

# Guidance and Counseling

**Course Code: BOD082**

**Credit: 04 (L-3, T-1, P-0)**

**Contact Hours: 60**

**MM: 100**

After going through the course the teacher trainee will be able:

- To understand the concept, need and meaning of guidance & counseling.
- To get acquainted with the principles, issues, problems and procedure of guidance & counseling.
- To develop understanding about the role of school in guidance.
- To understand the various areas, tools and techniques in guidance & counseling.
- To comprehend with qualities and role of a school counselor
- To get awareness of Career Information and Training

## Course Outline:

### Unit I: Guidance & Counseling in School

- Meaning, concept, Need and Principles of Guidance, Procedure, Steps of Guidance;
- Areas of Guidance - Personal, Educational and vocational, Agencies of guidance – National, State level, Role of school in Guidance.
- Meaning, concept, Need, Principles of counseling, Counseling Process,
- Types of Counseling: Directive, Non –directive and Eclectic counseling, Characteristics of good counseling,
- Qualities and role of a school counselor, Techniques of Counseling: Lectures, Discussions & Dramatics

### Unit II: Tools in Guidance and Counseling

- Blanks, Cumulative Record Cards, Rating scale, Questionnaires
- Psychological Tests: Intelligence, Aptitude, Attitude, Adjustment
- Inventories: Interest & Personality: Concept, Importance and limitations

### Unit III: Issues and Techniques in Guidance and Counseling

- Problems and concerns
- Counseling for parents
- Importance of follow-up in counseling
- Observation, Interview and sociometry
- Lectures, Discussion and Dramatics as techniques of counseling.

### Unit IV: Career Information and Training

- Information about education and training opportunities of Primary, and Secondary levels of school.
- New trends in Guidance and counseling

## Suggested Reading:

- Agarwal JC (1991): Educational & Vocational Guidance & Counseling, 7th edition, Doaba House, N. Delhi.
- Bhatagar RP: Guidance & Counseling in Education
- Gibson Robert & Mitchell Marianne (2005): Introduction to Guidance & Counseling, 6th edition, Prentice Hall of India, N. Delhi.
- Kochhar SK (1981) Guidance in Indian education, N. Delhi

- Kochhar SK (1987): Educational & Vocational Guidance in Secondary Schools, Sterling Publishers, N. Delhi.
- Nanda SK, Chadha PC: Educational & Vocational Guidance
- Sharma RA: Fundamentals of Guidance & Counseling
- Shrivastava: Guidance & Counseling
- Naik, P.S. (2013). Counselling Skills for Educationists. Soujanya Books, New Delhi.
- Nayak, A.K. (1997). Guidance and Counselling. APH Publishing, Delhi.
- Rao, V. K., & Reddy, R.S. (2003). Academic Environment: Advice, Counsel and Activities. Soujanya Books, New Delhi.
- Shah, A. (2008). Basics in Guidance and Counselling. Global Vision Publishing House.
- Sharma, V.K. (2005). Education and Training of Educational and Vocational Guidance. Soujanya Books, New Delhi.
- Kapunan, R.R. (2004). Fundamentals of Guidance and Counselling. Rex Printing Company, Phillipines.
- Pal, O.B. (2011). Educational and Vocational Guidance and Counselling. Soujanya Books, New Delhi.