

Format for Syllabus Development of Skill Development Course

Title of course		Guidance and Counselling			
Nodal Department of HEI to run course					
Broad Area/ Sector		Guidance and Counselling			
Sub Sector					
Nature of course-Independent / Progressive		Independent for Semester			
Name of the suggestive sector skill council					
Aliened NSQF level					
Expected fees of the course-Free/ Paid					
Stipend to student excepted from industry					
Number of seats					
Course code					
Max Marks....100.....Minimum marks		Credits- 03 (1 Theory, 2 Practical)			
Name of proposed skill Partner (Please specify, Name of industry, company etc for Practical / training/ internship/OJT					
Job prospects- Expected fields of occupation where student will be able to get job after completing this course in (Please specify name/ type of industry, company etc.)		Counselling for students in schools, offices, different industries, NGOs, Special schools etc.			
Syllabus					
Unit	Topics	General/ Skill component	Theory/ Practical/OJT/ internship /training	No. of theory hours (Total-15 Hours=1 credit)	No. of skill Hours (Total- 60 Hours=2 credits)
1	Introduction to psychology, Basic psychological concepts, Nature and Goals of Counselling. Distinction between Guidance and Counselling. Marital Counselling, personal Counselling and family Counselling, Characteristics of effective counsellor, Role of counsellor, Need of Counselling, ethics of Counselling,		<ul style="list-style-type: none"> • Educational Interest Record • Ravens Progressive Matrices, • Stress/Coping Test 	05	10
2	Need for guidance, Nature, goals and functions of guidance, Characteristics of Group Guidance and Individual Guidance, Areas of Guidance: Educational, vocational and personal.		Project: 10 Cases study	04	35

3	Basic Counselling Skills: Observation Skills, Questioning, Communication Skills (Listening, Feedback, Non-Verbal), Making Notes and Reflections. Developing Case Histories, Collecting Documenting Information.		Invited lecture/training by local expert Exposure to Counselling cell.	06	15
<p>Suggested Readings:</p> <ol style="list-style-type: none"> Gibson, R. L. & Mitchell, M.H. (2005). Introduction to Counselling and Guidance (6th Ed.). Pearson Education. Kinra, A.K. (2008). Guidance and Counselling (1st Ed.) Pearson Education. Patri, V. R. (2008). Counselling Psychology. New Delhi: Authors Press. Rai, A and Asthana, M. (2003). Guidance and Counselling (Concepts, Areas and Approaches). New Delhi: Moti Lal Banarsi Das. Gelso, C. J. and Pretz, B.R. (1995). Counselling Psychology. Bangalore: Prism Books Pvt. Ltd. Rao, S. N. (1991). Counselling and Guidance (28th Reprint 2008). New Delhi: TataMcGraw Hill. 					
<p>Suggested Digital Platforms/ web links for reading-</p> <ol style="list-style-type: none"> https://www.learningclassesonline.com/2020/11/guidance-and-counselling.html https://egyankosh.ac.in/bitstream/123456789/46266/1/BESE-132B1E.pdf https://www.yogiraj.co.in/meaning-concept-and-need-of-counselling https://ncert.nic.in/textbook/pdf/lehe108.pdf https://www.researchgate.net/publication/325844365_INTRODUCTION_TO_COUNSELING 					
Suggested OJT/ Internship/Training/ Skills partner					
Suggested Continuous Evaluation Methods:					
<p>Course Pre-requisite:</p> <ul style="list-style-type: none"> No Pre-requisite required, open to all To study this course, a student must have the subject.....in class 12th/ certificate/ diploma If progressive, to study this course a student must have passed previous courses of this series. 					
Suggested equivalent online courses:					
Any remarks/ suggestions:					
<p>Notes:</p> <ul style="list-style-type: none"> Number of units in Theory/ Practical may vary as per need Total credits/ semester-3 (it can be more credits, but students will get only 3 credits/semester or 6 credits/ year Credits for Theory=01 (Teaching Hours=15) Credits for Internship/OJT/ Training/practical=02 (Teaching Hours=60) 					