Organization and Evaluation of Guidance and Counselling

Objectives: After studying the course, the students will be able to:

1. know the process of professional preparation and characteristics of the counsellor
2. understand the importance of occupational information in guidance and counselling.
3. understand the various theories of vocational guidance.
4. acquaint with various individual appraisal techniques used in guidance.
5. comprehend the organisation and administration of guidance and counselling programme.
6. evaluate the effectiveness of various guidance and counselling programmes.

UNIT I  The Guidance Personnel and Occupational Information

1. Professional preparation and training of counsellor
2. Characteristics and responsibilities of counsellor
3. Meaning, need and functions of occupational information
4. Methods of Collecting and Filling of Occupational Information
5. Dissemination of Occupational Information

UNIT II  Theories of Vocational Guidance

1. Ginzberg Theory
2. Holland’s Theory
3. Super’s Vocational Choice
4. Haighurst Theory of Vocational Choice
5. Factors affecting Vocational Choice and Vocational Development

UNIT III  Tools and Techniques of Guidance and Counselling

1. Characteristics of Good Measuring Tools
2. Non Testing Techniques: Interview, Observation, Case Study, Anecdotal Record and Cumulative Record
3. Psychological Testings: Intelligence Test, Achievement tests, Aptitude Test and Interest Inventories.
4. Individual Counselling
5. Group Guidance Techniques
UNIT IV  Organization, Administration and Evaluation of Guidance and Counselling

1. Advantages and Principles of organization
3. Guidance of Children with Special Needs
4. Significance and Approaches of Evaluation
5. Purpose and Areas of Research

Books Recommended: