

Shertzer Bruce & Stone Shelly C (1974). Fundamentals of Counselling, London: Houghton Mifflin Company Boston

**DIPLOMA COURSE IN GUIDANCE AND COUNSELLING
(ADD-ON COURSE)FOR B.A./B.Sc./B.Com.(2st**

Paper II
COUNSELLING CHILDRE AND ADOLESCENTS WITH
DIFFERENT ABILITES

UNIT III INTERVENTION PROGRAMMES

1. Individual and group counseling of children and adolescents for emotional, social, behavioural and academic problems
2. Stress and its causes
3. Relaxation strategies, yoga & meditation therapies for children and adolescents for reducing stress and problems.

UNIT IV CASE STUDY

1. Concept, Methods
2. Tools
3. Sources of Data
4. Compilation and analysis of Data

PRACTICUM: External practical exam will be based on case presentation & viva on the following:

1. Identification of a problem in an adolescent (academic/ social / personal) and planning an intervention program	10
2. Preparation of a case profile using data obtained from various sources.	10
Internal	5

	25

SUGGESTED READING

1. Dressel, P.I. (1976). A Handbook of Academic Evaluation. London; Jossey-Base Publishers
2. Gibson & Mitchell (2005) : Introduction to Conselling. New Delhi: Pearson Education
3. Panda, K.C. (2005) : Education of Exceptional Children. New Delhi Vikas Publishing House Pvt. Ltd.
4. Rao, S.N. (1995): Guidance and Counselling. New Delhi: Tata Mc Graw-Hill
5. Koebhar, S.K. (2003): Educational 's Vocational Guidance in Secondary Schools. New Delhi: Sterling Publishers Pvt. Ltd.
6. Bhatia, K.K. (2002): Principals of Guidance and Counselling. Ludhiana (Punjab) : Kalyani Publishers

UNIT III

CONDITIONS GIVING RISE TO CAREER GUIDANCE & CAREER EDUCATION

1. Changing economic conditions of society & the impact of labour market.
2. Psycho-social conditions of the individuals.
3. Advancement of technology and survival skills.
4. Problems pertaining to work, family, education and leisure.

UNIT IV

CAREER CHOICE AND DECISION MAKING

1. Career maturity : concepts and factors.
2. Empowering students in career decision making (strategies)
3. Matching career talents with career decision making.
4. Guidance for developing life goals & choices.

PRACTICUM/WORDBASED LEARNING

20: Marks

1. A Visit to an educational / Vocational career centre.
2. Preparation of a field based project report of an emerging career.

10: Marks

15: Marks

SUGGESTED READING

Pandit. J.I. (1970) The World of Work. (INDIA) Orient Language.

Sharma. Shashi Pratba (2001). Career Guidance and Counselling. New Delhi; Kanishka Publishers. Distributors.

Sinha, Neelam (1996). Strategies. Issues and Concepts in Vocational Education. New Delhi: Common Wealth Publishers .

Paper II
SUPERVISED PRACTICUM AND INTERNSHIKP

Practical Marks: 100

External : 25

Internal : 75

Note for Examiners and students:

Examiners will set 9 question, one compulsory from all the content, with four short answer questions.8 to be distributed evenly across the four units with internal choice of one each. Students will attempt five questions in all.

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