PROGRAMME PROJECT REPORT (PPR)

Post Graduate Diploma in Guidance and Counselling (PGDGC)

The Post Graduate Diploma in Guidance and Counselling aims to counsel and guide the young generation for defining their career path ahead. It also help to develop understanding and competencies required to counsel students especially in their adolescence. This programme consists of Six Course with five days Workshop. The programme is of special relevance to school teachers, counselors, NGO workers, and parents etc. to make the individuals aware of his /her inherent potential, interests, talent and capabilities. Different kinds of problems are prevailing in the society and these have also percolated down to children. The answer to such problems lies in the fields of counselling psychology which is not only an important branch of Psychology but, infects, deal with the application of psychological principles as well as therapeutic techniques in combination.

(i) Objectives of the Programme
The programme aims to achieve the following objectives

• To assess and diagnose the nature and intensity of day to day problems of the masses.
• To enable the learner to integrate psychological principles and therapeutic techniques as required during the Counselling Process.
• To develop the skills to establish congenial “on relationship” with the client/sufferers.
• To enable the learner to relate the circumstantial, environmental, social/organizational factors with ongoing problems.
• Have an understanding of and capacity to engage with issues relating to wider organizational and social contexts.
• To enable the learner to recognize the effectiveness of different practicing techniques in sorting out the ongoing problems.

Target Population
This programme is In order to help students particularly at the adolescent stage, a well planned guidance oriented programme organized by trained guidance personnel could become immensely useful in the education of students as it may help them explore and develop their abilities , interests and overall personality and take decisions and adjustments whenever required.

Eligibility:
Bachelor’s Degree (10+2+3) with not less than 50% marks OR Bachelor’s Degree (10+2+3) with not than 45% marks in Master’s degree Examination

OR
Bachelor’s Degree (10+2+3) with two year full time teaching/counselling experience on Temporary/ Permanent basis in a Primary/ Secondary School/Institution/ NGOs/Hospital recognised by Centre/State/Union Territory

(ii) Instructional Design
Duration of the Programme
The programme can be completed in a minimum period of 1 year and up to a maximum Period of 3 years (inclusive of the year of admission).

Faculty and support staff requirements:

Instructional delivery mechanisms:
The Post Graduate Diploma in Guidance and Counselling (PGDGC) programme is conducted through Programme Centres also known as Study Centres, where students are helped and guided by the Programme Incharge/Coordinator, and Counselors etc.

The Post Graduate Diploma in Guidance and Counselling (PGDGC) includes the multi-media approach i.e., Self-learning Print Material, Counselling Sessions, Workshop, Assignments. The project workshop activities will be carried out in the schools or guidance agencies under partial supervision while the counselling session will be held at the programme centers.

Print Material

The print material is in the form of self-explanatory course material for theory of the programme. It is supplied to each student in the form of blocks. Each course of Post Graduate Diploma in Guidance and Counselling (PGDGC) programme is divided into units. Normally each subject/paper consists of 4-5 units of print material. These are supplied by the Centre for Distance and Open Learning to the students/study centres. The students can collect the study material from their respective study centre. Exercises to check the progress of learners are given at the end of units. These are only for the help of learners and need not be sent to the study centres for evaluation.

Audio and Video Programmes

While the study material is complete in itself, these programmes will be of great benefit to the students as supplement to the print material. These are used during counseling and workshop at the study centre.

Student supporting services systems:

Student support cell: Established at Centre for Distance and Open Learning (Head Quarter) to give supporting services to every student by way of communicating them all through SMS service alert about the Programme activities i.e., Admission dates, Counselling schedules, Assignment submission date, Workshop schedule, Examination forms / Date sheet and other notifications related to student’s / Course information.

PROGRAMME CENTRE is the contact point for every respective student of study centre, since the Centre for Distance and Open Learning cannot send communications to all the students individually. All the important communications are sent to the programme coordinator of the programme centre. The coordinator will display a copy of such important circulars/notifications on the notice board of their programme centre so as to get the latest information about the assignment, submission of examination forms, date sheet, list of students admitted to a particular course, declaration of result etc.

(iii) Procedure for admissions, curriculum transaction and evaluation:

Admission Procedure:

Curriculum Transaction & Evaluation:

Detail of Course Structure:

The Post Graduate Diploma in Guidance and Counselling programme consists of five theory courses and one project work. The following are the details of the courses:
<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Counselling Sessions</th>
<th>Assignment</th>
<th>Theory</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>GC-I</td>
<td>Psychological basis of Guidance and Counselling</td>
<td>05</td>
<td>30</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td>2.</td>
<td>GC-II</td>
<td>Essentials of Guidance And Counselling</td>
<td>05</td>
<td>30</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td>3.</td>
<td>GC-III</td>
<td>Mental Health and Adjustment</td>
<td>05</td>
<td>30</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td>4.</td>
<td>GC-IV</td>
<td>Career Development</td>
<td>05</td>
<td>30</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td>5.</td>
<td>GC-V</td>
<td>Assessment and Appraisal in Guidance and Counselling</td>
<td>05</td>
<td>30</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td>6.</td>
<td>GC-VI</td>
<td>Stress and Conflict Management</td>
<td>05</td>
<td>30</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>30</strong></td>
<td><strong>700</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The detailed course structure of PGDGC (Distance Mode) Programme is given in APPENDIX – 1

**Counselling Sessions:** Generally the counselling sessions will be held at the programme centres on weekends or at the times appointed by the Study/Programme Centres. Within the general schedule of the programme, the coordinator at the Programme Centre will decide on the coverage of these sessions. The Programme Centre coordinator will provide the counselling schedule. The counselling sessions will include clarifications required in the print-material and the solution of problems through active interaction with the students. The assignments, practical work and the project work will also be discussed in the sessions. Counselling sessions will be organized for all theory courses of Post Graduate Diploma in Guidance and Counselling-PGDGC programme, which will be of 4 credits each.

**Evaluation**

The internal assessment is based on theory assignments and practical/project assignment in each course, which, carry 30, 60, marks respectively.

**Term-end examination** is another component of the evaluation system. The term-end examination carries about 70% weightage in each theory paper.

The University conducts Term-End Examinations once a year. To the eligible candidates to appear in the term-end examination in their course, every student is required to fulfill the following conditions:

- Student should have opted and pursued the prescribed course
- Student should have submitted the examination form in time

The filled-in examination form is to be submitted at office of the “Hony. Director, CENTRE FOR DISTANCE AND OPEN LEARNING, JAMIA MILLIA ISLAMIA, NEW DELHI 110025”, along with self addressed envelope written “Examination Form” on the top of the envelope and submit it by the last date fixed by the Centre.

For submission after the last date and up to 4 weeks late fee will be charged. The late fees paid in the form of a demand draft in favour of Jamia Millia Islamia payable at New Delhi along with the examination form should be sent to the Hony. Director, Centre for Distance and Open Learning, Jamia Millia Islamia New Delhi – 110025.

After receiving the examination form from the candidate, the Admit Card will be sent 15 days before the commencement of examination. If the student does not receive the intimation slip before the commencement of examination, student may contact your Programme Centre. Even if student have not received the intimation slip or misplaced it, student can take the examination by showing the proof of sending their examination form and his/ her identity card to the examination centre superintendent.
In case students have not been able to appear in the examination in certain papers or could not clear certain papers, he/she can do so in the subsequent term-end examinations up to a maximum duration inclusive of the year of admission by paying Rs. 300/- per theory paper and Rs. 200/- per assignment.

**Examination Centre**

Student’s Study Centre is his/her Exam Centre. It should be noted that the term-end theory examination, practical, submission of assignments etc. would be carried out at their Programme Centre only.

It is his/her duty to check whether they are registered for the course and eligibility to appear for that examination and have deposited the required fees or not. If the candidate neglect this and appeared in the examination without being eligible for it or without depositing the required fees, student’s examination will be treated as cancelled.

(iv) Details of laboratory support required for the programme, if any

**Workshop:**

A 5-days workshop is a part of the PGDGC (Distance Mode) Programme. **Attending this workshop and securing at least 80% attendance is compulsory for every student. In case of absence or securing less than 80% attendance, the student will not be allowed to submit his/her project.** The aim of organizing this workshop is to help the students understand and undertake the Project Work in an organized and systematic manner, enabling them to learn more and participate in the Project Work activities with greater insight and command. The entire workshop will be divided into 4 sessions each day. Some sessions will have group participation and group discussions while some activities will be carried out individually. The session will be interactive where the students will share their observations and experiences with the fellow students and the facilitator.

<table>
<thead>
<tr>
<th>TABLE:- WORKSHOP SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Day</strong></td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
</tbody>
</table>

*Note:* Each session will be of one and a half hour duration

(vi) Cost Estimate of the programme

**Programme Fees**

The programme fee is **Rs. 15,500/-** (inclusive of the examination fees). The fees is payable in **one instalment in advance**, on or before the date fixed by the University.
(vii) Quality assurance mechanism and expected programme outcomes

(viii) Curriculum and detailed syllabi of Post Graduate Diploma in Guidance and Counselling (PGDGC)

Detail Course Structure

The Post Graduate Diploma in Guidance and Counselling programme consists of five theory courses and one project work. The following are the details of the courses:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Assignment</th>
<th>Theory</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>GC-I</td>
<td>Psychological basis of Guidance and Counselling</td>
<td>30</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td>2.</td>
<td>GC-II</td>
<td>Essentials of Guidance And Counselling</td>
<td>30</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td>3.</td>
<td>GC-III</td>
<td>Mental Health and Adjustment</td>
<td>30</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td>4.</td>
<td>GC-IV</td>
<td>Career Development</td>
<td>30</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td>5.</td>
<td>GC-V</td>
<td>Assessment and Appraisal in Guidance and Counselling</td>
<td>30</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td>6.</td>
<td>GC-VI</td>
<td>Stress and Conflict Management</td>
<td>30</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>700</strong></td>
</tr>
</tbody>
</table>

*Note:* The detailed course structure of PGDGC (Distance Mode) Programme is given in APPENDIX – I