

Diploma Course in Guidance and Counselling (2013)

INFORMATION BROCHURE

NCERT: THE PREMIER BODY IN SCHOOL EDUCATION

The National Council of Educational Research and Training (NCERT) was established for providing academic support in improving the quality of school education in India. The focus of the Council is reflected in its emblem. The three intertwined swans symbolise the integration of three aspects of the work of the NCERT, namely, Research and Development, Training, and Extension. All these functions are tuned to achieve the main objective of improving the quality of school education. The activities taken up by the NCERT include development of curriculum, textbooks and instructional materials, training of the key functionaries and research in various dimensions of school education. The NCERT functions through its eight constituent units, viz. (a) National Institute of Education (NIE), (b) Central Institute of Educational Technology (CIET) - both located at New Delhi, (c) Pandit Sunderlal Sharma Central Institute of Vocational Education (PSSCIVE), Bhopal and five Regional Institutes of Education (RIEs) at Ajmer, Bhopal, Bhubaneswar, Mysore and Shillong. This National Institution draws on the expertise of as many as 600 members of the faculty located in the network of its constituent units.

INTERNATIONAL DIPLOMA COURSE IN GUIDANCE AND COUNSELLING (IDGC)

NCERT, through the Department of Educational Psychology and Foundations of Education (DEPFE), has been training the in-service school teachers, teacher educators, school administrators as well as untrained guidance personnel through its diploma courses for many years. In order to make the course accessible to larger numbers, this course has now been redesigned with components of both distance/online as well as face-to-face modes. The course is developed and offered by DEPFE, NIE, New Delhi and Regional Institutes of Education of NCERT.

OBJECTIVE

The course aims to train in-service teachers, teacher educators, school administrators and untrained guidance personnel as counsellors/teacher counsellors to guide and counsel students in school and other related settings.

SALIENT FEATURES OF THE COURSE

The course provides opportunity for interaction among candidates from different cultures and helps to promote international understanding, harmony and peace among

people from various regions of the world. It has therefore been designed with a special focus on counselling in a multicultural context.

Some of its unique features are:

- i. *Focus on Needs of Developing Countries:* The course aims at meeting the needs of students, particularly from SAARC and Afro-Asian countries with similar socio-economic and educational problems and needs.
- ii. *Opportunity for Multicultural Interaction:* The course provides opportunities for developing multicultural perspectives through course inputs. It also provides experiences for multicultural interaction among the participants.
- iii. *Exposure to Alternative Strategies:* The course places emphasis on health and healing practices derived from various philosophical and cultural traditions, use of spirituality in counselling, human values in cross-cultural perspectives and new approaches to psychological assessment.

COURSE CONTENT

Theory: The course consists of core components in guidance and counselling processes and procedures, major theories of human adjustment and career development, and their application in counselling, psychological assessment and appraisal, and use of career information in guidance and counselling practices. The content also includes counselling for special groups of students, crisis situations and other issues arising from multicultural forces, globalisation, industrialisation etc. that have implications for guidance and counselling practices.

Practical Work: The course includes intensive training in practical work integrated with the theory components which is later conducted and supervised in schools. Enrichment lectures, seminars, workshops, demonstrations, self-study and reflective sessions are also important features of the practical training. Field visits and tours are also arranged to provide candidates with the first-hand experience of working of guidance institutions and professionals.

Internship: Internship or 'on-the-job experience' is an important component of this course. Trainees undergo internship in actual work setting to try out and further refine the understanding and skills acquired from theory and practice.

COURSE MATERIAL

Self-learning material in modular form is the mainstay of this course. The material covers the theory topics and provides a foundation for acquiring knowledge, attitudes and skills during practical training.

DURATION AND PHASING

The course is for a period of one year, spread over three phases as given below:

		Duration
Phase I	Guided Self-learning	7 months (Distance/Online)
Phase II	Intensive Practicum	2 months (Face-to-Face)
Phase III	Internship	3 months (in Home Town)

** In-service candidates must ensure that they will attend the full-time three months' contact programme with due permission from their employers before they take admission. Without deputation orders, they will not be allowed to join the contact programme.*

*** Selected candidates will not be allowed to pursue any other course from any University/Institution, if they join the contact programme.*

TRANSACTION OF THE COURSE

- i. *Distance Learning Phase:* The distance learning phase begins from January 2013 and will continue up to a period of seven months. Faculty attachment and provision of tutorials during this phase would facilitate learners in seeking clarifications and solving difficulties.
- ii. *Face-to-Face Contact Programme:* The contact programme will be organised at all study centres for a period of two months to give intensive training in practical work related to theory components.
- iii. *Internship:* Candidates will be attached to a school, agency or any other guidance institution for internship for a period of three months in their home town/country under the supervision of an expert.

SCHEME OF EVALUATION

Evaluation of candidates in the course is based upon a system of continuous and comprehensive evaluation which includes assessment of assignments, practical work, portfolio preparation, internship project and written examination.

AWARD OF DIPLOMA

Diploma will be awarded on fulfilling requirements for successful completion of each phase and attaining a certain level of proficiency in each aspect of the course.

COURSE FACULTY

The course faculty comprises professionals and experts in the field of guidance and counselling and psychology, having rich experience of teaching in the field. In addition, faculty from universities and distinguished practitioners are invited to participate in the course as guest faculty.

TARGET GROUP

The course would be open to candidates from India, other SAARC and Afro-Asian countries.

NETWORK OF STUDY CENTRES

Candidates from different regions of the country will be enrolled on regional basis at DEPFE, NIE, New Delhi and Regional Institutes of Education.

ELIGIBILITY

- In-service teachers - Graduates with teaching degree.
- Presently not working - Graduates with teaching degree and at least two years of teaching or related experience.
- Postgraduates in psychology/education/social work/child development/special education. Preference will be given to those with at least one year of teaching or related experience.
- Candidates from outside India who are not graduates but have teaching degree are required to have three years of work experience in the relevant area. However, admission committee set up for the course will see the academic equivalence of qualifications of these candidates.

Minimum % of marks for all target groups is 50% (5% relaxation for SC/ST).

INTAKE CAPACITY

The total number of seats at each of the five centres (DEPFE, NIE, New Delhi and four RIEs at Bhopal, Bhubaneswar, Mysore and Shillong) is maximum 50. Reservation of seats will apply as per the Government of India norms.

MEDIUM OF INSTRUCTION

The medium of instruction for the course is English. Therefore, proficiency in written and spoken English will be required.

ADMISSION PROCEDURE

Candidates desirous of seeking admission into the course are required to fill-in the prescribed application form which can be downloaded from NCERT website (www.ncert.nic.in) or can be obtained in person from any of the five centres. Shortlisted candidates based on the eligibility

and other criteria will be called at the study centre in their regions for selection test which includes essay writing and interview.

No TA/DA will be given for travelling to the study centre to take admission test.

** In-service candidates can appear in the selection test, if found eligible, with prior permission from their employers if deputation orders take time.*

COURSE FEE AND OTHER EXPENSES

Course fee to be paid by different categories of candidates before commencement of the course is:

Category	Course Fee
Government Deputed Candidates (Indian) (one time TA to attend the face-to-face contact programme for non-local Government deputed will be admissible as per Council's norms)	Rs.6,000/-
Private Candidates (Indian)	Rs.18,000/-
Candidates from Outside India	\$600 (USD)

Expenditure for board, lodging and medical aid (if required) during contact programme will be borne by the candidates. Board and lodging facilities are available on request in the PG Hostel , NCERT Campus for non-local candidates at the following rates. Candidates should indicate their requirement in the application form and pay the entire amount in advance on their arrival in the hostel.

Charges for three months (subject to revision) excluding tax	
Accommodation	Meals
PG Hostel Rs.9,000/- (approx.)	Rs.9,500/- (approx.)

Note: *The candidates can, however, make their own arrangement for board and lodging.*

SCHOLARSHIP

Candidates can apply for scholarships from international agencies like UNESCO, UNDP, UNICEF, World Bank, Asian Development Bank (ADB), British Council etc. NCERT has no provision for any scholarship and financial assistance.

VISA REQUIREMENTS

Candidates from outside India seeking admission are advised to obtain visa for stay in India for a stipulated training period of about 70 days which includes a period of two months for the contact programme and two-three days before the commencement of the course and two-three days after the course to complete the formalities. Candidates should fulfill the requirements of medical examination and possess the medical fitness certificate at the time of their arrival at the international airports in India and submit the same at the time of joining the course. In case the documentary evidence of medical fitness is not submitted, candidates may be asked to return to the home country immediately at their own cost or at the cost of the sponsoring organisations or funding agencies.

Applications complete in all respects should be sent electronically (through e-mail) as well as by post to one of the following study centres based on the regional basis :

Study Centre	States/UTs Covered	Study Centre	States/UTs Covered
Head Department of Educational Psychology and foundations of Education NCERT Sri Aurobindo Marg New Delhi-110016 Centre Code 01 Phone: +91-11-26560620 Extn. 347/348/370 E-mail: idgc.ncertdelhi@gmail.com	Delhi-NCR (viz.,Delhi, Gurgaon, Faridabad, Noida, Ghaziabad and other surrounding areas) Chandigarh Jammu and Kashmir Haryana Himachal Pradesh Punjab Rajasthan Uttarakhand Uttar Pradesh	Principal Regional Institute of Education Sachivalaya Marg Bhubaneswar -751022 Centre Code 03 Phone :+91-674-2540534 E-mail: idgc.ncertbhu@gmail.com	Andaman and Nicobar Islands Bihar Jharkhand Orissa West Bengal
Principal Regional Institute of Education Shyamala Hills Bhopal -462013 Centre Code 02 Phone : +91-755-2661463 E-mail: idgc.ncertbho@gmail.com	Chhattisgarh Dadra and Nagar Haveli Daman and Diu Goa Gujarat Madhya Pradesh Maharashtra	Principal Regional Institute of Education Mysore – 570006 Centre Code 04 Phone : +91-821-2514095 E-mail: idgc.ncertmys@gmail.com	Andhra Pradesh Karnataka Kerala Lakshadweep Puducherry Tamil Nadu
Principal NorthEast Regional Institute of Education (NERIE), NCERT Umiam, Barapani Shillong – 793103 Centre Code 05 Phone : +91-364-2570009/2570062 Email: idgc.ncertshill@gmail.com	Arunachal Pradesh Assam Manipur Meghalaya Sikkim Nagaland Tripura Mizoram		

Candidates from India should send their applications through proper channel so as to reach by **3rd December, 2012** to the respective study centres. Foreign candidates will apply to the study centre at NCERT, New Delhi. The last date for submission of application form for foreign candidates is **17th December, 2012**. They will appear for online test and telephonic interview during the third week of December, 2012. However, an advance copy must be sent. Attested copies of marks/grade sheets/degrees/certificates in support of qualifications and work experience mentioned in the application form should be enclosed.

List of Course Material

1. Course Guide

Major inputs include objectives, scope, rules, syllabi as well as procedures for admission, transaction and evaluation for all the three phases of the course.

2. Course Modules*

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| i. | Module- I | : | Introduction to Guidance |
| ii. | Module-II | : | Counselling Process and Strategies |
| iii. | Module-III | : | Guidance for Human Development and Adjustment |
| iv. | Module-IV | : | Career Development-I |
| v. | Module –V | : | Career Information in Guidance and Counselling-I |
| vi. | Module –VI | : | Assessment and Appraisal in Guidance and Counselling-I |
| vii. | Module –VII | : | Basic Statistics in Guidance and Counselling-I |
| viii. | Module –VIII | : | Guidance in Action |
| ix. | Module –IX | : | Special Concerns in Counselling |
| x. | Module –X | : | Developing Mental Health and Coping Skills |
| xi. | Module-XI | : | Career Development-II |
| xii. | Module –XII | : | Career Information in Guidance and Counselling-II |
| xiii. | Module –XIII | : | Assessment and Appraisal in Guidance and Counselling-II |
| xiv. | Module –XIV | : | Basic Statistics in Guidance and Counselling-II |

** Each module consists of number of self-learning units.*

3. Practical Handbook

Provides areas and strategies for conducting and undergoing practicum, field experience and internship.

4. Tutor Guide

Lists guidelines for tutors, supervisors for course transaction and evaluation during all the three phases of the course.