

According to Syllabus of Post Graduate Diploma in Guidance & Counselling (PGDGC)

Hand Book of Practical GUIDANCE AND COUNSELLING

Sukanya Ghosh

MA, MEd, MPhil, PhD Scholar
Diploma in Information and Systems Management
PG Diploma in Guidance and Counselling
Faculty, Jogamaya Devi College
Ex Faculty—Prafulla Chandra College (South City Evening College),
Basanti Devi College and Vidyasagar University (Distance)
Jagadish Chandra Basu Sikshak Sikshan Mahavidyalaya,
Satyapriya Roy College of Education, Saltlake

Dr. Subir Nag

MSc, BEd, MA(Edu) Gold Medalist, PhD (CU)
Diploma in Psychological Counselling
Fellow Chartered Educator (CCLP-UNESCO)
Principal, Satyapriya Roy College of Education
Academic Counsellor—IGNOU; NSOU—IASE (Ex.)
Ex WBES—Govt. of West Bengal
Ex Reader—St. Xavier's College, Kolkata
Ex Visiting Faculty—Presidency College and WBUTTEPA,
Dept. of Physiology and Dept. of Education (CU)



Rita Publication

(Publisher and Book-seller)

25B, Beniatola Lane

Kolkata-700 009

SYLLABUS

POST GRADUATE DIPLOMA IN GUIDANCE AND COUNSELLING (ADD ON SKILL DEVELOPMENT COURSE)

INTRODUCTION TO GUIDANCE & COUNSELLING

1. Holistic approach of Guidance and Counselling

Concept and Role of Family / School • Four bases- Philosophical , Psychological , Physiological and Sociological.

2. Guidance and Counselling—Types & Skills

Types of Guidance—ersonal, Educational, Vocational and Career • Types of Counselling— Directive, Non-directive, Eclectic.

3. Neuroscientific and Electrophysiological Explanation

Brain and its biopsychology • Diurnal rhythm and neurotransmitter

4. Guidance Services and Career Counselling

Counselling cell and C.G.C • Various maladjusted behavior patterns

DEVELOPMENTAL PSYCHOLOGY

1. Growth and development during childhood and adolescence

Different developmental theories (Piaget, Erikson, and Kohlberg) • Applications at home and school

2. Adolescence and Senescence

Characteristics • Application at home, school and society

3. Concept of mental health and adjustment

• Characteristics of mental health • Role of home and school

4. Parental guidance and role of teachers in counselling for children with special needs

Gifted, Slow Learners, Mental Retardation • Autism, ADHD

MENTAL ILLNESS

1. *Maladjusted behaviour pattern in childhood and adolescence*

Feeding, eating, and sleeping disorder, conduct disorder & disruptive behaviour • Problem behaviour in school children like Truancy, Lying, Stealing. Timidity, Anxiety, Quarreling, Fighting, Bullying, Violence and Aggression: Reasons and Remedies

2. *Juvenile delinquency and parental guidance regarding ASPD, ADHD & Substance abuse related disorder*

Drug addiction & PICA • Various forms of Sexual offences like Rape, Molestation, Voyeurism, Cruelty and Sadism

3. *Various types of Psychotic & Neurotic disorders*

Psychosis (Schizophrenia, MDP, and Delusional disorder) • Neurosis (Phobia, Hysteria, OCD, Anxiety disorder & Hypochondria) • Transient Situational Disorder (TSD)

4. **DSM IV Classification**

Axis I to V • ICD-10 case book studies (Organic, Mental, Behaviour, Personality, and Mood Disorder)

COUNSELLING TOOLS AND TECHNIQUES

1. Concept of testing and Non- testing

Method of data collection • Interpretation of data

2. Testing Techniques

Measurement of Intelligence, Personality, Aptitude, Interest, Memory, Creativity • Educational Implications

3. Non-Testing Techniques

Sociometric Test • Case studies and Anecdotal Records

4. Educational Evaluation

Achievement Test • CRC and Career Information

COUNSELLING and LIFE STYLE PRACTICES

1. Life skill education

10 Skills as identified by WHO • Diurnal rhythm, Physiological clock, Brain waves

2. Career Counselling and Grooming

Career Options and Choice • Differential aptitude in grooming (heredity and environment)

3. Marriage Counselling

Relationship issues • Medico—Socio-Legal issues

4. Crisis Intervention

Terminal diseases like Cancer, AIDS, Hepatitis, etc. • Accidental situations like Rape, Death, Trauma, Divorce, Violence, and Terrorism

THERAPEUTIC APPROACHES

1. Various coping strategies for stress management and depression

Yoga and Meditation • Ego defense mechanisms: Rationalization, Compensation, Daydreaming, Sublimation, Repression, Regression, Identification, Attention-getting, Criticism, Conversions, Projection, Hypochondria • Coping Stress and Depression

2. Various therapeutic techniques like

CBT • OBT • Milieu Therapy • Music Therapy • Hydro Therapy and Aroma Therapy—Story Telling and Art Therapy

3. Occupational and Family Therapy

Individual and Group therapy • Mental health nursing • Counselling the family of Death and Dying

4. Psychoanalysis and Dream Analysis

Theory of Unconscious (Dr. Sigmund Freud) • Psychoanalysis as a method of Psychotherapy • Sleep, Dream and its Interpretation.

PSYCHO-SOCIOMETRY PRACTICUM

1. Project on any selected topic
2. Practical on testing tool
3. Practical on non-testing tool
4. Viva & Laboratory Note Book

INTERNSHIP PRACTICUM

1. Visit to any Counselling centre / Rehabilitation centre / Old Age Home / Special Educational Institution and preparing a report on that
2. Report of outdoor experience of college counselling centre
3. Case Study report on real life problem solving
4. Viva voce

CONTENTS

1. Introduction to Guidance and Counselling	1-14
<ul style="list-style-type: none">• Guidance 1• Types of Guidance 2• Counselling 6• Counselling Skills 8• Types of Counselling 9• Difference between Guidance and Counselling 11	
2. Physiological Dimensions in Counselling	15-85
<ul style="list-style-type: none">• Biopsychology 15• Diurnal Rhythm and Physiological clock 20• Neurotransmitters and Neurochemicals 22• Brain waves 49• Life-Style 54• Mental Balance 56• Aggressive Behaviour 60• Sleep and Sleep Disorders 62• Dream Analysis 78	
3. Adolescents and Parents	86-111
<ul style="list-style-type: none">• Developmental Theories 86• Parenting Styles and Counselling Interventions 91• Differential Aptitude Test (DAT) 93• Adolescent Aggression and Counselling 97• Identification And Motivation of Gifted Learners 100• Parental Guidance in Juvenile Delinquency 102• Milieu Therapy 105• Crisis Intervention 106	
4. Maladjustment and Counselling	112-161
<ul style="list-style-type: none">• Psychodynamics of Adjustment 112• Mental Health Nursing 114• Mental Health Nursing in the Family of Death and Dying 116• Problem Behaviour and Delinquency 117• Delinquency 119• Domestic Violence 120• Suicidal Tendency 123• Truancy 127• Mobile Addictive Behaviour 129• Addictive Behaviour 131• Sexual Fantasy 134• Counselling a Rape Victim 137• Substance Abuse Disorders 140• Attention Deficit Hyperactivity Disorder (ADHD) 142• Anti Social Personality Disorder (ASPD) 145	

- Cognitive Behaviour Therapy (CBT) for Slow Learners 150
- Various Sexual Offences and Counselling 153
- Counselling in Terminal Diseases 156
- Counselling the Family of Death and Dying 158

5. Psychometric Dimensions 162-191

- Importance of Psychometry in Counselling 162
- Kundu's Neurotic Personality Inventory 164
- Statements 166
- Eyesenck personality inventory 170
- Koh's Block Design Test 185
- Instructions & Scoring Procedure For Koh's Block Design Test 186

6. Sociological Dimensions 192-220

- Sociometric Technique 192
- Sociogram 196
- Case Study 199
- Case History/Case Study 202
- Case Study—An Overall Idea 206
- Anecdotal Records 208
- Johari Window 210
- Life Position Theory of Thomas Anthony Harris 213
- Life Skills 216
- Life Style Practices and Wellness 219

7. Case Studies 221-261

- Introduction 221
- Attention Deficit Hyperactivity Disorder (ADHD) 222
- Schizophrenia 226
- Panic Disorder 230
- Obsessive Compulsive Disorder (OCD) 233
- Trichotillomania (TTM) 237
- Dissociative Identity Disorder (DID) 241
- PICA Syndrome 245
- Bulimia Nervosa (BULIMIA) 249
- Paranoid Personality Disorder 253
- Insomnia (Sleep-wake Disorder) 258

8. Psychotherapies 262-287

- Individual and Group Therapy 262
- Milieu Therapy 265
- Cognitive Behavioural Therapy 267
- Operant behaviour therapy (OBT) 269
- Music Therapy 270
- Story Telling Therapy 272
- Visual and Performing Art Therapy 275
- Family Therapy 278
- Yoga, Meditation and Stress 282

9. Mental Disorders

288-363

- Dsm-iv—Classification Of Mental Disorders 288
- Manic Depressive Psychosis 291
- Schizophrenia 296
- Paranoid Personality Disorder 298
- Autism Spectrum Disorder 299
- Obsessive Compulsive Disorder (Ocd) 392
- Delusional Disorder 307
- Bipolar Disorder 310
- Personality Disorders 312
- Depressive Disorders 315
- Depression 318
- Post Traumatic Stress Disorder 327
- Mood Swing And Bipolar Disorder 329
- Gender Dysphoria 332
- Conduct Disorder 333
- Bisexuality 340
- Eating Disorder 344
- Elimination Disorder 345
- Pain Disorder 350
- Sleep Disorder 353
- Anxiety Disorder 355
- Dissociative Disorders 357
- Speech Disorder 359
- Paraphilic Disorder 362

10. Tools and Projects on Recent Counselling Research

364-424

- DSM-5 Classifications 364
- Neurodevelopmental Disorders 371
- ICD-11 for Mortality and Morbidity Statistics 376
- ICD-11 377
- Sample Project Report on Learning Disorder/Learning Disability 384
- Dyslexia 385
- Dysgraphia 387
- Dyscalculia 389
- Dyspraxia 391
- Summary of Developmental Stages 404
- CBT at a Glance 406
- Notes on Suicide 407
- Factors Contributing to Risk of Suicide Among Young Persons 407
- Questions to Assess Suicidal Thoughts and Behaviours 408
- Notes on Substance Abuse 408
- The Six Axes of Child and Adolescent Disorders 410
- Sample Counselling Form 411
- Check List for Learning Disorders 413
- Counselling Tool 414
- Developmental Psychopathology Check List For Children (DPCL) 414
- Record Sheet: Developmental Psychopathology Check List for Children 420