



Admission Brief
 Diploma Course in Guidance and Counselling (2016)

The increasing complexities and stresses of modern day living, everyday reports of lack of interest in studies, low achievement, truancy, aggression, behavioural problems, suicide, drug abuse and the like call for provision of guidance and counselling for children and youth in schools. Teachers and other school personnel need to equip themselves with helping skills to promote students' personal, social, educational, career development and adjustment throughout the school years. This, however, requires professional orientation and training.

In this context, NCERT is offering a Diploma Course in Guidance and Counselling. The course of one-year duration with a unique blend of distance and face-to-face modes is open to candidates from India, other SAARC and Afro-Asian countries. Candidates from different regions of India will be admitted at NIE, NCERT (DEPFE), New Delhi and Regional Institutes of Education at Ajmer, Bhopal, Bhubaneswar, Mysore and Shillong. Applications are invited for admission to the course in the prescribed format from the eligible candidates.

Target group In-service teachers / teacher educators / untrained guidance personnel/ school administrators

Eligibility

- In-service teachers ó graduates with teaching degree.
- Candidates presently not working ó graduation 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.

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

No. of seats Maximum 50 per study centre. Reservations apply as per the Government of India norms.

Duration and phasing One-year, from January to December*

Guided Self-Learning	Six Months	(Distance)
Intensive Practicum**	Three Months	(Face-to-Face)
Internship	Three Months	(in Home Town)

* During distance learning phase, tutorials (once a month of two days duration/every two months of five days duration) will be organised at all study centres and learners in small groups will be attached to mentors for seeking clarifications and any other help. Audio-video programmes related to practical work, which are being developed by the department, will also be provided to learners during the distance learning phase.

Contact programme consists of intensive practical training and supervised field experience in schools. Duration of contact programme would be three months. It will be followed by a period of three months of internship in actual job setting, i.e. schools, guidance agencies etc.

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

Medium of instruction	The medium of instruction for the course is English/Hindi.
Admission procedure	<p>Screening of candidates will be done by a committee following a selection criteria. Shortlisted candidates will be called at the study centre in their region for selection test which includes essay writing and interview. No TA/DA will be given for travelling to the study centre to attend the selection process.</p> <p><i>In-service candidates can appear in the selection test, if found eligible, with prior permission from their employers if deputation orders take time.</i></p>
Course fee	<p>Course fee to be paid by different categories of candidates is:</p> <p>Indian Candidates</p> <ul style="list-style-type: none"> ➤ Government deputed from centrally funded organisations Rs.19,500/- ➤ Government deputed from State/UT departments Rs. 6,000/- ➤ Private candidates Rs.30,000/- <p>Candidates from outside India \$ 600</p> <p>The expenditure for board and lodging during contact programme will have to be borne by the candidates. However, facilities for the same will be available.</p>

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: +91-11-26560544 E-mail: idgc.ncertdelhi@gmail.com	Delhi-NCR (viz.,Delhi, Gurgaon, Faridabad, Noida, Ghaziabad and other surrounding areas) Chandigarh	Principal Regional Institute of Education Sachivalaya Marg Bhubaneswar -751022 Centre Code 04 Phone :+91-674-2540534 E-mail: idgc.ncertbhu@gmail.com	Andaman and Nicobar Islands Bihar Jharkhand Orissa West Bengal
Principal Regional Institute of Education Capt. D.P.Choudhary Marg Ajmer ó 305 004 Centre Code 02 Phone: +91-145-2990140/2644630 E-mail: idgc.rieajmer@gmail.com	Jammu and Kashmir Haryana Himachal Pradesh Punjab Rajasthan Uttarakhand Uttar Pradesh	Principal Regional Institute of Education Mysore ó 570006 Centre Code 05 Phone : +91-821-2514095 E-mail: idgc.ncertmys@gmail.com	Andhra Pradesh Karnataka Kerala Lakshadweep Puducherry Tamil Nadu
Principal Regional Institute of Education Shyamala Hills Bhopal -462013 Centre Code 03 Phone : +91-755-2661463 E-mail: idgc.ncertbho@gmail.com	Chhattisgarh Dadra and Nagar Haveli Daman and Diu Goa Gujarat Madhya Pradesh Maharashtra	Principal North East Regional Institute of Education (NERIE), NCERT Umiam, Barapani Shillong ó 793103 Centre Code 06 Phone : +91-364-2570009/2570062 Email: idgc.ncertshill@gmail.com	Arunachal Pradesh Assam Manipur Meghalaya Sikkim Nagaland Tripura Mizoram

Candidates should send their applications through proper channel so as to reach by **16th November, 2015** to the respective study centres. Candidates from outside India will apply to the study centre at NIE, NCERT (DEPFE), New Delhi. They will appear for online test and telephonic interview during the second week of December, 2015. However, an advance copy must be sent. Self-attested copies of marks/grade sheets/degrees/certificates in support of qualifications and work experience mentioned in the application form should be enclosed.



National Council of Educational Research and Training

APPLICATION FORM

DIPLOMA COURSE IN GUIDANCE AND COUNSELLING (2016)

1. **Full Name:** Mr./Dr./Ms. _____
(in capital letters)

2. **Gender:** Male Female Transgender

3. **Date of Birth:**
DAY MONTH YEAR

Affix
Passport
Size
Self-attested
Photograph

4. **Nationality:** _____ 5. **State/Country:** _____

6. **Study Centre:** _____
(see enclosed list of centres)

7. **Permanent Address:** _____

City _____ State _____

Pin/Zip Code

8. **Contact Address:** _____

City _____ State _____

Pin/Zip Code

9. **Phone (with STD/ISD code):** _____(O) _____(R)

_____ (M)

Fax _____ E-mail _____

10. Present Occupation and Official Address: _____

City _____ State _____

Pin/Zip Code

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11. Passport Details (for foreign candidates only)

Passport No. _____ Date of Issue _____

Date of Expiry _____

**12. Details of Educational Qualifications (final school examination onwards)
(attach self-attested copies)**

Examinations Passed	Examining Body	Year	Percentage of Marks or Grade Point Average	Subjects

13. Details of Professional Qualifications (attach self-attested copies)

Examinations Passed	Examining Body	Year	Percentage of Marks or Grade Point Average	Subjects

14. Work/Professional Experience (attach self-attested copies)

S. No.	Employer	Position Held	From	To	Nature of Duties

15. Short-Term Course /Training Attended in the Related Fields

Name of Course/Training	Institute	Year	Duration of the Course/Training

**16. Disability, if any (extent may be mentioned)
(attach certificate)**

*17. Category: General SC ST OBC
(attach certificate if belonging to SC, ST, and OBC category)

Declaration

1. I hereby declare that the above information is true to the best of my knowledge.
2. I hereby declare that I am fit in all respects to meet all the requirements of the course.

Place :

(Signature of the Applicant)

Date :

List of Enclosures

* Not applicable for foreign candidates

Name and Full Address of Two Referees

1. _____ 2. _____

Pin/Zip Code

Pin/Zip Code

Phone (with STD/ISD Code) _____

Phone (with STD/ISD Code) _____

E-mail _____

E-mail _____

**Sponsoring Agency/Organisation
(Name and Address)**

Pin/Zip Code

Certification by the Head of the School/Institution (for presently employed candidates)

It is certified that no disciplinary matter is pending/contemplated against Mr./Dr./Ms. _____ and she/he bears a good character.

She/he is permitted to undergo this one-year Diploma Course of which she/he will be allowed to attend three months contact programme at her/his respective study centre and complete three months internship in the chosen school/institution.

Signature of the Head of the School/Institution with stamp

Name: _____

Designation: _____

Address: _____

Pin/Zip Code

For Office Use Only

Study Centre

- | | | | |
|----------------------|--------------------------|----------------------|--------------------------|
| (a) DEPFE, New Delhi | <input type="checkbox"/> | (d) RIE, Bhubaneswar | <input type="checkbox"/> |
| (b) RIE, Ajmer | <input type="checkbox"/> | (e) RIE, Mysore | <input type="checkbox"/> |
| (c) RIE, Bhopal | <input type="checkbox"/> | (f) NERIE, Shillong | <input type="checkbox"/> |

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 :

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Principal Regional Institute of Education Capt. D.P.Choudhary Marg Ajmer 6 305 004 Centre Code 02 Phone: +91-145-2990140/2644630 E-mail: idgc.rieajmer@gmail.com	Jammu and Kashmir Haryana Himachal Pradesh Punjab Rajasthan Uttarakhand Uttar Pradesh	Principal Regional Institute of Education Mysore 6 570006 Centre Code 05 Phone : +91-821-2514095 E-mail: idgc.ncertmys@gmail.com	Andhra Pradesh Karnataka Kerala Lakshadweep Puducherry Tamil Nadu
Principal Regional Institute of Education Shyamala Hills Bhopal -462013 Centre Code 03 Phone : +91-755-2661463 E-mail: idgc.ncertbho@gmail.com	Chhattisgarh Dadra and Nagar Haveli Daman and Diu Goa Gujarat Madhya Pradesh Maharashtra	Principal North East Regional Institute of Education (NERIE), NCERT Umiam, Barapani Shillong 6 793103 Centre Code 06 Phone : +91-364-2570009/2570062 Email: idgc.ncertshill@gmail.com	Arunachal Pradesh Assam Manipur Meghalaya Sikkim Nagaland Tripura Mizoram

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Diploma Course in Guidance and Counselling (2016)

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.

DIPLOMA COURSE IN GUIDANCE AND COUNSELLING (DCGC)

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 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 at Ajmer, Bhopal, Bhubaneswar, Mysore and Shillong.

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.

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	6 months (Distance)
Phase II	Intensive Practicum**	3 months (Face-to-Face)
Phase III	Internship	3 months (in Home Town)

* *During distance learning phase, tutorials (once a month of two days duration/every two months of five days duration) will be organised at all study centres and learners in small groups will be attached to mentors for seeking clarifications and any other help. Audio-video programmes related to practical work, which are being developed by the department, will also be provided to learners during the distance learning phase. Contact programme consists of intensive practical training and supervised field experience in schools. Duration of contact programme would be three months. It will be followed by a period of three months of internship in actual job setting, i.e. schools, guidance agencies etc.*

** *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. 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 2016 and will continue up to a period of six 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 three months to give intensive training in practical work related to theory components. Keeping in view the convenience of the learners, extra time of fifteen days will be provided to them to complete their reports related to various practica.
- 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 NIE, NCERT (DEPFE), New Delhi and Regional Institutes of Education at Ajmer, Bhopal, Bhubaneswar, Mysore and Shillong.

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 six centres (NIE, NCERT (DEPFE), New Delhi and five RIEs at Ajmer, 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/Hindi.

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 six 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 from Centrally Funded Organisations (Indian)	Rs.19,500/-
Government Deputed Candidates from State/UT Departments (Indian)	Rs. 6,000/-
Private Candidates (Indian)	Rs.30,000/-
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, NIE, NCERT Campus, New Delhi for non-local candidates at the following rates (for NCERT (DEPFE), New Delhi centre only). 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.7,000/- (approx.)	Rs.12,000/- (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 100 days which includes a period of three 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.

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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*

- | | | | |
|-------|--------------|---|---|
| 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 óV | : | Career Information in Guidance and Counselling-I |
| vi. | Module óVI | : | Assessment and Appraisal in Guidance and Counselling-I |
| vii. | Module óVII | : | Basic Statistics in Guidance and Counselling-I |
| viii. | Module óVIII | : | Guidance in Action |
| ix. | Module óIX | : | Special Concerns in Counselling |
| x. | Module óX | : | Developing Mental Health and Coping Skills |
| xi. | Module-XI | : | Career Development-II |
| xii. | Module óXII | : | Career Information in Guidance and Counselling-II |
| xiii. | Module óXIII | : | Assessment and Appraisal in Guidance and Counselling-II |
| xiv. | Module óXIV | : | 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.