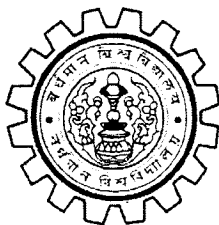


# THE UNIVERSITY OF BURDWAN



**DRAFT REVISED SYLLABUS**

**POST GRADUATE DIPLOMA IN GUIDANCE AND COUNSELLING UNDER  
SEMESTER WITH CREDIT SYSTEM W.E.F. 2022-2023**

By

Department of Lifelong Learning

*In collaboration with*

The Department of Sociology

THE UNIVERSITY OF BURDWAN

Distribution of Different Courses and Credits in Various Semesters				
Semester-I				
Course Code	Title of the paper	Credits	Hours per week	Marks
PGDGC 101	GUIDANCE AND COUNSELLING: INTRODUCTION, SCOPE, CONCEPT, SKILLS	5	5	100
PGDGC 102	BASIC PSYCHOLOGY, BIO-PSYCHOLOGY, PSYCHOPATHOLOGY	5	5	100
PGDGC 103	THEORIES OF GUIDANCE AND COUNSELLING	5	5	100
PGDGC 104	PRACTICUM AND PROJECT REPORT PREPARATION	5	10	100
<b>Total</b>		20		400
Semester-II				
PGDGC 201	SELF, SOCIETY, SOCIAL RELATIONSHIP	5	5	100
PGDGC 202	GUIDANCE AND COUNSELLING AREAS	5	5	100
PGDGC 203	RESEARCH AND TESTING IN GUIDANCE AND COUNSELLING	5	5	100
PGDGC 204	INTERNSHIP AND REPORT PREPARATION	5	10	100
<b>Total</b>		20		400
<b>Grand Total</b>		<b>40</b>	<b>800</b>	<b>800</b>

## PGDGC 101

### GUIDANCE AND COUNSELLING: INTRODUCTION, SCOPE, CONCEPT, SKILLS

1. Basic Concept on Guidance and Counselling, Guidance and Counselling as a Helping Human Service, Profession
2. Definition, Objective & Scope of Counseling, Steps & Stages in Counselling, Difference between Guidance, Counselling & Psychotherapy, Dimensions & dynamics of counselling relationships, client expectations.
3. Skills required in counselling & counselor's qualities. Characteristics of an Effective Counsellor, Personal challenges as a Counsellor Codes of professional ethics & ethical principles, Guides for successful living, Social significance of counselling and guidance. Techniques of collecting information about the individual for guidance and counselling.
4. Meaning and definition of guidance, aims and importance of guidance, basic principles of guidance, group guidance, Psychological bases of guidance: Intelligence aptitude, interest, personality. Organisation of guidance services, follow up services in guidance evaluation of guidance services.
5. Basic Counselling Skills , Observation Skills, Questioning, Communication Skills (Listening, Feedback, Non-Verbal) , Making Notes and Reflections, The Counselling Interview, History Taking, Interviewing (Characteristics, Types, Techniques) , Developing Case Histories, Collecting, Documenting Information, Working with Other Professionals
6. Techniques and skills in guidance, Understanding the Individual, Enabling the Individual to Understand Self, Case Study and Case Conference, Cumulative Records, Anecdotal Record ,Interviews, Follow-up
7. Ethics in counseling, Need for Ethical Standards, Ethical Codes and Guidelines, Rights of Clients. Dimensions of Confidentiality, Dual Relationships in Counselling Practices, The Counsellor's Ethical and Legal Responsibilities, Ethical Issues in the Assessment Process

#### **Suggested Reading:**

1. Sharma, R and Sharma, R. Guidance and Counseling In India, Atlantic Publisher, New Delhi.
2. Guidance and Counselling By R C Mishra APH Publishing Corporation
3. Jones,A.J.: Principles of Guidance, sixth ed., McGraw Hill, New York, 1970
4. Asch, M. Principles of Guidance and Counseling. ND: Sarup & Sons, 2000.
5. Kottler, J.A and Brown, R.W. Introduction to Therapeutic Counseling, U.S: Brooks/Cole, 2000.
6. Woolfe, R and Dryden, W. Handbook of Counseling Psychology, New Delhi, sage Publication.
7. May, R. The Art of Counseling, Nashville, Abingdon, 1977.
8. Leigh, A. Referral and Termination Issues for Counselors, New Delhi: Sage Publications, 1998.
9. Wallace, S.A and Lewis, M.D Becoming a Professional Counselor, New Delhi, Sage.
10. Osipow, S.H. Theories of Career Development, NJ: Prentice Hall Inc, 1983.
11. Gabriel, L & Casemore, R (ed.) Relational Ethics in Practice--- Narratives from Counseling and Psychotherapy, Routledge, 2007.

12. Cottone, R. R & Tarvydas, V M. Counseling Ethics and Decision- Making, Prentice Hall.
13. Geldard, K & Geldard, D. Practical Counselling Skills: An Integrative Approach, Palgrave.
14. Langs, R. Fundamentals of Adaptive Psychotherapy and Counselling, Palgrave
15. Career Guidance and Counselling: Principles and Techniques By S. P. Sharma, Kanishka
16. Mayers, G.E.: Principles and Techniques of vocational Guidance, McGraw Hill,

## PGDGC 102

### BASIC PSYCHOLOGY, BIO-PSYCHOLOGY, PSYCHOPATHOLOGY

1. **Basic Psychology for Counselling:** Psychology: Definition, branches (emphasis on counselling related branches), perception, emotion, motivation, memory & intelligence; Schools of Psychology as related to counselling. Contribution of Girindrasekhar Basu & Jadhunath Sinha in developing Philosophy of Indian Psychology, How to overcome anxiety, frustration, aggression etc; Yogic Prescriptions;
2. **Positive Psychology and Human virtues:** An introduction to meaning, objectives and theoretical perspectives of positive psychology (Seligman), Life skills, Practical strategies to enhance happiness: Enhancing pleasure, engagement and meaning-making, Spirituality and well-being, Subjective well- being: Characteristics and determinants, Life satisfaction and happiness. Cognitive-focused Approach: Creativity, well-being-Mindfulness, Optimism, Hope Theory, Self-Efficacy, Problem Solving, Appraisal and Psychological Adjustments, Setting goals for life and happiness and the role of Personal Control in Adaptive Functioning; Interpersonal Approaches: Relationship connection, Compassion, Psychology of Forgiveness, Gratitude, Love, Empathy and Altruism, Moral and sources of Moral Motivation, Mediation and Positive Psychology.
3. **Psychopathology & Bio Psychology;** Meaning and concept of normality and abnormality. Recent concept of Abnormal Behaviour; Classification of Abnormal Behaviour (DSM-IVTR, DSM-V & ICD10 and Assessment); Causal factors and viewpoints in Abnormal Psychology (Biological, Psychological, Social - Behavioural, Cognitive and Psychodynamic)
  - i) **Personality Disorder:** Types (Paranoid Personality Disorder, Histrionic Personality Disorder, Anti Social Personality Disorder, Border Line Personality Disorder, Schizoid Personality Disorder and Others); Symptoms; Causes / Etiology, Treatment
  - ii) **Schizophrenia Spectrum Disorder & Other Psychotic Disorders:** Types (Schizophrenia, Schizoaffective disorder, Schizophreniform disorder, Delusional disorder, Paraphrenia, Brief psychotic disorder, Substance-induced psychotic disorder); Symptoms; Causes; Treatment
  - iii) **Affective, Anxiety & Related Disorders:** MDD, Dysthymia, Bipolar Disorder and Suicide, Stress, Anxiety and related disorders: PTSD, Panic disorder, GAD, Phobias, OCD & Other related disorders; Cognitive Disorder: Dementia, Epilepsy, Alzheimer's disease and Parkinson's disease; Somatoform disorders: Somatization

disorder, Conversion disorder, Hypochondriasis, Psychosomatic disorders;  
Dissociative disorders: Dissociative fugue, Dissociative amnesia, Dissociative  
identity disorder.

- iv) **Other Disorders:** Delinquency and crime (Juvenile Delinquency & Conduct Disorder); Mental Retardation (MR): Types, Symptoms, Causes & Remedial Measures; Pervasive Developmental Disorder: Autism, ADHD, ASPD, Oppositional Defiant Disorder (ODD); Specific Learning Disorder (SLD): Reading, Writing Disorders & Others; Sexual Disorders: Paraphilias & Gender Identity; Substance abuse Disorders: Alcohol, Tobacco & others Drugs; Eating & sleeping disorders; Nocturnal enuresis

**4. Structure and function of the Neurone:** Components of Nervous System, Different types of nerves; Brain, its different parts and functions, Cerebrum, Cerebellum, Brain-stem and Spinal Cord, Synapse and Neurotransmitters, Mode of action of the nervous system; Somatic Nervous System – Sensory and Motor systems, Autonomic Nervous System; Limbic system – its components and function, Neural basis of different psychological functions

**5. Endocrine glands and their functions-** Pituitary, Thyroid, Thymus, Adrenals, Pancreas, Gonads (Testes and Ovary) etc.; Mental and behavioural abnormalities due to disorder of functions of endocrine glands; Personality and Hormones: Individual variations; Vitamins (Functions and deficiency disorders)

#### **Suggested Reading:**

1. Agrawal, Rashmi & Rao, BVLN (2010). *Learning Disabilities (Teaching Learning Strategies)*, Shipra Publications.
2. Butcher, James N., Mineka, Susan & Hooley, Jill M. (2015). *Abnormal Psychology*, Pearson
3. Carson, Robert C.; Butcher, James N. & Mineka, Susan (2003), *Abnormal Psychology and Modern Life*, Pearson Education.
4. Chatterjee, C.C. (1958). *Human Physiology*, Medical Allied Agency.
5. Chaudhuri, Sujit K. (2006). *Concise Medical Physiology*, New Central Book Agency, Kolkata.
6. Cowen, Philip; Harrison, Paul & Burns, Tom (2012), *Shorter Oxford Textbook of Psychiatry*, Oxford University Press.
7. Das, J. P. (2009). *Reading Difficulties and Dyslexia (An Interpretation for Teachers)*, SAGE Publications, New Delhi.
8. Gelder, Michael; Gath, Dennis & Mayou, Richard (1996). *Oxford Textbook of Psychiatry, ELBS (English Language Book Society)*, Oxford University Press.
9. Lougy, Richard, DeRuvo, Silvia & Rosenthal, David MD. (2007), *Teaching Young Children with ADHD (Successful Strategies and Practical Interventions)*, SAGE Publications, New Delhi.
10. Louttit, C. M.; Harper & Brothers (1957). *Clinical Psychology of Exceptional Children*, Publishers New York.

11. Lowe, Gordon R. (1969). *Personal Relationships in Psychological Disorders (Penguin science of behaviour)*, Penguin Books.
12. Maggie, Lynn Plimley & Morgan, Bowen Huge (2007). *Autistic Spectrum Disorders in the Early Years*, Paul Chapman Publishing (P.C.P.).
13. Mahmud, Jafar (2013), *Abnormal Psychology*, A.P.H. Publishing Corporation, New Delhi.
14. Mangal, S. K. (2012), *Abnormal Psychology*, Sterling Publications.
15. Pinel, John P. J. (2007). *Biopsychology*, Pearson.
16. Plimley, Lynn & Bowen, Maggie (2006). *Autistic Spectrum Disorders in the Secondary School*, Paul Chapman Publishing (P.C.P.).
17. Plimley, Lynn & Bowen, Maggie (2007), *Social Skills and Autistic Spectrum Disorders*, Paul Chapman Publishing (P.C.P.).
18. Reddy, G. Lokanadha; Santhakumari, P.; Kusuma, A. & Shyamala, V. (2004). *Behaviour Disorders in Children (Identification, Assessment and Intervention Strategies)*, Discovery Publishing Houde, New Delhi.
19. Riddick, Barbara (2010). *Living with Dyslexia (The social and emotional consequences of difficulties/ disabilities)*, Routledge / Nasen.
20. Sadock, Benjamin James & Sadock, Virginia Alcott, Williams, Lippicott & Wilkins (2008). *Kaplan & Sadock's Concise Text Book of Clinical Psychiatry (Derived from Kaplan & Sadock's Synopsis of Psychiatry)*, South Asian Edition.
21. Sailo, Saichampuil & Ralte, Rinpari. *Suicide (A Multiple Approach)*, Mittal Publications, New Delhi (India).
22. Sarason, Irwin G. & Sarason, Barbara R. (2000). *Abnormal Psychology (The Problem of Maladaptive Behaviour)*, PHI (Prentice, Hall of India) Pvt. Ltd, New Delhi.
23. Sen, Arun K. & Anis, Ahmad (1999). *Drug Abuse and Youth (A Psychological Study)*, Gyan Publishing House, New Delhi.
24. Sethi, Sujata (2011). *Text Book of Psychiatry*, Elsevier, New Delhi.
25. Sharma, Rachana (2006). *Abnormal Psychology*, Atlantic Publishers.
26. Simpson, Richard L. (2008). *Autism Spectrum Disorders (Interventions and Treatments for Children and Youth)*, SAGE Publications.
27. Singh, Vimala Veeraraghavan Shalini (2002). *Anxiety Disorders (Psychological Assessment and Treatment)*, SAGE Publications, New Delhi.
28. Sue, David; Sue, Derald & Sue, Stanley (1994). *Understanding Abnormal Behaviour*, Houghton Mifflin Company.
29. Wright, Samson (with the collaboration of Montague Maozels & John B. Jepson). (1952). *Applied Psychology*, Oxford University Press.
30. Abhedananda Swami (1954). *True Psychology*, Ramakrishna Vedanta Math, Calcutta.
31. Aggarwal, J. C. (2009) *Essentials of Educational Psychology*, Vikas Publishing House Ltd.
32. Berk, Laura E. (2001), *Child Development*, PHI Learning Private Limited. New Delhi.
33. Butterworth, George (2014). *Principles of Developmental Psychology: An Introduction*, Psychology Press, New York
34. Colman, Andrew M. (2015). *Oxford Dictionary of Psychology*, Oxford Reference.

PGDGC 103

## THEORIES OF GUIDANCE AND COUNSELLING

1. Importance of theories--- Issues faced by therapists in the beginning.
2. Psychodynamic approach, Freud's Psychoanalysis, Freud Revisited: Lacanian Psychoanalysis, Adlerian, Person-centered, Existential & Gestalt therapies & techniques, Analysis of these techniques from a multicultural perspective; Action Oriented Techniques: Behaviour therapy, Cognitive- behaviour therapy, Reality therapies—Key concepts, Processes & Applications.
3. Case work/individual & Group counselling approaches, Integrative, Spiritual Approaches of counselling. Humanistic approach, Existential approach
4. Personality Theories and their implications in Guidance and Counselling, Freudian viewpoint; Neo-Freudian viewpoint (Erikson's, Adlerian, Meyer's and C. G .Jung's Viewpoint) Moralistic viewpoint (Kohlberg), Classical Conditioning (Pavlov), Behaviouristic viewpoint (Skinner), Humanistic viewpoint (Maslow's and Roger's viewpoint), Eysenck's viewpoint, Social Cognitive Learning viewpoint (Bandura)
5. Stages & Factors of Psychological Development, Developmental task of different stages of development – Prenatal development, Birth and Infancy, Early childhood, Middle childhood, Adolescence, Adulthood & Old age
6. Adjustments fulfillment and frustration of motives, conflict, anxiety and defence mechanisms at different stages of life; Psychodynamics of Adjustment – Adjustment problems, Cause of Maladjustment, Problems of Maladjustment; Family and Parenting, Peers, Media, Schooling, Socio-cultural context, Religious context and morality.

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**Suggested Reading:**

1. Sharma, R and Sharma, R. Guidance and Counseling In India, Atlantic Publisher, New Delhi.
2. Guidance and Counselling By R C Mishra APH Publishing Corporation
3. Jones, A.J.: Principles of Guidance, sixth ed., McGraw Hill, New York, 1970
4. Asch, M. Principles of Guidance and Counseling. ND: Sarup & Sons, 2000.
5. Kottler, J.A and Brown, R.W. Introduction to Therapeutic Counseling, U.S: Brooks/Cole, 2000.
6. Woolfe, R and Dryden, W. Handbook of Counseling Psychology, New Delhi, sage Publication.
7. May, R. The Art of Counseling, Nashville, Abingdon, 1977.
8. Leigh, A. Referral and Termination Issues for Counselors, New Delhi: Sage Publications, 1998.
9. Wallace, S.A and Lewis, M.D Becoming a Professional Counselor, New Delhi, Sage.
10. Osipow, S.H. Theories of Career Development, NJ: Prentice Hall Inc, 1983.
11. Gabriel, L & Casemore, R (ed.) Relational Ethics in Practice--- Narratives from Counseling and Psychotherapy, Routledge, 2007.
12. Cottone, R. R & Tarvydas, V M. Counseling Ethics and Decision- Making, Prentice Hall.
13. Geldard, K & Geldard, D. Practical Counselling Skills: An Integrative Approach, Palgrave.
14. Langs, R. Fundamentals of Adaptive Psychotherapy and Counselling, Palgrave

15. Career Guidance and Counselling: Principles and Techniques By S. P. Sharma, Kanishka
16. Mayers,G.E.: Principles and Techniques of vocational Guidance, McGraw Hill,
17. Gerow, Josh R. (1993). *Essentials of Psychology (Concepts and Applications)*, Harper Collins College Publishers.
18. Hurlock, Elizabeth B. (2003). *Developmental Psychology (A Life – Span Approach)*, Tata McGraw-Hill.
19. Lomas, Heffron & Ivztan (2014). *Applied Positive Psychology*, Sage Publication.
20. Rathus, Spencer A. & Nevid, Jeffrey S. (1999). *Adjustment and Growth (The Challenges of Life)*, Harcourt Basic College Publishers.
21. Reber, Arthur S. & Allen, Rhianon (2009). *Penguin Dictionary of Psychology*, Penguin Reference Library.
22. Shaffer, David, Kipp, Belmont, Katherine CA (2013). *Developmental Psychology: Childhood and Adolescence*, USA Wadsworth Cengage Learning.
23. Sharma, Neeraja. (1999). *Understanding Adolescence*, National Book Trust, India.
24. Sharma, Ram Nath & Sharma, Rachana (2006). *Child Psychology*, Atlantic Publishers.
25. Sharma, S.R. (2000). *Nature of Child Study*, Omsons Publications, New Delhi.
26. Sinha, Jadunath (1996). *Indian Psychology, Vol. – I (Cognition), II (Emotion & Will), and III (Epistemology of Perception).....*, Motilal Banarsidass Publishers.
27. Skinner, Charles E. (2009). *Educational Psychology*, PHI Learning Private Limited. New Delhi.
28. Slater, Alan & Bremner, J. Gavin (2011). *An Introduction to Developmental Psychology, British Psychological Society.*; John Wiley & Sons.

#### **PGDGC 104**

#### **PRACTICUM AND PROJECT REPORT PREPARATION**

Project Report to be prepared by each student identifying problems of a single client/group and service delivery by student. The Project to be prepared under the supervision of a teacher/ agency.

#### **SECOND SEMESTER**

#### **PGDGC 201**



## SELF, SOCIETY, SOCIAL RELATIONSHIP

1. Concepts of Self: Meaning & Development of Self, Determinants & Dimensions of Self, Self as a product of social learning & cognition, Self in Conflict: Freud's theory of human personality, Challenges of the Self: Stress, Health & Coping.
  2. Society & Social Behaviour: Social constructions of normal & abnormal behaviour through discourses & discursive practices, Social stereotypings—Gender, Sexual & Age Stereotypes, Illness as a Stereotype, Power-Knowledge interplays in stereotypings, Role of culture, mass media, public opinion in shaping social behaviour, Effect of environment on behaviour & vice-versa, Mental Health and Mental Illness.
  3. Relationship issues: Basis of Interpersonal Relationships, Factors, Interpersonal attraction, Social perception, Communication & symbolic meaning in relationship, Gender Relationships: Society & Gender Roles – Limitations & Influences, Sex Relationships: Sexuality – Constructions & Deconstructions, Sexual myths—its historicity, Sexual responsibility, Sexually Transmitted Diseases – social implications, Homosexuality, Sexual values & Choices.
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### Suggested Reading:

1. Antonovsky, A. *Health, Stress & Coping*, San-Francisco:Jossey-Bass.
2. Baert, Patrick. "Social Theory in 20<sup>th</sup> Century", New York University Press, New York.
3. Chatterjee, S.C; Patnaik, P; Chariar, V.M. "Discourses on Aging and Dying", Sage.
4. Cockerham, W.C The Blackwell Companion to Medical Sociology(Ed.) Blackwell Publishing.
5. Featherstone, B; Rivett, M & Scourfield, J. (ed.) "Working with Men in Health and Social Care", Sage Publication, 2007.
6. Foucault, Michel. *The History of Sexuality, Volume 1*. Victoria: Penguin Books, 1998.
7. Francis, David and Stephen Hester, *An invitation to ethnomethodology; language, society, and social interaction*, Sage Publications.
8. Freud, Sigmund. "The Ego and the Id (The Standard Edition of the Complete Psychological Works of Sigmund Freud" W. Norton & Company; The Standard Edition edition, 1990.
9. Freud, Sigmund. "The Interpretation of Dreams", Avon Books, 1980.
10. George Herbert Mead, *Mind Self and Society from the Standpoint of a Social Behaviorist* (Edited by Charles W. Morris). Chicago: University of Chicago (1934).
11. Holmes, Mary. "What is Gender? Sociological Approaches", Sage Publications, 2007.
12. Jean Laplanche et J.B. Pontalis, Editeur "The Language of Psycho-Analysis", W. W. Norton & Company, 1974.
13. Kalbfleisch, Pamela J & Erlbaum, Lawrence *Interpersonal Communication: Evolving Interpersonal Relationships*, 1993.
14. Linley, P.A; & Joseph, S. (Eds.) (2004) *Positive psychology in practice*. New York: Wiley.
15. Lippa, Richard A. *Gender, Nature and Nurture*, Lawrence Erlbaum Associates, 2002.

16. Marinelli, Lydia and Andreas Mayer A. *Dreaming by the Book: A History of Freud's 'The Interpretation of Dreams' and the Psychoanalytic Movement*, New York: Other Press, 2003.
17. Mead, Margaret *Male and Female*, Harper Perennial, 2001.
18. Miller, George Herbert Mead: *Self, Language, and the World*. University of Texas Press David.
19. Patel, V. (2003) *Meeting the mental health needs of developing countries*. New Delhi: sage India
20. Peterson, C; & Seligman, M.E.P. (2004) *Character strengths and virtues: A handbook & classification*. New York: Oxford University Press.
21. Schneider, David J. *The Psychology of Stereotyping*, The Guilford Press, London, 2004.
22. Seligman, MEP (2002) *Authentic happiness: Using the new positive psychology to realize your potential for lasting fulfillment*. Free press
23. Snyder, C.R. & Lopez, S. J. (Eds.) (2002) *Handbook of positive psychology*. Oxford : Oxford University Press.
24. *Social Selves Theories of Self and Society by Ian Burkitt SAGE Publications Ltd ISBN: 9781412912723*

## PGDGC 202

### GUIDANCE AND COUNSELLING AREAS

1. Educational guidance and counselling, The Purpose of Educational Guidance ,Factors Contributing to Educational Problems ,Self, Home, School, Neighbourhood, Community, The Educational Guidance Programme, Guidance at Primary School Level, Guidance at Secondary School Level , Guidance at College Level, Complementary Roles of the Teacher Counsellor and Professional Counsellor , Promoting Parental Collaboration in Educational Guidance.
2. Career Counselling for career planning & skill development,
3. Family Counselling and Guidance: Family, Marriage & Sex, adolescent,
4. Addiction,
5. Gerontological, Mother & Child health, women & gender issues,
6. Stress and Trauma,
7. Health & Hospital Counselling HIV/AIDS/COVID-19
8. Industrial & Organizational counselling, correctional counseling, Counseling for handicapped & mentally challenged,
9. Sports counselling
10. Correctional counseling

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#### Suggested Reading:

1. Schellenberg, R. "The New School Counselor: Strategies for Universal Academic Achievement", Rowman & Littlefield Education, 2009.
2. Metcalf, L. "Counseling Toward Solutions: A Practical Solution-Focused Program for Working with Students, Teachers, and Parents", Jossey-Bass Publication, 2008.
3. Zunker, Vernon G. "Career Counseling: A Holistic Approach", Brooks Cole Publication, 2006.
4. Davis, D.C and Humphrey, K.M. "College Counseling: Issues and Strategies for a New Millennium", American Counseling Association Publications, 2000.
5. Lewis, J.A; Dana, R.Q and Blevins, G.A. "Substance Abuse Counseling", Brooks Cole.

6. Carnes, P.J. "Out of the Shadows: Understanding Sexual Addiction", Hazelden Publications.
7. Golden, G.H "In the Grip of Desire---A Therapist at Work with Sexual Secrets", Routledge.
8. Phillips, J; Phillips, J, Stonebridge, L. (ed.) "Reading Melanie Klein", Routledge.
9. Ingersoll, B. and Dvortcsak, A. "Teaching Social Communication to Children with Autism--- A Manual for Parents", Guilford Press, 2010.
10. Garson, Mary Joan. "The Embedded Self---An Integrative Psychodynamic and Systemic Perspective on Couples and Family Therapy", 2nd Edition, Routledge.
11. Greenspan, Miriam: A New Approach to Women and Therapy. New York: Mc.Graw-Hill.
12. Ramirez. Manuel (1994). Psychotherapy and Counseling with Minorities: A Cognitive Approach to Individual and Cultural Differences. London: Allyn and Bacon.
13. Sommers-Flanagan, John (1993). Foundation of Therapeutic Interviewing. London: Allyn and Bacon.
14. Aneshensel, Carol S. and Phelan, Jo C. "Handbook of the Sociology of Mental Health", Springer Publishing Company, 2006.
15. Approach to Individual and Cultural Differences. London: Allyn and Bacon.
16. Babcock, Elise. "When Life Becomes Precious: The Essential Guide for Patients, Loved Ones, and Friends of Those Facing Serious Illnesses", Bantam Publications, 1997.
17. Baradon, Tessa(ed.) "Relational Trauma in Infancy--- Psychoanalytic, Attachment and Neuropsychological Contributions to Parent-Infant Psychotherapy", Routledge
18. Fremouw, William J., De Perzel, Maria, & Ellis, Thomas E. (1990). Suicide Risk:Assessment and Response Guidelines. London: Allyn and Bacon.
19. Greenspan, Miriam: A New Approach to Women and Therapy. New York: Mc.Graw-Hill.
20. Hershenson, D.B and Power, P.W. "Mental Health Counseling: Theory and Practice", Allyn & Bacon Publications, 1987.
21. Hoffman, "Counselling Clients With HIV Disease Assessment Intervention and Prevention", Guilford Press, 1996.
22. Kumar, D. "Disease and Medicine in India---A Historical Overview", Tulika Publications, 2001.
23. Landy, F.J and Conte, J.M. "Work in the 21st Century: An Introduction to Industrial and Organizational Psychology", Wiley-Blackwell Publications, 2009.
24. Nathan, Joel "What to do when they say 'It's Cancer'", Prism Books Pvt. Ltd, Bangalore, 2000.
25. Palmo, A.J; William, J.W; Borsos, D.P (ed.) "Foundations of Mental Health Counseling" (3rd edition), Charles C Thomas Pub Ltd, 2006.
26. Peterson, David. "Psychological Aspects of Functioning, Disability, and Health", Springer Publishing Company, 2010.
27. Ramirez. Manuel (1994). Psychotherapy and Counseling with Minorities: A Cognitive
28. Sommers-Flanagan, John (1993). Foundation of Therapeutic Interviewing. London: Allyn and Bacon.

## RESEARCH AND TESTING IN GUIDANCE AND COUNSELLING

1. Importance of research, Scope of Research in the Counselling and Guidance, Opportunities, Difficulties, Scope, Steps
2. Research methods: Qualitative, Quantitative, Single-case designs/group research, Action research, Outcome-based research, Using research results to improve counselling effectiveness
3. Programme modification, Needs assessment, Programme Evaluation, Using research results to effect programme modifications, Ethical and legal considerations related to research and programme evaluation. Writing of research report.
4. Testing in counselling. Need and importance of testing. Types of testing, Utilization of test result in counselling and referral service.
5. Assessment of cognitive function : Weschler Adult Intelligence Scale, Bender Gestalt Test, Raven's Progressive Matrices. Assessment of personality, Stress and Adjustment : Standard measures of Personality: State- Trait Anxiety (STAI), Depression, Adjustment and Stress.
6. Assessment of Interest, Aptitude, Achievement – Measures of achievement and Aspiration, vocational and career interest. Observational assessment – Interview, Case Study, rating scale.
7. Basic statistics for Guidance & Counselling: Frequency distribution, Measures of central tendency, Measures of dispersion, Concepts of percentile score; Errors of Measurement; Reliability & Validity; Correlation & Probability; Sampling techniques; Normal Probability Curve (NPC)

### Suggested Reading:

1. Blalock, H.M. Jr. 1979. *Social Statistics*. McGraw-Hill Book Company.
2. Corey, G. 1985. *Theory and Practice of Group Counselling*, Monterey, CA, Brooks/Cole.
3. Elifson, K.W. 1990. *Fundamentals of Social Statistics*. McGraw-Hill Book Company: New York.
4. Levin, Jack and James Alan Fox. 2006. *Elementary Statistics in Social Research*. Pearson Education.
5. Mangal, S.K. 2010. *Statistics in Psychology and Education*. PHI Learning Private Limited: New Delhi.
6. New Delhi: Concept Publishing Co. 1992.
7. Pareek, U and Rao, T.V., *First Handbook of Psychological and social instruments*.
8. Patterson, L. E. and Welfel, E. R. 2000. *The Counselling Process*, Brooks/Cole ( Eastern Press, Bangalore).
9. Sirkin, R.M. 1999. *Statistics for the Social Sciences*. Sage Publications.
10. Walsh, W. B., and Betz, N E. *Tests and Assessment*. NJ: Prentice Hall, 1985.

PGDGC 204

INTERNSHIP AND REPORT PREPARATION

### **Internship**

There would be agency programme for 1 (one) month (training at some counselling center/ organization where counselling services are in practice). Performance of a student to be evaluated on the basis of activity report prepared by each student and signed by the supervisor / head of that institution.

### **Distribution of marks:**

#### **First semester**

Each of the 3 theory papers will be of 100 marks. 3x100 =300

100 marks for each theory paper in all the semesters would be distributed as:

80 marks for written examination (time duration 3 hours)

The question pattern for the 80 marks examination:

- i) there will be 15 questions of 2 marks from which 10 questions are to be answered by the candidates. (2x10=20)
- ii) there will be 8 questions of 5 marks from which 6 questions are to be answered by the candidates. (6x5=30)
- iii) there will be 5 questions of 10 marks from which 3 questions are to be answered by the candidates. (3x10=30)

20 marks for continuous assessments etc. which will be distributed as follows:

10 marks — Attendance

10 marks - Class Tests/Assignments/Seminar/ Case Presentation

Practicum and project report preparation (100 marks):

Report: 50 marks

Viva: 50 marks

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Total: 100

**Grand Total    400**

## Second Semester

Each of the 3 theory papers will be of 100 marks.  $3 \times 100 = 300$

100 marks for each theory paper in all the semesters would be distributed as:

80 marks for written examination (Time duration 3 hours)

The question pattern for the 80 marks examination:

- i) there will be 15 questions of 2 marks from which 10 questions are to be answered by the candidates.  $(2 \times 10 = 20)$
- ii) there will be 8 questions of 5 marks from which 6 questions are to be answered by the candidates.  $(6 \times 5 = 30)$
- iii) there will be 5 questions of 10 marks from which 3 questions are to be answered by the candidates.  $(3 \times 10 = 30)$

20 marks for continuous assessments etc. which will be distributed as follows:

10 marks — Attendance

10 marks - Class Tests/Assignments/Seminar/ Case Presentation

Internship and report preparation: Total : 100 marks

Report (To be evaluated by expert): 50 marks

Comprehensive Viva-Voce: 50 marks

(To be evaluated by expert)

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Total 100

Grand Total 400