

!! पढमं नाणं तओ दया !!

SHRI JAIN VIDYA PRASARAK MANDAL

**COLLEGE OF EDUCATION**



**VALUE ADDED CERTIFICATE COURSE**

**BASIC SKILLS IN GUIDANCE & COUNSELING**

**02 CREDIT CERTIFICATE COURSE**





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SHRI JAIN VIDYA PRASARAK MANDAL  
**COLLEGE OF EDUCATION**

ESTD 8/9/1927

Fattechand Marg, Chafeker Chowk Chinchwad, Pune 411033. Tel.: 020-27352274,

APPROVED BY NCTE, GOVT. OF MAHARASHTRA & AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY

**NCTE**

**CODE- 123228/2015**

**SPPU ID CODE: PU/PN/B.Ed./240/2006**

Website: [www.sjvpmcoe.in](http://www.sjvpmcoe.in)

Email: [sjvpmbed@gmail.com](mailto:sjvpmbed@gmail.com)

Dr. Kothawade P.L.

(B.Sc. , M.A. , M.Ed. , Ph.D.) , Principal

Ref.

Date :

**VALUE ADDED CERTIFICATE COURSE**  
**BASIC SKILLS IN GUIDANCE & COUNSELING**

**Eligibility:** Any students admitted for B.Ed. First or Second Year at Shri Jain Vidya Prasarak Mandal College of Education, Chinchwad, Pune

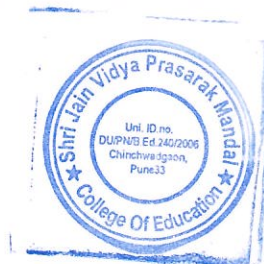
**Duration:** 32 Hours

**Total Credits:** 02 Credits

**Medium of Instruction:** Medium of Instruction for course will be Marathi or English.

**Passing criteria:**

1. Minimum 80% attendance is mandatory for appearing course completion.
2. Assessment shall consist of Practical submission and MCQ exam at the end of course
3. A student has to obtain 50% marks taken together of practical and MCQ with a minimum of 50% in each head of these separately.
4. If a student misses submission of practical or MCQ examination he/she will have a second chance with the endorsement of the Principal in consultation with the concerned course in-charge. Such a second chance shall not be the right of the student.



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# SYLLABUS

## Objectives:

1. Define the concept and need of guidance.
2. Illustrate the principles and procedure of guidance.
3. Explain the role of school in guidance.
4. Recognize various areas in guidance.
5. Explain the concept, need and meaning of counseling.
6. Illustrate principles and process of counseling.
7. Analyze the relationship between guidance and counseling.
8. Demonstrate the qualities and role of a school counselor.
9. Explain the tools and techniques in guidance and counseling.
10. Relate the need of counseling children with special needs and for parents.

## Unit 1: Basics in Guidance

- 1.1 Introduction to Guidance – Meaning & nature, need and Scope
- 1.2 Basic Principles of Guidance
- 1.3 Aims & Objectives
- 1.4 Types of Guidance - Vocational Guidance , Personal Guidance, Group Guidance
- 1.5 Guidance for Special Children


## Unit 2: Process Of Guidance

- 2.1 Areas Of guidance
- 2.2 Educational Guidance – Purpose, functions & Programme
- 2.3 The Guidance Services at different stages
- 2.4 Organization of a Guidance Programme
- 2.5 Guidance for Women
- 2.6 Guidance services in India
- 2.7 Educational Guidance at different stages

## Unit 3: School Counselling

- 3.1 Meaning, Concept and nature of counselling
- 3.2 Principles of counselling
- 3.3 Aims & Objectives of counselling



  
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3.4 Types of Counselling

3.5 The Role of Counsellor in School

3.6 Counselling Process – Individual & Group Counselling

3.7 Difference Between Guidance & counselling

#### **Unit- 4 Tools & Techniques for Guidance & Counselling**

4.1 Group Guidance techniques

4.2 Rating scale

4.3 Case-study method

4.4 Psychological tests- Standardized and Non-standardized tests

4.5 Group Guidance Technique

4.6 Testing Techniques

4.7 Non-Testing Techniques


#### **Practical Work (any one)**

1. Interview of a school counselor.
2. Visit to a guidance/ counselling center and write a report.

#### **Selected Reference books**

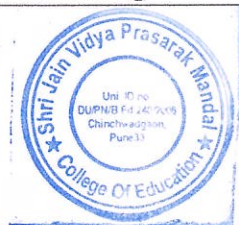
- Dr. S.S Mathur, Fundamentals of Guidance and counselling
- S.S. Chauhan, Principal and the techniques of guidance
- Dr. Omprakash B. PAL, Educational and Vocational Guidance and Counselling
- S. K. Kochhar, Educational and Vocational guidance in secondary school
- Shilpa Chowdhary, Guidance, Counselling & Career Information
- डॉ. अरविंद दुनाखे, शैक्षणिक व व्यावसायिक मार्गदर्शन आणि समुपदेशन
- शशी सरवदे, शैक्षणिक मार्गदर्शन आणि समुपदेशन
- प्रा.डॉ.चंद्रशेखर देशपांडे, समुपदेशन :शास्त्रीय प्रक्रिया व उपयोजन
- डॉ.के.यु.घोरमोडे / डॉ.कला घोरमोडे, शैक्षणिक मार्गदर्शन आणि समुपदेशन

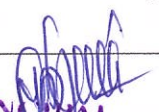


  
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**SCHEDULE 2022-2023**

Sr. No	Date	Time	Topic	Name of the faculty
1	20/09/2022	10 to 11	Orientation of Course	Prof. Shinde Suhas
2	21/09/2022	10 to 11	Introduction to Guidance – Meaning & nature, need and Scope	Prof. Rathod Rashmi
3	22/09/2022	10 to 11	Basic Principles of Guidance	Prof. Shitole Reshma
4	23/09/2022	10 to 11	Aims & Objective	Dr. Kothawade Pravin
5	24/09/2022	10 to 11	Types of Guidance	Prof. Rathod Rashmi
6	26/09/2022	10 to 11	Vocational Guidance	Prof. Shinde Suhas
7	27/09/2022	10 to 11	Personal Guidance	Prof. Sakunde Asha
8	28/09/2022	10 to 11	Group Guidance	Prof. Mali Sambhaji
9	29/09/2022	10 to 11	Guidance for Special Children	Dr. Kothawade Pravin
10	30/09/2022	10 to 11	Areas of guidance	Prof. Shinde Suhas
11	01/10/2022	10 to 11	Educational Guidance – Purpose, functions & Programme	Prof. Shinde Suhas
12	03/10/2022	10 to 11	The Guidance Services	Prof. Shitole Reshma
13	04/10/2022	10 to 11	Organization of a Guidance Programme	Dr. Kothawade Pravin
14	06/10/2022	10 to 11	Guidance for Women	Dr. Kothawade Pravin
15	07/10/2022	10 to 11	Guidance services in India	Dr. Kothawade Pravin
16	08/10/2022	10 to 11	Educational Guidance at different stages	Prof. Papal Amar
17	10/10/2022	10 to 11	Meaning and concept, definition of counselling	Prof. Jawalikar Arunkumar
18	11/10/2022	10 to 11	Principles of counselling	Prof. Rathod Rashmi
19	12/10/2022	10 to 11	Aims & Objective of counselling	Prof. Papal Amar
20	13/10/2022	10 to 11	Types of Counselling	Prof. Mali Sambhaji
21	14/10/2022	10 to 11	The Role of Counsellor	Prof. Sakunde Asha
22	15/10/2022	10 to 11	Counselling Process	Prof. Shinde Suhas
23	17/10/2022	10 to 11	Group Counselling	Prof. Papal Amar
24	18/10/2022	10 to 11	Difference Between Guidance & counselling	Prof. Mali Sambhaji




  
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25	19/10/2022	10 to 11	Group Guidance techniques	Prof. Rathod Rashmi
26	20/10/2022	10 to 11	Rating scale	Prof. Shitole Reshma
27	21/10/2022	10 to 11	Case-study method	Prof. Shinde Suhas
28	27/10/2022	10 to 11	Psychological tests	Prof. Mali Sambhaji
29	28/10/2022	10 to 11	Group Guidance Technique	Prof. Papal Amar
30	29/10/2022	10 to 11	Testing Techniques	Prof. Jawalikar Arunkumar
31	01/11/2022	10 to 11	Non-Testing Techniques	Prof. Sakunde Asha
32	02/11/2022	10 to 11	Intelligence Test	Prof. Rathod Rashmi
Submission of Practical Work				
MCQ Exam				



  
**Principal**  
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**CERTIFICATE COURSE**  
**BASIC SKILLS IN GUIDANCE & COUNSELING (VAC21-01)**  
**2022-2023**

Sr. No	Student Name
1	BAGAWADE SUSHAMA BHUPAL
2	BIRGE SUNITA RAKESH
3	CHAVAN YOGITA KAILAS
4	GADE SONALI PRADIP
5	JAMADAR ALIYA NAIEMAHMAD
6	KHADKE PRITI PRAMOD
7	KHATRI NEELAM AMIT
8	KOKANE PRIYANKA RAHUL
9	MAGAR RUSHIKESH ANIL
10	AHIRRAO CHETANA REVAJI
11	JINI SABU.
12	KATURE SANGEETA BABA
13	NAYAKAWADI MANJIRI SHARAD
14	SARAF SHIKHA
15	SHINDE SHRIKRISHNA SHRIKANT
16	CHANDRAWANSHI SNEHALATA GOPALRAO
17	GODASE NIVRUTTI ABASAHEB
18	KATTI SHARWARI ANIKET
19	MANJARE NAMUTAI RAMDAS
20	PONDKULE POONAM ANIL
21	R. PUJA
22	SARODE ANKITA NIKHIL
23	VARULKAR GAURI DILIP
24	LOKHANDE AKSHADA KISHOR
25	JAGAN SYRIL ANTHONY



  
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**2021-2022**

Sr. No.	Student Name
1	BI BI HUMERA . .
2	DHASKATE VARSHA RAMCHANDRA
3	GHANKHEDE SANDHYA VINOD
4	JADHAV SHRIYA SUNIL
5	MANE SMITA SWAPNIL
6	MORE VAIBHAV NAVNATH
7	PONDKULE POONAM ANIL
8	RINU KATARIYA
9	SHAKHAPURE ROHINI DHIRAJ
10	VARULKAR GAURI DILIP
11	JADHAV VIDYA VASANT
12	BATHE SACHIN ARJUN
13	GARAD PRIYA PRAKASH
14	BHORHADE AMRUTA GUATAM
15	KHOSE VANITA RAMBHAU
16	AMRATA ANSHU
17	BARDIYA YOGITA PANKAJ
18	BHOGAL PRATISTHA RANI
19	CHAVAN SNEHAL VIJAY
20	DIGAMBARE ARCHANA RAVSO
21	GODBOLE SWATI PRASAD
22	JOSHI TEJAL GANESH
23	MAHAJAN KIRAN VIJAY
24	MUSALE APARNA BALKRISHNA
25	OVHAL NITIN RANGNATH



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**2020-2021**

Sr. No.	Student Name
1	ACHYUT SWATI TUSHAR
2	BAGAL PALLAVI ASHOK
3	BARDIYA YOGITA PANKAJ
4	BHOGAL PRATISTHA RANI
5	FERNANDES ALSTON AVIDUS
6	HEGDE SWATI VRUSHABHARAJ
7	JAMDHADE NANDA SITARAM
8	KARSKAR PRANAVKUMAR SURESH
9	MAHALE RASHMI ASHOK
10	MANISHA MACHINDRA SONAWANE
11	OVHAL NITIN RANGNATH
12	PONDKULE POOJA ANIL
13	SANNT RUPALI HEMANT
14	TAWARE ANUJA SHYAM
15	ZUNDARE PRASAD PANDURANG
16	BHALERAO ASHWINI SACHIDANAND
17	BUTE ARCHANA ARUN
18	DANG VEENA GIRISH
19	JAIN MAYURI SANYOG
20	KANAGALI URMILA SHIDALINGESHWAR
21	MAHAJAN APURVA AMAR
22	NANDRE CHARUSHEELA SAMBHAJI
23	PARACKAL JOMOL JOHNY
24	PAWAR POONAM HARISHCHANDRA
25	SAWANT ARPANA SURENDRA



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**2019-2020**

Sr. No	Student Name
1	BHALERAO ASHWINI SACHIDANAND
2	DANG VEENA GIRISH
3	DESAI SHAILA PRITHVIRAJ
4	DIVEKAR ASHWINI SHASHIKANT
5	JADHAV DIPALI NILESH
6	KALE ASHWINI SHANKAR
7	LAD SAPNA VASANT
8	NAINWAL ARADHANA SURESH
9	PACHPOR SUPRIYA NISHANT
10	SABALE SHEETAL SHRIKANT
11	BAGAL ASHWINI BALASO
12	DESAI SHIVANJALEE RAHUL
13	GHODKE SHIWALI ANGAD
14	JADHAV RESHMA SANDEEP
15	JAGTAP RESHMA SURAJ
16	KHATUJA ANKITA SUNIL
17	MORE MANISHA UTTAM
18	PANCHABHAI ASHWINI PRASAD
19	RAUT SWAGATA SURESH
20	SHINDE PRANALI SWAPNIL



  
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**BASIC SKILLS IN GUIDANCE & COUNSELING (VAC21-01)**  
**2018-2019**

Sr. No	Student Name
1	ANJIKAR RASHMI ANANT
2	BAGMAR MONIKA VILAS
3	BRAGANZA MONICA ROMEO
4	GADHAVE SWATI TATYARAM
5	JADHAV SAMIKSHA SANJAY
6	JAVANDARE ASHA GUNAVANT
7	KHANDELWAL JAGRUTI NARENDRA
8	MAMATA SINGH
9	NAIR AISHWARYA AJAY
10	PANDEY SAPNA BHARAT
11	RAUT SWAGATA SURESH
12	SHAH ARTI VIKRAM
13	SHINDE PRANALI SWAPNIL
14	SURBHI KUMAR
15	TIKONE ASHWINI ASHISH
16	BANE CHAITANYA RAJENDRA
17	BIDAWA VIJAY MALLESH
18	GADSING SANGITA RAMCHANDRA
19	JAWALKAR HEMANGI SAMEER
20	KAWADE PRAJAKTA AMOL
21	KUNJIR PRIYANKA CHANDRAKANT
22	NISHA SUNIL PANDEY
23	PATIL NUTAN CHANDRASHEKHAR
24	PULIMOOTIL SUBI JOSEPH
25	TAKALE AARTI RAMESH



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