

UNIT PLANNING (25-26)

PG Diploma In Guidance And Counselling Semester 1

INDEX

Sr. No.	SUBJECT	PAGE NO.
1	PGDGC 01 INTRODUCTION TO GUIDANCE	1-7
2	PGDGC 02 INTRODUCTION TO COUNSELLING	8-11
3	PGDGC 03 EDUCATIONAL AND PSYCHOLOGICAL APPRAISAL	12-14

PG Diploma in Guidance and Counselling

UNIT PLANNING(2025-26)

Semester-I

PAPER- I

COURSE CODE: PGDGC 0I

COURSE TITLE: INTRODUCTION TO GUIDANCE

Total marks=100

External =75

Internal = 25

1 Lecture=40 mins

Unit I

August 14, 2025 -September 2025

1. Guidance; Meaning, aims, principles and needs of Guidance services. 2. Types of guidance: Personal, Social, Educational, Career, Leisure time, Health and guidance for children with different abilities. 3. Emerging trends of Guidance

(14 lectures)

Objectives: After completion of the course, the prospective counsellors will be able to:

- To understand the meaning, aims and principles and needs of guidance.
- To elaborate the different types of Guidance.
- To elaborate and evaluate the emerging trends of Guidance.

Resources: Guidance And Counselling by Sodhi,Suri; Aggarwal,JC, Sidhu,HS, PPTs and Pdf of the various topics (on MOODLE).

Unit I MEANING, TYPES & EMERGING TRENDS OF GUIDANCE

Lesson 1. Guidance; Meaning, aims, principles and needs of Guidance services.

6 lectures

Lesson 2. Types of guidance: Personal, Social, Educational, Career, Leisure time, Health and guidance for children with different abilities.

6 lectures

Lesson 3. Emerging trends of Guidance.

2 lectures

Objectives: After completion of the course, the prospective counsellors will be able to:

- To have a detailed knowledge about various guidance services.
- To help the individual understand themselves, their strengths, weaknesses, emotions, and needs.
- To assist in the selection of suitable courses, subjects, and learning methods.
- To provide information about different occupations, vocational opportunities, and labor market trends.
- To encourage constructive and creative use of free time.

Resources: Guidance And Counselling by Sodhi,Suri; Aggarwal,JC, Sidhu,HS, PPTs and Pdf of the various topics (on MOODLE).

Unit II**COMPONENTS AND ORGANISATION OF GUIDANCE SERVICES***September 2025*

1. Individual Inventory service 2. Information service 3. Counseling service 4. Placement & Follow-up service

(8 lectures)

Unit II COMPONENTS AND ORGANISATION OF GUIDANCE SERVICES**Lesson 1. Individual Inventory service**

Time -2 lectures

Lesson 2. Information service

Time -2 lectures

Lesson 3. Counseling service

Time -2 lectures

Lesson 4. Placement & Follow-up service

Time -2 lectures

Unit III

ORGANIZATION OF GUIDANCE PROGRAM

September 2025-October 2025

1. Essential requisites of Guidance Programme 2. Organization of guidance programme for elementary schools 3. Organization of guidance programme for secondary schools 4. Role of teachers, guidance personnel in organization of the guidance programs.

(8 lectures)

Objectives: After completion of the course, the prospective counsellors will be able to:

- To detail the Essential requisites of Guidance Programme
- Evaluate and equip themselves with relevant Guidance programmes at different levels of school education
- To elaborate and evaluate the role of teachers, guidance personnel in organization of the guidance programs.

Resources: Guidance And Counselling by Sodhi,Suri; Aggarwal,JC, Sidhu,HS, PPTs and Pdf of the various topics (on MOODLE).

Lesson 1.Essential requisites of Guidance Programme

Time -2 lectures

Lesson 2. Organization of guidance programme for elementary schools

Time -2 lectures

Lesson 3. Organization of guidance programme for secondary schools

Time -2 lectures

Lesson 4. Role of teachers, guidance personnel in organization of the guidance programs.

Time -2 lectures

Assignment and Activities: Essential requisites of Guidance Programme. (*Seminar Submissions*)

Evaluation: Evaluating Guidance Programme at different levels of school education

(*Submissions*)

Unit IV

INFORMATION TECHNOLOGY AND GUIDANCE

October-November ,2025

1. Skill of using Information Technology and Internet 2. Use of online testing for education and career information 3. Resource sharing: Human, Financial and Infrastructural, Management of resources in guidance programme.

(16 lectures)

Objectives: After completion of the course, the prospective counsellors will be able:

- To develop skills in using technology for guidance purpose
- To develop the acquaintance and Use of online testing for education and career information
- To develop insight for resource sharing: Human, Financial and Infrastructural, Management of resources in guidance programme.

Resources: Guidance And Counselling by Sodhi,Suri; Aggarwal,JC; Sidhu, HS; PPTs and Pdf of the various topics (on MOODLE).

Lesson 1. Skill of using Information Technology and Internet

Time -3 lectures

Lesson 2. Use of online testing for education and career information

Time -5 lectures

Lesson 3. Resource sharing: Human, Financial and Infrastructural, Management of resources in guidance programme.

Time -8 lectures

Assignment and Activities: Use of online testing for education and career information .*(Seminar Submissions)*

Evaluation: Management of resources in guidance programme. *(Submissions)*

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.

(To be submitted in November 2025)

PAPER- II COURSE CODE: PGDGC 02

COURSE TITLE: INTRODUCTION TO COUNSELLING

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.

Months	Topics	Methods	Time Allotted	Resources
August	<p>Meaning, historical development and Importance of counselling</p> <p>Types: Individual and Group counselling.</p> <p>Approaches of counselling: Directive, Non directive. Eclectic counselling.</p> <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>Online Zoom Meeting</p> <p>Lecture cum discussion</p> <p>Sessional Assignment</p> <p>Lecture cum Discussion</p>	<p>4 Lectures</p> <p>4 Lectures</p> <p>4 Lectures</p> <p>4 Lectures</p>	<p>Haffer, L.F. & Shoben, E.J. (1970). The Psychology of Adjustment. Boston: Houghton Mifflin Sharma,</p> <p>A.S. (2000). Counseling Psychology. New Delhi: Commonwealth Publisher.</p> <p>Shertzer, Bruce & Stone Shelly C (1974). Fundamentals of Counselling. London: Houghton Mifflin Company Boston.</p>

September	THEORIES OF COUNSELLING 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. Behaviouristic Theory (Aarna Beck)	PowerPoint Presentation Lecture Discussion & Demonstration	4 Lecture 5 Lecture 3 Lecture 5 Lecture 3 Lecture	Patterson, C.H. (1973).Theories of Counselling and Psychotherapy. N.Y. Harper and Raw Study Material of USOL, PU Chandigarh. https://counseling.education.wm.edu/blog/counseling-theories-and-approaches
October	ADJUSTMENT AND MENTAL HEALTH 1. Meaning and process of adjustment, adjustment mechanisms, adjustment problems of children and adolescents.	Assignment on the topic 1 Lecture cum discussion	2 Lecture 4 lectures	Shaffer, L.F. & Shoben, E.J. (1970).The Psychology of Adjustment. Boston: Houghton Mifflin Sharma,

	<p>2. Causes of maladjustment, physical, emotional, mental and social.</p> <p>3. Differences between adjusted and maladjusted adolescents, criteria of good mental health, role of counsellor in developing good mental health</p> <p>4. Techniques of stress management, conflict resolution and mediation and violence prevention programs</p>	<p>Seminar on the topic of stress management from classmates</p>	<p>2 lectures</p> <p>4 lectures</p>	<p>A.S. (2000). Counselling Psychology. New Delhi: Commonwealth Publisher.</p> <p>Shertzer, Bruce & Stone Shelly C (1974). Fundamentals of Counselling. London: Houghton Mifflin Company Boston.</p>
November	<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</p> <p>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</p> <p>Allyn and Bacon Carroll, Michael & Walton Michael, Ed.(1997).</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>		4 Lectures	Handbook of counselling in organizations. New Delhi: SAGE Publications. India Pvt. Ltd.
			4 Lectures	Chandra Ramesh, (2002). Guidance and counselling. Delhi: Kalpaz Publications.
				Geldard, Kathryn &Geldard, David (1997). Counselling children- A practical Introduction. New Delhi: Sega Publications.
December	PRACTICUM/ WORK BASED LEARNING Prepare a plan for Peer counselling on Hypothetical problem and conduct under supervision and submit a report	Discussion along with demonstration	4 Lectures	Gibson, R.L. & Mitchell M.H.(2008). Introduction to Counselling and Guidance. New Delhi: Pearson Publications. Self made e- content

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
August	PSYCHOLOGICAL TESTING: History of Psychological Testing. The nature and uses of psychological tests. Test standardization: procedure, reliability and validity	Lecture cum discussion Sessional Assignment Lecture cum Discussion	2 lectures 3 lectures	Psychological Testing by Anastasi
September	Interpretation of test scores: Qualitative and Quantitative. Ethical and social issues in testing	Lecture cum discussion	3 lectures	Statistics in Education by Garret and Psychological Testing by Freeman

	ADMINISTRATION AND INTERPRETATION OF STANDARDIZED PSYCHOLOGICAL TEST: Intelligence: Verbal, Non-Verbal & Performance tests 2. Personality: Self report inventories, projective tests, scales, situational test. 3. Aptitudes: Differential & Specific abilities (DAT, Music, Art, Science. Maths, Teaching)	Lecture cum lab work	6 lectures	Advanced Educational Psychology by S.k. Mangal
	Interests: Educational and Vocational 5. Adjustment	Lecture cum Lab work	3 lectures	
October	ACHIEVEMENT AND DIAGNOSTIC TESTS 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
November	USING TESTS AND NORMS 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			
December	PRACTICUM/ WORK BASED LEARNING Administration of any two tests out of following: Intelligence, Personality, Aptitude, Interest and Adjustment	Lab Work	4 lectures	Manual, Test Booklets, Scoring Keys etc.