

CC – 7: Guidance and Counselling

Credits 06

C7T: Guidance and Counselling

Unit I : Guidance – Meaning, Functions, Need

1. Guidance – Meaning, Definitions and Functions
2. Individual Guidance – Meaning, advantages and disadvantages
3. Group Guidance – Meaning and Advantages and disadvantages
4. Need for guidance in secondary schools and requisites of a good school guidance programme.

Unit II : Guidance - Educational, Vocational, Personal

1. Educational Guidance- Meaning, Function at different stages of Education
2. Vocational Guidance- Meaning, Function at different stages of Education
3. Personal Guidance- Meaning, Importance for the Adolescents

Unit III : Counselling – Meaning, Techniques, Types

1. Counselling- Meaning, importance and Scope
2. Techniques of Counselling- Directive, Non-Directive, Eclectic
3. Individual and Group Counselling –Meaning , Importance

Unit IV : Basic data necessary for Guidance

1. Tools for collecting information on pupil: Intelligence Test, Personality Test, Aptitude Test
2. Cumulative Record Card
3. Anecdotal Record Card



GOURAV GUIN MEMORIAL COLLEGE
(Affiliated to Vidyasagar University)
SATBANKURA: PASCHIM MEDINIPUR: PIN-721253
Ph.: 9475429270 e-mail: ggmcollege2008@gmail.com

Name of the Department: Education
Name of the Teacher: Prof. Rajesh Dey
Name and Distinctive Code of the Paper: CC-7: Guidance and Counselling
Session: 2021-22
Semester: 5

Sr. No. of Lecture	Broad Topic / Unit in University Syllabus	Topic to be Covered in the Lecture
Lecture-1	Guidance – Meaning, Functions, Need	Introduction
Lecture-2		Meaning and characteristics
Lecture-3		Functions of guidance
Lecture-4		Types of Guidance
Lecture-5		Meaning and Characteristics of Individual Guidance
Lecture-6		Steps of Individual Guidance
Lecture-7		Advantages and Disadvantages of Individual Guidance
Lecture-8		Meaning and Characteristics of Group Guidance
Lecture-9		Steps of Group Guidance
Lecture-10		Techniques of group guidance
Lecture-11		Advantages and Disadvantages of Group Guidance
Lecture-12		Difference between Individual and Group Guidance
Lecture-13		Need for Guidance in Secondary Schools
Lecture-14		Requisites of a good School Guidance Programme
Lecture-15		Introduction

Lecture-16	Guidance- Educational, Vocational and Personal	Meaning, definition and characteristics of Educational Guidance
Lecture17		Objectives of Educational Guidance
Lecture-18		Needs of Educational Guidance
Lecture-19		Function of educational guidance at elementary stage
Lecture-20		Function of educational guidance at secondary stage
Lecture-21		Function of educational guidance at higher education
Lecture-22		Meaning, definition and characteristics of vocational Guidance
Lecture-23		Objectives of vocational Guidance
Lecture-24		Needs of vocational Guidance
Lecture-25		Function of vocational guidance at elementary stage
Lecture-26		Function of vocational guidance at secondary school stage
Lecture-27		Function of vocational guidance at college and university level
Lecture-28		Meaning, definition and characteristics of personal Guidance
Lecture-29		Nature of personal guidance
Lecture-30		Need of personal guidance
Lecture-31		Steps of personal guidance
Lecture-32		Personal guidance at different stages of education
Lecture-33		Importance of personal guidance for the adolescents.
Lecture-34		Introduction
Lecture-35		Meaning and characteristics of counselling

Lecture-36	Counselling- Meaning, Techniques, Types	Difference between guidance and counselling
Lecture-37		Process of counselling
Lecture-38		Need and importance of counselling
Lecture-39		Scope of counselling
Lecture-40		Major approaches to counselling
Lecture-41		Meaning and definition of directive counselling
Lecture-42		characteristics of directive counselling
Lecture-43		Stages of directive counselling
Lecture-44		Advantages and disadvantages of directive counselling
Lecture-45		Meaning and definition of non-directive counselling
Lecture-46		characteristics of non-directive counselling
Lecture-47		Stages of directive non-counselling
Lecture-48		Advantages and disadvantages of non-directive counselling
Lecture-49		Meaning and definition of eclectic counselling
Lecture-50		characteristics of eclectic counselling
Lecture-51		Stages of eclectic counselling
Lecture-52		Advantages and disadvantages of eclectic counselling
Lecture-53		Compare between directive, non-directive and eclectic counselling
Lecture-54		Meaning and characteristics of Individual Counselling
Lecture-55		Importance of Individual Counselling
Lecture-56		Meaning and characteristics of group Counselling
Lecture-57		Importance of group Counselling
Lecture-58		Arrangement and environment of individual and group counselling room
Lecture-59		Advantages and dis-advantages of individual and group counselling
Lecture-60		Compare between individual and group counselling

Lecture-61		Professional ethics of a good counsellor.
Lecture-62		
Lecture-63	Basic Data Necessary for Guidance	Introduction
Lecture-64		Concept of Tools for collecting information
Lecture-65		Different Types of tools for collecting information
Lecture-66		Concept of Intelligence test
Lecture-67		Classification of Intelligence test
Lecture-68		Verbal tests of intelligence
Lecture-69		Non-verbal tests of intelligence
Lecture-70		Intelligence test with mixed items
Lecture-71		Construction of intelligence tests
Lecture-72		Uses of intelligence test in guidance
Lecture-73		
Lecture-74		Nature of personality and its measurement
Lecture-75		Methods of measuring personality: Analytical method & Projective Method
Lecture-76		Interview
Lecture-77		Questionnaire
Lecture-78		Minnesota Multiphasic Personality inventory
Lecture-79		Rating scale
Lecture-80		Vineland social Maturity Scale
Lecture-81		Case Study
Lecture-82	Sociometry	
Lecture-83	Associative (Ink Blot Test)	
Lecture-84	Constructive (Thematic Apperception Test)	
Lecture-85	Completion Test	
Lecture-86	Selection Type (Tomkins-Horn Picture Arrangement Test)	
Lecture-87	Expressive Type(Draw a man test)	
Lecture-88	Construction of personality tests	
Lecture-89	Uses of personality test in guidance	
Lecture-90	Nature of aptitude and its measurement	
Lecture-91	Different types of aptitude test	
Lecture-92	Special Aptitude Test	

Lecture-93		Differential Aptitude Test Battery
Lecture-94		Construction of aptitude tests
Lecture-95		Uses of aptitude scale in guidance
Lecture-96		Concept and characteristics of Cumulative Record Card
Lecture-97		Contents of Cumulative Record Card
Lecture-98		Significance of Cumulative Record Card in guidance and counselling
Lecture-99		Concept and characteristics of Anecdotal Record Card
Lecture-100		Contents of Anecdotal Record Card
Lecture-101		Significance of Anecdotal Record Card in guidance and counselling