

**PROGRAMME PROJECT REPORT
OF
DIPLOMA IN GUIDANCE & COUNSELING
(DISTANCE MODE)**

ONE YEAR PROGRAMME
Choice Based Credit System on Outcome Based Education
(Effective from Session 2024-25)



**CENTRE FOR DISTANCE
AND ONLINE EDUCATION**
**GURU JAMBHESHWAR UNIVERSITY OF
SCIENCE AND TECHNOLOGY HISAR-125001,
HARYANA**

(YEAR: 2024-25)

PROGRAMME PROJECT REPORT (PPR)
DIPLOMA IN GUIDANCE AND COUNSELING
(Two Semesters)

1. PROGRAMME'S MISSION & OBJECTIVE

1.1 PROGRAMME MISSION:

The course of Diploma in Guidance & Counseling comprising two semesters aims to develop mental health professionals capable to handle and resolve the peaked up mental health issues in the ongoing and upcoming decades. Guidance and Counseling with an integral part of psychotherapy as a subject and internship sculpts a candidate to be able to resolve as well as make the other person capable to face the challenges of life in a therapeutic manner. In view of the huge current as well as potential demand for the professionally qualified persons for guidance and counseling, at the entry-level, Guru Jambheshwar University of Science & Technology has designed this course as professional qualification who aspire for a career in guidance and counseling.

It is expected that successful candidates of this programme would have a competitive edge and will be absorbed by institutions demanding qualified and capable counselors.

1.2 PROGRAMME OBJECTIVES:

- To prepare the students as a qualified and quality counselors.
- To deal with mental health issues prevailing largely in the layman population.
- Learner will possess professional skills and competence to apply psychological assessments.
- To Identify, analyze, and practice ethical responsibilities of guidance and counseling.
- Integrate and apply psychological theories to practice assessments and interventions.
- To resolve career related, marital related, relationship related issues.
- To deal effectively in situation demanding crisis intervention.

1.3 CURRICULUM DESIGN

The Diploma in Guidance & Counseling is a two semester programme. The course structure, viz, the scheme and syllabus of the Diploma in Guidance & Counseling is given as under:

Scheme of Diploma in Guidance and Counselling 2024-25

Semester - I

Paper Code	Nomenclature of Paper	Credits	Internal Marks	External Marks	Max. Marks
DGC -01	Basics of Psychology	4	30	70	100
DGC -02	Personality	4	30	70	100
DGC -03	Health Psychology	4	30	70	100
DGC -04	Guidance and Counseling	4	30	70	100
DGC -05	Abnormal Behavior	4	30	70	100
Total		20	150	350	500

Semester – II

Paper Code	Nomenclature of Paper	Credits	Internal Marks	External Marks	Max. Marks
DGC -06	Psychological Assessment	4	30	70	100
DGC -07	Psychotherapeutic Intervention	4	30	70	100
DGC -08	Assessment Case Report-MSE	4	30	70	100
DGC -09	Therapy Case Report	4	30	70	100
DGC -10	Internship (Assessment)-II	4	30	70	100
Total		20	150	350	500

Note: To be eligible for the award of the Diploma in Guidance & Counseling, a student has to complete all the 10 courses.

Note:

1. There will be two sections A & B. (35+35=70). In section A there will be ten short answer type questions out of which the candidate will be required to attempt any seven questions (7×5=35). In section B there will be three questions with internal choice and the candidate will be required to attempt all questions (2×12)+(1×11)=35.
2. 30% of the maximum marks are allocated for internal assessment based on two assignments (handwritten) of 15% marks each.

1.4 DETAILED SYLLABUS:

Semester 1

Paper code - DGC-01

BASICS OF PSYCHOLOGY

Total Marks – 100

Duration – 3 hrs.

External -70

Internal -30

- UNIT-I Nature and Scope of Psychology, Methods of Psychology
- UNIT-II Perception: Nature and Determinants, Perceptual illusions, Person Perception
- UNIT-III Learning:
Trial and error learning, Classical Conditioning, Instrumental Conditioning, Insight Learning
Memory: Nature &, Types
Forgetting: Nature & Causes
- UNIT-IV Emotion & Motivation:
Emotion: Physiological indicators Identification of Emotions
Motivation: Nature and types, Factors affecting motivation

References:

1. Baron R.A. (2004). Psychology. Pearson education Singapore Pvt. Ltd. New Delhi.
2. Gerrig R.J.; Zimbardo P.G. (2005). Psychology and Life. Pearson education Publication. New Delhi.
3. Morgan, C.T., King R.A. Weisz, J.R., and Schopler, J. (1987). Introduction to Psychology. Singapore: Mc Graw Hill.
4. Smith E.E.; Hoeksema S.N.; Fredrickson B. Loftus O.R. (2003) Atkinson & Hilgard's Introduction to Psychology. Thomson Wadsworth, Australia.

<u>UNIT-I</u>	Nature of Personality Determinants : Biological, Socio-cultural and Psychological
<u>UNIT-II</u>	Perspectives in personality Dispositional Psychoanalytic Behavioural Cognitive
<u>UNIT-III</u>	Theories of Personality: <ul style="list-style-type: none">• Freud• Eysenck• Rogers• Bandura
UNIT-IV	Assessment methods/Techniques Psychometric tests: 16 PF, EPQ-R, MMPI Projective - Techniques: <ul style="list-style-type: none">• Thematic Apperception Test (TAT)• Word Association Test (WAT)• Sentence Completion Test (SCT)

References:

1. Hall C.S. : Lindzey, G. (1978). Theories of Personality, New York : Wiley Eastern Limited.
2. Parvin L.A. (1979). Personality Theory, Assessment and Research : Wiley .
3. Sarason I.G. (1966). Personality and Objective Approach. New York: Wiley.
4. Singh A.K., (1998). Test Measurements and Research Methods in Behavioural Sciences. Bharart Bhavan Publishers, New Delhi.

Paper code - DGC-03

Health Psychology

Total Marks – 100

Duration – 3 hrs.

External -70

Internal -30

UNIT – I: Health Psychology- Nature & scope, modals of Health and well-being. Health promoting and health compromising behavior

UNIT – II: Stress, Types, Coping Styles. Primary Prevention and Crisis Intervention Strategies.

UNIT – III: Lifestyle and Chronic diseases (CHD, Diabetes, Hypertension, Thyroid), Psychoneuroimmunology (Cancer, HIV/AIDS).

UNIT– IV :Specific problems pertaining to each stage of life - childhood, adolescence, young adulthood, middle age, and older adulthood

References:

1. Cooper, CL, (ed) 1983. Stress Research. Issues for the liguties. New York: Wiley & sons.
2. Feuerstein, M, Elise, R.L. and Kuczmier cigk, A.R. (1986). Health Psychology A Psychological perspective. New York : Plenum Press.
3. Friedman- Di-mateo (1989). Health Psychology. New York : Prentice Hall
4. Smart, J. (2012). Disability across the Developmental Life Span: For the rehabilitation counselor. New York: Springer Publishing Company.
5. Ogden, J. (2019). *Health Psychology, 6e*. McGraw Hill.
6. Abraham, C., Conner, M., Jones, F., & O'Connor, D. (2016). *Health psychology*. Routledge.

Paper code - DGC-04
GUIDANCE & COUNSELLING

Total Marks – 100

Duration – 3 hrs.

External -70

Internal -30

UNIT – I Guidance & Counselling: Defining, features & goals
Necessary personal characteristics of effective counselor

UNIT – II Techniques of counselling relationship:

Rapport
Techniques
Terminating
skills
Transference
Counter
transference

UNIT – III Counselling techniques and

ethics Psycho diagnosis
Counseling
Interview
Observation
Case Study
Ethical Considerations

UNIT - IV Major Areas of

Application:

Counseling for children's & Parents
Counseling of Drug addicts
Educational counseling
Crisis Intervention
Vocational
Counseling
Marriage
Counseling

References:

1. Burnard, Philips (1989). Counselling skills of health professional, Madras : Chapman-and Hall.
2. Gelso, G.J. and Fretz, B.R. (1995). Counselling psychology. Bangalore: Prism.
3. Lynn, S.J. and Garske, J.P. (1985). Contemporary psychotherapies: Models and Methods. Ohio: Bell and Howell.
4. Rao, N. (1994). Counselling and Guidance. New Delhi: Tala Mc Graw Hill.

Paper code - DGC-05
ABNORMAL BEHAVIOR

Total Marks – 100

External -70

Duration – 3 hrs.

Internal -30

UNIT – I: Anxiety Disorders – OCD, PTSD (Clinical Picture, Etiology and Management)

UNIT–II: Depression and Bipolar related Disorders, Schizophrenia (Clinical Picture, Etiology and Management)

UNIT – III : Stress – related Disorders, Eating Disorders, Intellectual Disability (Clinical Picture, Etiology and Management)

UNIT – IV : Phobia, Sleep-Wake Disorders (Clinical Picture, Etiology and Management)

References:

1. Hales, R.E., Yudofsky, S.C. & Talbott, J.A. (1999). Textbook of Psychiatry Vol.I&II. Washington: American Psychiatric Press.
2. Kendall. (1980). Modern Clinical Psychology. NY: Willey.
3. Kolb. L.C. & Brodie, H.K.H. (1982). Modern Clinical Psychiatry. (10th Ed.). London: Saunders.
4. Korchin, S.J. (1975). Modern Clinical Psychology. NY: Basic Books.
5. Pomerantz, A.M. (2008). Clinical Psychology: Science, Practice, and Culture. Los Angeles: Sage.
6. Richard, D.C.S. & Huprich, S.K. (2009). Clinical Psychology: Assessment, Treatment, and Research. NY: Academic Press.
7. Wolberg, L.R. (1988). The Techniques of Psychotherapy (Vol. 1 & 2). London: Jason Aronson Inc.
8. Wolman, B.B. (1965). Handbook of clinical Psychology, New York: Mc Graw Hill.

Semester II

Paper code - DGC-06 PSYCHOLOGICAL ASSESSMENT

Total Marks – 100

External -70

Duration – 3 hrs.

Internal -30

<u>UNIT-I</u>	Psychological Tests : Nature and Historical development of Psychological Testing. Types and applications. Ethics of Psychological Testing.
<u>UNIT-II</u>	Psychometric properties of tests : Reliability: Meaning, methods of estimates, and special problems. Validity: Meaning, validation procedures, and special problems. Norms
<u>UNIT-III</u>	Role of Psychological tests in educational and counselling settings, measurement of aptitude; interest and attitude.
<u>UNIT-IV</u>	Assessment of Intelligence, and Mental health.

References:

1. Aiken, L.R. (1994) Psychological Testing and Assessment. Boston: Allyn and Bacon.
2. Anastasi, A . and Urbina, S (1997) psychological Testing (7th edition) upper saddle River (NJ) -: Prentice Hall.
3. Freeman, F.S. (1974). Theory and practice of psychological testing, New Delhi: Oxford and IBH.
4. Singh A.K., (1998). Test, Measurements and Research Methods in Behavioural Sciences. Bharati Bhavan Publishers, New Delhi.

Paper code - DGC-07
PSYCHOTHERAPEUTIC INTERVENTIONS

Total Marks – 100

External -70

Duration – 3 hrs.

Internal -30

UNIT – I Biological Therapies

- Drug therapy
- Electro Convulsive therapy
- Psycho Surgery

UNIT – II Relationship Therapies

- Stress inoculation therapy
- Family Therapy
- Milieu Therapy

UNIT - III Psycho- Therapeutic Approaches:

- Psychoanalytic
- Rational Emotive Therapy (RET)
- Cognitive Behaviour Therapy.

Unit – IV

- Community Mental Health Programmes.
- Community Psychiatry
- Present Mental health Scenario in India.

References:

1. Ballcak, A.S. and Hersen, M. (1980) Introduction to clinical psychology. New York: Oxford.
2. 'Carson, R.C., and Butcher (1992). Abnormal Psychology and Modern Life. New York : Harper Collins.
3. Korchin S.J. (1986). Modern Clinical Psychology. CBS Publishers and Distibutors. New Delhi.
4. Lynn, S.J. and Garske, J.P. (1985). Contemporary psychotherapies: Models and Methods. Ohio: Bell and Howell,
5. Nietzel, M.T. and Bernstein, D.A. (1987). Introduction to clinical Psychology: New Jersey: Prentice Hall.
6. Rao, N. (1994). Counselling and Guidance, New Delhi : Tata Mc Graw Hill

Paper code - DGC-08
Assessment Case Report-MSE

Total Marks – 100

External -70

Duration – 3 hrs.

Internal -30

Detailed **Case Reports** are to be studied and reported.

UNIT – I: Psychological and Clinical Assessment: Meaning, types, need. Mental Status Examination

UNIT – II: Assessment of Personality: EPQ, 16 PF, NEO-FFI

UNIT – III: Neurological and IQ Assessments: Bhatia Battery, Seguire Form Board Test, PGI-Battery
for Brain Dysfunction

UNIT – IV: Projective Test: Sentence Completion Test, Word Association Test, TAT

References:

1. Cohen, R.J & Swerdlik, M.E. (2005). Psychological testing and assessment: An introduction to tests and measurement (6th Ed.). McGraw-Hill Inc.
2. Aiken, L.R. (1994) Psychological Testing and Assessment. Boston: Allyn and Bacon
3. Neukrug, E.S; Facwecett, R.C.(2010)Essentials of testing and assessment: A practical Guide for Counselors, Social workers and Psychologists (2ndEd.) Brooks/Coles. W.E.F 2010-11
4. Miller, L.A., McIntire, S.A., & Lovler, R.L. (2011). Foundations of Psychological Testing. Los Angeles: Sage.
5. Hall G.S. & Lindzey, G. (1985).Theories of Personality (3rded.) New Delhi: Wiley Eastern.
6. Pervin, L.A. (1978). Personality Theory Assessment and Research. New York: John Wiley & Sons.

Paper code - DGC-09
THERAPY CASE REPORT

Total Marks – 100

External -70

Duration – 3 hrs.

Internal -30

Detailed **case reports** are to be studied and reported on the topics of each units.

UNIT – I: Cognitive Therapies: CBT, REBT, Behavior Techniques

UNIT – II: Behavioural Techniques: Shaping, Chaining, Systematic Desensitization

UNIT – III: Biofeedback, Mindfulness, Assertiveness Training, Relaxation Therapy

UNIT – IV: Supportive Therapy, Reality Therapy, Marriage counseling, Career Counselling

References:

1. Kapur, Malavika (2011). Counselling Children with Psychological Problems , Pearson Publications.
2. Kid, Jeennifer M. (2010). Understanding Career Counselling (Theory, Research and Practice), SAGE Publications
3. Oberoi, S.C. (2003) : Educational, Vocational Gudiance and Counselling. International Publishing house, Meerut.
4. Bhatia, K.K. (2000): Principles of Guidance and Counselling. Kalyani Publishers, Ludhiana.
5. Crow, L.D. & Crow, A.V.B. (1961). Introduction to Guidance: Basic Principles and Practices. New Delhi: Eurasia.
6. Gupta, S.K. (1985). Guidance and Counselling. Delhi: Mittal.
7. **Pietrofesa, J.J. (1980). Guidance:Introduction. Chicago: Rand McNally.**

Paper code - DGC-10
INTERNSHIP (Assessment)-II

Total Marks – 100

External -70

Duration – 3 hrs.

Internal -30

The students have to undergo complete 148 hour internship programme for the completion of diploma. The internship can be under the supervision of an authorized and competent psychologist/clinical psychologist/rehabilitation psychologist or any one in specialized field of psychology through some established hospital/clinic or institute etc. Internship program (148 hours) must be completed before commencement of major exam of second semester and completion certificate should be submitted to the university.

The internship report file must have 10 fully worked out case study reports including problem area, assessment, technique employed to resolve the problem and the process of counseling.

5.3. DURATION OF PROGRAMME

The duration of the Diploma in Guidance and counseling is one year.

1. A student who for whatever reasons is not able to complete the programme within the normal period or the minimum duration prescribed for the programme shall be allowed two years period beyond the normal period to clear the backlog to be qualified for the degree. The general formula, therefore, will be as follows:
 - a) Time span = $N+2$ years for the completion of programme. Where N stands for the normal or minimum duration prescribed for completion of the programme.
 - b) In exceptional circumstances a further extension of one more year may be granted. The exceptional circumstances are spelt out clearly by the relevant statutory body of the University.
2. Further, the mercy chance, if any will be given within maximum allowed period of the programme as per UGC guidelines. In normal circumstances, only two chances will be given to pass re -appear examination.

1. PROCEDURE FOR ADMISSIONS AND EVALUATION

1.1 Admission Procedure

Whole admission process is online as per the University rules.

1.1.1 Admission policy for the programme

Admission is based on filling online Admission Form. The procedure of filling the online application form is a four-step procedure, i.e.

- Candidate Registration.
- Payment option through Net Banking, Debit card or Credit card.
- Filling of application form.
- Uploading required scanned documents.
- Generating Preview

1.1.2 Eligibility

Any graduate (regular mode) with at least 50% marks from a recognized university.

1.1.3 Fee structure : Will be decided by the university.

1.2 Evaluation

Internal assessment will be based on practical assignments and the evaluation will be done by experts in relevant field. External term end examination will be of subjective type questions of 70 marks.

Last date for submission of practical assignments will be 1 month prior to the commencement of final examinations. No late submissions will be entertained.

NOTE:

1. The students have to upload two internal handwritten assignments of each theory paper of 30% weightage in the stipulated time period mentioned above. Assignments will be prepared by the students will be available on the CDOE website and student portal/LMS as well. It is the sole responsibility of the student to download the question paper of the assignment and upload the solved assignments.
2. The students who fail in internal assessment as well as in aggregate will have the option to improve their score in the internal assessment giving a special chance to such students.
3. A student who could not score 40% marks in external examination of the particular course will have to reappear in the external examination of the respective paper as per university rules in this connection.