

## HINDU COLLEGE OF EDUCATION, SONIPAT

Name of faculty: Dr. Sunita Gupta

Session: 2017-18

Subject: Guidance and Counselling (V-B)

Class: B.Ed 2<sup>nd</sup> year

Sr.No.	TOPIC	DAYS	Dates
	<b>UNIT 1</b>		
1.	<b>Introduction to Guidance</b> <ul style="list-style-type: none"> <li>• Meaning , Aims and Principles of guidance</li> <li>• Need of guidance (Educational, Vocational and Psychological Needs)</li> <li>• Types of guidance: Educational, Vocational and Personal</li> </ul>	4 8 8	16 – 20 Jan 21-29 Jan 30 Jan - 6 Feb
2.	<b>Studying and Appraising an Individual</b> <ul style="list-style-type: none"> <li>• Meaning, Need and Importance of Studying and Appraising Individuals in Guidance</li> <li>• Principles of Studying and Appraisal of students</li> <li>• Testing and Non-testing Techniques for Studying and Appraisal of students a) Testing Techniques: Intelligence tests, Aptitude Tests, and Personality Tests</li> <li>• b) Non-testing Techniques: Cumulative Record Cards, Case Study, Interview, Observation</li> </ul>	7 5 10 10	7-14 Feb 15-19 Feb 20-2 March 2-11 March
3.	<b>Guidance Services</b> <ul style="list-style-type: none"> <li>• Purposes and Principles of organization of guidance Services</li> <li>• Organization of guidance services at Secondary Level</li> <li>• Role of Guidance Personnel (Head of the Institution, Teacher and Counselor) in organization of guidance services in School</li> </ul>	3 5 6	12-14 March 15-19 March 20-25 March
	<b>UNIT 2</b>		
4.	<b>Introduction to Counseling</b> <ul style="list-style-type: none"> <li>• Meaning, Aims and Principles of Counseling</li> <li>• Need of Counseling</li> <li>• Types/ Approaches of Counseling: Directive, Non-directive, and Eclectic.</li> <li>• Counseling Interview</li> <li>• Difference between guidance and counseling</li> </ul>	3 2 7 3 1	26-28 March 29-30 March 1-7 April 8-11 April 12 April

5.	<b>The Counselor as a Person</b> <ul style="list-style-type: none"> <li>• Characteristics/ Qualities of Counselor</li> <li>• Counselor's Professional Ethics</li> <li>• Functions of Counselor</li> </ul>	1 1 2	13 April 14 April 15-16 April
6.	<b>Prepare Assignment On Any One Topic:</b> <ol style="list-style-type: none"> <li>1. Meaning, Needs, Principles and Types of Guidance</li> <li>2. Meaning and Approaches of Counselling, Qualities of a counsellor</li> <li>3. Class Test</li> </ol>	13	17-30 April

Dr. Sunita Gupta