

# DEPARTMENT OF PSYCHOLOGY

A.P.S. UNIVERSITY, REWA (M.P.)

## POST GRADUATE DIPLOMA IN GUIDANCE AND COUNSELLING (2004-05)

### 1. Scope:

The P.G. Diploma in Guidance and Counselling is meant for those service oriented persons, who intend to take up position of employment officer, Director of Guidance Bureau, School counselor, Career Master, Rehabilitation Officer, Family/ Marriage Counselor and such other position in private and public setting's. It is also meant for those persons who intend to start their own guidance and counselling centres or consultancy services. The main purpose of this job-oriented course is to enable the student to understand the psychodynamics involved in the problems of human adjustment and their effective management.

### 2. Examination System: Annual

A. Theory Papers	Max. Marks	Min. Pass Marks
Paper I: Psychological Guidance	100	40
Paper II: Counselling Theories & Techniques	100	40
B. Paper III: Field Exploration		
1 - Field Internship - 30		
2 - Case study Report - 70 & Viva	100	40
C. Paper IV: Laboratory Practical		
1- Construction of Guidance tool - 30		
2- Psychological testing - 70	100	40
Grand Total	400	160

Note: Candidates securing at least 40 Percent marks of the aggregate in (a) theory paper in (b) Field exploration and (c) Lab. Practical, Separately shall be declared successful at the examination. Candidates obtaining 60 Percent marks or more in total suggestion shall be declared to have passed with First Division merit and those obtaining 40 Percent or more but less than 60 Percent marks shall be declared as passed in second division.

*Administrative*  
*[Signature]*

## PAPER – I

### PSYCHOLOGICAL GUIDANCE

This paper has five units. At least two questions are to be set from each unit candidate is required to attempt five questions in all selecting one question from each.

#### UNIT - I

##### **The Guidance:**

Meaning and functions of Guidance, The bases of present Guidance approach Basic Principle and assumption of Guidance. Guidance services. Difference between Guidance & counselling.

#### UNIT - II

##### **Techniques of Guidance: -**

Understanding individual; (use of interviews and questionnaires), Appraisals of Aptitude for guidance Appraisal of personal qualities & interest: (test and inventories). Rating scale, behaviour descriptions, Anecdotal Records, Sociometric devices, evaluation of achievement, cumulative Records, Case study and follow ups.

#### UNIT - III

Essentials of Launching Guidance Programmes Organization and Conduct of Guidance. Organization of Guidance-services: Types of Organization, Implementation and conduct of organized guidance programmes, Physical equipment and budgetary considerations

#### UNIT - IV

Guidance Services for children; Guidance of young children, Elementary School Children, Junior high school children, Adolescents.

#### UNIT – V

Guidance services to Adults; vocational guidance, Guidance of Adults, guidance towards family life, guidance in personal adjustments, guidance to deviates, guidance in group situation appraisals of guidance programmes, Emerging Trends in guidance.

##### **Book Recommended:**

- Traxler. E. Arthur and north D. Robert (1966), Techniques of Guidance III rd Edition Halper & Row, Publishers New York and London.
- Crow. L. and Crow, A. (1962), An Introduction to Guidance Iind Ed. Eurasia Publishing house (P) Ltd.
- Asch. M. (2000) Preypipals of Guidance and counselling. 1<sup>st</sup> Edn. Sarup & sons New Delhi.

- Jones, J. Arthur, et al (1952) Principals of Guidance 6<sup>th</sup> ed. Tata McGraw Hill Publishing Coimpany.
- Gupta, S.K. (1985) Guidance and counselling in Indian education 1<sup>st</sup> Ed. Mittal Publishers Tri Nagar Delhi.

## PAPER – II

### CONSELLING THEORIES AND TECHNIQUES

This paper has five units. At least two questions are to be set from each unit. Candidate is required to attempt five questions from each unit.

#### UNIT – I

**COUNSELLING:** The Art and Science of helping

- Meaning, Purpose and Goals of Counselling with special reference to India.
- Professional issues, ethics, education and training of the counsellor.
- Counselling relationship.

#### UNIT – II

**COUNSELLING PROCESS:** Theories and Techniques of Counselling

- Psychodynamic Approach; Freudian, Neo Freudian, Modern.
- Humanistic Approach: Existential Client centred.

#### UNIT – III

- Cognitive Approach: Rational emotive, Transaction analysis.
- Behavioural Approach: Operant conditioning, Behaviour modification.
- Indian contribution – Yoga and Meditation.

#### UNIT – IV

**COUNSELLING APPLICATION - I**

- Counselling in schools.
- Carer counselling
- Alcohol and Drug Abuse.
- Group Counselling
- Crises Intervention Counselling – Case studies for each of the above types of counselling applications, counselling interview.

## UNIT - V

### COUNSELLING APPLICATION - II

Management of

(a) Shyness, (b) Smoking, (c) Depression, (d) Stress, (e) Marital maladjustment, (f) Old age problems, (g) Euphoria, (h) Phobias, (i) Fear of interview, (j) Fear of stage performance, (k) Problems in decision making.

#### Books Recommended:

Windy, D.(1988)(Ed) Counselling in Action New York; Sage Publication.

Nelson, J.(1982) The theory and practice of counselling Psychology. New York: Rinehart and Winston.

Belkin, G.S.(1988) Introduction to counselling. W.G. Brown Publishers.

### PAPER - III

FIELD EXPLORATION (INTERNSHIP PROGRAMME): 100 Marks.

- 1- For this purpose candidates would be required to go to the field at least one's in a week, to identify the problem and diagnosis cases related to the field chooser by him/her and prepare case study reports of 2 cases under the Guidance of the supervisor.
- 2- A case study report shall carry to 70 marks & it will be evaluated by both internal and external examination, each examiner awarding marks out of 35, as per rules of the university

The internship evaluations will carry 30 marks.

- i. Presentation of the report - 15 marks.
- ii. Attendance for the programme - 15

### PAPER IV

#### Lab Practical

1. Construction of guidance tools related to the area of specialization - 30
2. Psychological Testing: -
3. Candidates would be required to administer, score and interpret at least 10 Psychological tests - 50 marks.
4. Practical Record book - 10 marks.
5. Viva-Voce - 10 marks.