

Ordinances and Syllabus

of

Post-Graduate Diploma in Counselling & Guidance

(Self-financing Mode)

**Department of Social Work
University of Lucknow, Lucknow**



2016-2017

***Post-Graduate Diploma
in
Counselling & Guidance***

The name of the Course shall be **“Post Graduate Diploma in Counselling & Guidance”**

Objectives:

The aim of the course is to impart knowledge develop skills and create suitable personality, attitude, motivation and behaviour patterns required for effective counselling and guidance skills in different organizations.

Duration: One Year

Number of Seats:30

Eligibility for Admission:

Any graduate in any stream of any recognized University in India and Abroad with at least 45% of marks will be eligible for admission.

There shall be four theory papers of 100 marks each. Field Work and Viva-voce Examination (including dissertation/project report) of 100 marks each as per detail given below:

Paper I: Counselling: Concept, Meaning and Fields

Paper II: Guidance: Concept, Meaning and Fields

Paper III: Process of Counselling

Paper IV: Process of Guidance

Paper V: Field Work

Paper V General Viva-voce (based on Dissertation/Project Report)

Syllabus

Paper-I: Counselling: Concept, Meaning and Fields

Unit-I

Counselling: Concept, Meaning, Definitions, Goals, Relevance

Assumption and Principles

Historical Growth of Counselling movement in India & Abroad

Scope of Counselling and its Emerging Fields

Unit-II

Clinical Psychology

Counselling as a helping relationship

Case study – Concept, meaning and Relevance

Difference between counselling, psychotherapy & Social Case Work

Transactional Analysis

Stress Management, Coping Behavior, Social Adjustment

Unit-III

Approaches to Counselling: Psychoanalytic, Humanistic, Behaviouristic, Existential, Social Work, Cognitive, Gestalt.

Understanding Personality and its Theories

Cognitive, Social and Morel Development of an Individual

Motivation & Emotions

Social Psychology

Unit-IV

Special areas in counselling: Family, Children, Parents, Delinquent, Reluctant Clients, Marriage, Premarital, Women, Drug Addicts, Education, Career and Weaker Sections of Society.

Suggested Reading:

1. K.K. Srivastava, Principles of Guidance & Counselling, Kaniska Publications Distributors, New Delhi.
2. Strawbridge, Hand Book of Counselling Psychology, Sage Publications, New Delhi.
3. Wolman, Contemporary Theories & System & Psychology, Freeman Book Comp., New Delhi.
4. Herbert Srenson Margulrite Malm & Garlie A Fories, "Psychology for living", Tata McGraw Hills Pub., New Delhi.
5. Bohart, Foundation of Clinical & Counselling Psychology.
6. Janet Tolan, Skills in Person Centered Counselling & Psychotherapy, Sage Publications, New Delhi.
7. Phil Joyce & Charlotte Sills, Skills in Gestalt Counselling & Psychotherapy, Sage Publications, New Delhi.
8. Chustine Lister Ford, Skills in T.A. Counselling & Psychotherapy, Sage Publications, New Delhi.

Paper-II

Guidance: Concept, Meaning and Fields

Unit-I

Meaning and concept of guidance

Purpose, Nature & scope of guidance

Aims and principles of guidance

Essentials of good guidance

Unit-II

Meaning and objectives of Educational guidance

Need for educational Guidance

Guidance of various levels (primary, secondary and higher)

Principals of educational guidance

Unit –III

Meaning and objectives of Vocational Guidance

Aims of Vocational Guidance

Need of Vocational Guidance

Steps in Vocational Guidance

Unit –IV

Concept & objectives of personal guidance
Need, process & stages of personal guidance
Importance of personal guidance
Need and importance of group guidance
Principles and purpose of group guidance
Nature of guidance
Occupational information services

Suggested Reading:

1. K.K. Srivastava, Principles of Guidance & Counselling, Kaniska Publications Distributors, New Delhi.
2. Principles of guidance- A Jones
3. Guidance Principle & Services- F.M. Miller
4. Group Guidance Principles & Practice- Jane Warder
5. Information Services-R.Hop Pock
6. Group Guidance Principles Techniques And Evaluation- R.Hop Pock
7. Administration of Guidance Services-Hatch Stifles
8. Shaikshik Evam Vyavasayik Nirdeshan Tatha Paramarsha-R.A. Sharma, Shika Chaturvedi
9. Nirdeshan Ke Mool Tatva- Indu Dubey, Arvind Pathak
10. Shiksha Me Nirdeshan Tatha Paramarsha- Sitaram Jaisawal
11. Shaikshik Evam Vyavasayik Nirdeshan Tatha Paramarsha-S.P. Oberoi

Paper-III: Process of Counselling

Unit - I

Counselling: Process, tools, Skills, Techniques, and usefulness of counselling
Role of Counselor in solving Psycho-social problems
Psychological Testing and Diagnosis- Introduction and Limitations
Factors affecting psychological result
Test use in Counselling situation
Test Interpretation in Counselling

Unit-II

Professional Preparation and Training for Counselling
Counselling Preparation and Professional Issues
Practical Skills
Ethical Stands
Legal Considerations
Selection and Training of Counselors

Unit III

Counselling Interview
Counselee and Counselors relations
Interweaving techniques in Counselling
Resistance, Transference and Counter transference

Unit-IV

Basic Communication required for counselling : Concept, Meaning, Definition, Components, Types, Channels, Barriers, Principles and Significance.

Models and Theories of Communication
Essentials of Communication
Problems of Counselors

Suggested Reading:

1. Phil Joyce & Charlotte Sills, Skills in Gestalt Counselling & Psychotherapy, Sage Publications, New Delhi.
2. M. Kapur, V.N. Murthy, K. Sathyavathi, R.L. Kapoor, Psychotherapeutic Process, A Nimhan & Publications.
3. Melkote Rfio, Critical Issues in Communication, Sage Publications, New Delhi.
4. Peter Hartley, Group Communications, Routledge, London.
5. Subhash Bhatnagar & Robgert Schware, Information and Communication Technology in Development, Sage Publications, New Delhi.
6. Eileen Scholes, Hand book of Communication, Infinity books
7. Stephen Robbinson, Organisational Behaviour, Pearson Educations.

Paper-IV: Process of Guidance

Unit-I

Techniques of guidance

- Sociometry
- Class Talks
- Carrier Conferences
- Case study
- Cumulative record

Unit-II

Personality development

SWOT analysis

Developing Positive Attitude

Self Development

Unit –III

Meaning of organization of guidance services

Principles related to organization of guidance services

Types and characteristics of guidance programme

Unit-IV

Organization of guidance in school &

Role of principal and teachers

Role of guidance worker

Information services

Self inventory services

Preparatory services

Follow up

Counselling services

Research services

Suggested Reading:

1. K.K. Srivastava, Principles of Guidance & Counselling, Kaniska Publications Distributors, New Delhi.
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