

# Diploma Course in Guidance and Counselling (2025)

## **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, Mysuru and Shillong. This National Institution draws on the expertise 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, Mysuru 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:

		<b>Duration</b>
<b>Phase I</b>	<b>Guided Self-learning</b>	6 months (Distance)
<b>Phase II</b>	<b>Intensive Practicum**</b>	3 months (Face-to-Face)
<b>Phase III</b>	<b>Internship</b>	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.*

## **TRANSACTION OF THE COURSE**

- i. *Distance Learning Phase:* The distance learning phase begins from January, 2025 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**

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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**

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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**

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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.

## **NETWORK OF STUDY CENTRES**

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Candidates from different regions of the country will be enrolled on regional basis at DEPFEE, NCERT, New Delhi and Regional Institutes of Education at Ajmer, Bhopal, Bhubaneswar, Mysuru and Shillong.

## **ELIGIBILITY**

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- 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.

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

## **INTAKE CAPACITY**

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The total number of seats at each of the six centres DEPFEE, NCERT, New Delhi and five RIEs at Ajmer, Bhopal, Bhubaneswar, Mysuru and Shillong is maximum 50. Reservation of seats will apply as per the Government of India norms.

## **MEDIUM OF INSTRUCTION**

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The medium of instruction for the course is Hindi and English.

## **ADMISSION PROCEDURE**

Candidates desirous of seeking admission into the course are required to fill-in the prescribed application form which is available on the NCERT website ([www.ncert.nic.in](http://www.ncert.nic.in)). Shortlisted candidates based on the eligibility and other criteria will take a selection test which includes essay writing and interview.

*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:

<b>Category</b>	<b>Course Fee</b>
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/-

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 DEPFEE, NCERT, New Delhi centre only). Candidates will have to pay the entire amount in advance on their arrival in the hostel.

Charges for three months (subject to revision) excluding tax	
<b>Accommodation</b>	<b>Meals</b>
<b>PG Hostel</b> Rs.27,000/- (approx.)	Rs.23,000/- (approx.)

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

Applications complete in all respects should be submitted online mentioning clearly any 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 <b>Centre Code 01</b> Phone: +91-11-26560544 E-mail: <a href="mailto:dcgc2025.ncert@gmail.com">dcgc2025.ncert@gmail.com</a>	Delhi-NCR (viz., Delhi, Gurgaon, Faridabad, Noida, Ghaziabad and other surrounding areas) Chandigarh	Principal Regional Institute of Education Sachivalaya Marg Bhubaneswar -751022 <b>Centre Code 04</b> Phone :+91-674-2540534 E-mail: <a href="mailto:dcgc.ncertbbsr@gmail.com">dcgc.ncertbbsr@gmail.com</a>	Andaman and Nicobar Islands Bihar Jharkhand Odisha West Bengal
Principal Regional Institute of Education Capt. D.P.Choudhary Marg Ajmer – 305 004 <b>Centre Code 02</b> Phone: +91-145-2990140/2644630 E-mail: <a href="mailto:dcgc@rieajmer.ac.in">dcgc@rieajmer.ac.in</a>	Jammu and Kashmir Haryana Himachal Pradesh Punjab Rajasthan Uttarakhand Uttar Pradesh Ladakh	Principal Regional Institute of Education Mysuru – 570006 <b>Centre Code 05</b> Phone : +91-821-2514095 E-mail: <a href="mailto:dcgc@riemysore.ac.in">dcgc@riemysore.ac.in</a>	Andhra Pradesh Karnataka Kerala Lakshadweep Puducherry Tamil Nadu Telangana
Principal Regional Institute of Education Shyamala Hills Bhopal -462013 <b>Centre Code 03</b> Phone : +91-755-2661463 E-mail: <a href="mailto:idgc.ncertbho@riebhopal.in">idgc.ncertbho@riebhopal.in</a>	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 – 793103 <b>Centre Code 06</b> Phone : +91-364-2570009/2570062 Email: <a href="mailto:nerie.dgcg2023@gmail.com">nerie.dgcg2023@gmail.com</a>	Arunachal Pradesh Assam Manipur Meghalaya Sikkim Nagaland Tripura Mizoram

Candidates should submit their online applications by **5<sup>th</sup> November, 2024**. Self-attested copies of marks/grade sheets/degrees/certificates in support of qualifications and work experience mentioned in the application form should be attached.

*All applications should be submitted only online and no applications will be received in the department or on e-mail. The applications will be sorted and duly sent to regional study centres as per the rules of the Diploma.*

## 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         |

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\* 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.