

## প্রাক্কথন

নেতাজি সুভাষ মুক্ত বিশ্ববিদ্যালয়ের স্নাতকোত্তর শ্রেণির জন্য যে-পাঠক্রম প্রবর্তিত হয়েছে, তার লক্ষণীয় বৈশিষ্ট্য হল প্রতিটি শিক্ষার্থীকে তাঁর পছন্দমতো কোনও বিষয়ে উচ্চশিক্ষা গ্রহণের সুযোগ করে দেওয়া। এ-ক্ষেত্রে ব্যক্তিগতভাবে তাঁদের গ্রহণক্ষমতা আগে থেকেই অনুমান করে না নিয়ে নিয়ত মূল্যায়নের মধ্য দিয়ে সেটা স্থির করাই যুক্তিযুক্ত। সেই অনুযায়ী একাধিক বিষয়ে পাঠ-উপকরণ রচিত হয়েছে ও হচ্ছে—যার মূল কাঠামো স্থিরীকৃত হয়েছে একটি সুচিন্তিত পাঠক্রমের ভিত্তিতে। সেই সঙ্গে যুক্ত হয়েছে অধীতব্য বিষয়ে নতুন তথ্য, মনন ও বিশ্লেষণের সমাবেশ।

দূর-সঞ্চারী শিক্ষাদানের স্বীকৃত পদ্ধতি অনুসরণ করেই এইসব পাঠ-উপকরণ লেখার কাজ চলছে। বিভিন্ন বিষয়ের অভিজ্ঞ পণ্ডিতমণ্ডলীর সাহায্য এ-কাজে অপরিহার্য এবং যাঁদের নিরলস পরিশ্রমে লেখা, সম্পাদনা তথা বিন্যাসকর্ম সুসম্পন্ন হচ্ছে তাঁরা সকলেই ধন্যবাদের পাত্র। আসলে, এঁরা সকলেই অলক্ষ্য থেকে দূর-সঞ্চারী শিক্ষাদানের কার্যক্রমে অংশ নিচ্ছেন; যখনই কোনও শিক্ষার্থী এই পাঠ্যবস্তুনিচয়ের সাহায্য নেবেন, তখনই তিনি কার্যত একাধিক শিক্ষকমণ্ডলীর পরোক্ষ অধ্যাপনার তাবৎ সুবিধা পেয়ে যাচ্ছেন।

এইসব পাঠ-উপকরণের চর্চা ও অনুশীলনে যতটা মনোনিবেশ করবেন কোনও শিক্ষার্থী, বিষয়ের গভীরে যাওয়া তাঁর পক্ষে ততই সহজ হবে। বিষয়বস্তু যাতে নিজের চেষ্ঠায় অধিগত হয়, পাঠ-উপকরণের ভাষা ও উপস্থাপনা তার উপযোগী করার দিকে সর্বস্তরে নজর রাখা হয়েছে। তার ওপর, প্রতি পর্যায়ের শেষে প্রদত্ত অনুশীলনী ও অতিরিক্ত জ্ঞান অর্জনের জন্য গ্রন্থ-নির্দেশ শিক্ষার্থীর গ্রহণক্ষমতা ও চিন্তাশীলতা বৃদ্ধির সহায়ক হবে।

এই অভিনব আয়োজনের বেশ কিছু প্রয়াসই এখনও পরীক্ষামূলক—অনেক ক্ষেত্রে একেবারে প্রথম পদক্ষেপ। স্বভাবতই ত্রুটি-বিচ্যুতি কিছু কিছু থাকতে পারে, যা অবশ্যই সংশোধন ও পরিমার্জনার অপেক্ষা রাখে। সাধারণভাবে আশা করা যায়, ব্যাপকতর ব্যবহারের মধ্য দিয়ে পাঠ-উপকরণগুলি সর্বত্র সমাদৃত হবে।

অধ্যাপিকা (ড.) মণিমালা দাস  
উপাচার্য



2009

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## পরিচিতি

বিষয় :

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**PG Education : 07 : 02**



রচনা

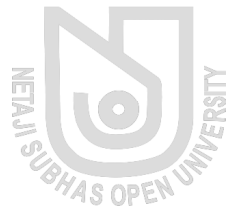
সম্পাদনা

একক 6 - 8 :

একক 9 - 10 :

### ঘোষণা

এই পাঠ-সংকলনের সমুদয় স্বত্ব নেতাজি সুভাষ মুক্ত বিশ্ববিদ্যালয়ের দ্বারা সংরক্ষিত। বিশ্ববিদ্যালয় কর্তৃপক্ষের লিখিত অনুমতি ছাড়া এর কোনও অংশের পুনর্মুদ্রণ বা কোনওভাবে উদ্ভূতি সম্পূর্ণ নিষিদ্ধ।





নেতাজি সুভাষ মুক্ত বিশ্ববিদ্যালয়

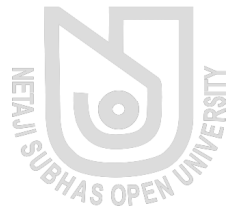
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6	□	1-10
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9	□	31-53
10	□	54-77





## **(Concept of Guidance and Counselling)**

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**(Structure)**



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**(Introduction)**

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**(Objectives)**

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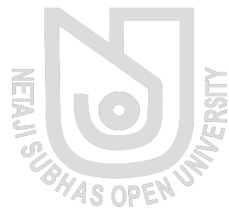
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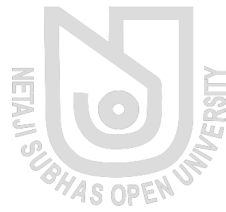
**(What is meant by  
Guidance & Counselling)**

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**(Concept of Guidance)**







(Psychological tests)

**(Concept of Counselling)**

(Client)

(Counsellor)

(needs) (principles) (methods)



(Empathy)

(perception)

(feeling and emotion)



(Sympathy)

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**(Relationship and**

**Differences between Guidance and Counselling)**

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(Heart)

(Generic term)

(Specific term)

(Guided)



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**(Basic Principles of Counselling)**

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**(acceptance)**

**(permissiveness)**

**(learning)**

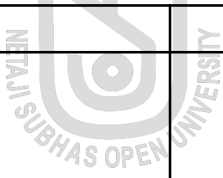
**(thinking with client)**

(empathy)

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**(Counselling and Psychotherapy)**

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**(Summary)**

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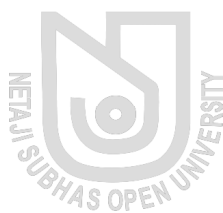
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**(Questions)**

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**(Very Short answer Questions)**

**(Short answer Questions)**



**(Essay Questions)**





## **(Steps in Guidance and Counselling)**

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**(Structure)**



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**(Introduction)**

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**(Objectives)**

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**(Steps in Guidance)**

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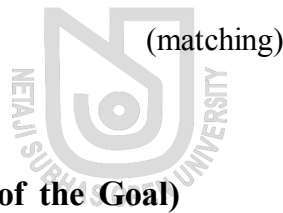
**(Collection of information)**

Sociogram

**(Analysis of Information)**

(Educational Guidance)  
(Health Guidance)

(Vocational Guidance)



**(Selection of the Goal)**

**(Preparation for achieving the goal)**

**(Follow up)**

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**(Steps in Counselling)**

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(relationship establishment)

(problem identification and exploration)

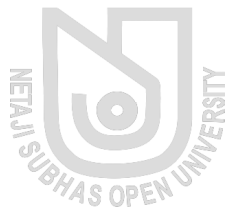
tion)

(Planning for problem solving)

(Solution application and termination)

nation)

**(Relationship Establishment)**



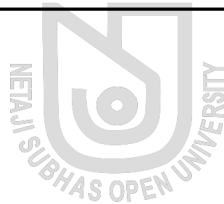
**(Identification of Problem)**



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**Issues in Counselling) (Ethical**

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(sessions)

(follow up)

(Body language),

fair)



(Free and

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**(Summary)**

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**(Questions)**

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**(Very short answer questions)**



**(Short answer questions)**

**(Essay questions)**



## **(Area of Guidance and Counselling)**

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**(Structure)**



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**(Introduction)**

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**(Objectives)**

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**(Areas of Counselling)**

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**(Clinical Counselling)**

(Therapy)

(Personality

Problems)

(Attention deficiency roblem)

(distraction)

(Obsessive-compulsive problems

(anxiety)

(Pepinsky)



(lack of assurance)

(Lack of information)

(Lack of skill)

(Dependence)

(Choice anxiety)

(Self-conflict)

(Robinson)

(Problems of adjustment)

(Problems of skill)

(Problems of immaturity)

(Analysis)

(Synthesis)

(Diagnosis)

(Prognosis)

(Counselling or treatment)

(Follow up)

(directive approach) (Non directive)  
(behaviour modification)

### **(Personal Counselling)**



(Educational problems)

(Financial problems)

(health

problems)  
information),

(Problems due to lack of

(Problem due to lack of skill)

(Problem of dependence-independence)

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### **(Marriage Counselling)**



(genetics)

(family budget)

(psychotherapy)

### **(Rehabilitation Counselling)**

(Roosevelt)

(Helen Keller)

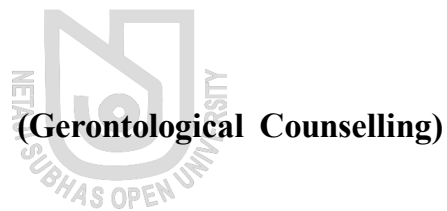
(Beethoven)

(Symphony No. 9)

(Clifford Beers)

(orthopaedically handicapped)

(mentally retarded)



(cognitive)

(emotional)

bereavement counselling

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## (Areas of Guidance)

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### (Educational Guidance)

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### (Vocational Guidance)



## Occupational Information

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to the right job’  
awareness)

‘Right man must be placed  
(Vocational

### **(Other Guidance and Counselling)**

guidance and Counselling)  
Counselling)

(Parent  
(Health guidance and

- **Parent Guidance and Counselling**

(Parental Involvement)



- **(Health Guidance and Counselling)**

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**(Summary)**

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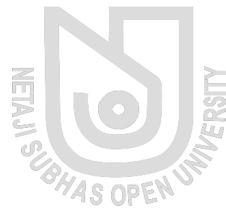
**(Questions)**

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**(Very Short answer Questions)**

**(Short answer Questions)**

**(Essay Questions)**





## **(Approaches of Guidance and Counselling)**

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**(Structure)**



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**(Introduction)**

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(approach)

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**(Objectives)**

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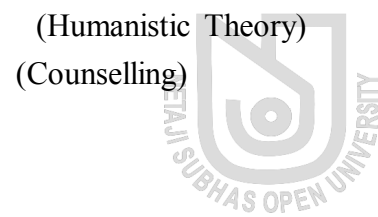
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(approach)

(Individual difference)

(Theory)

(Personality Theory)



Leon Levy

L. A. Pervin

**(Theoretical basis of Guidance)**

(modification of existing behaviour)  
(acquisition of new behaviour)

(reinforcement)

Melville C. Shaw (1973)

1. "Guidance is the part of pupil *personnel service* which is aimed at *maximum self development* of individual potentialities through developing school wise assistance to youth in the personal problems, choice and decisions each must face as he moves towards maturity."
2. "Guidance is to enable each individual to understand its abilities, interest and personality, *to develop*, as well as, as possible to relate them to his life goals and finally to reach a state of complete and *mature self guide*."
3. "The primary goal of guidance programme is to assist youth in the process of his *identity seeking*".
4. "Guidance is primarily concerned with helping each student towards the higher levels of personal planning *decision making*, and *development* within the context of social opportunities and freedom on the one hand and social realities and responsibilities on the other hand."
5. "*Improved adjustment* is the primary objective of guidance."
6. "Guidance is concerned with helping children to mature in their ability to *profit from instructional efforts* of the school.
7. "Guidance is helping each individual gain insight needed for *understanding* himself, understanding and *adjusting* to society and wisely choosing among *educational and vocational opportunities*."

(Jones and hand, 1938)

"Guidance ..... is particularly concerned with helping individuals discover their needs, assess their personalities, develop their life purposes, formulate their plans of action in the service of these purposes and proceed to their realisation."



(maturity) (self guide) (self development) (help) (service)  
 instructional effort) (self identity) (Profit from



- **(Idealistic Approach)**

(Value guidance) (Ethical guidance)

- **(Naturalistic Approach)**

(Educational Guidance)

(Unidimensional)



**(Pragmatic Approach)**

(Vocational Guidance)

(Health Guidance)

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**(Approaches of Counselling)**

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“Counselling provides a relationship in which the individual is stimulated, (1) to evaluate himself and his opportunities, (2) to choose a feasible course of action, (3) to accept responsibility for his choice and (4) to initiate a course of action in line of his choice.” (Froehlich)

(Counsellor)

“An emotional exchange (process) in an interpersonal relationship which accelerates the growth of one or both participants is described as counselling (Whitaker)”.

Smith “The counselling process is for the counsellor essentially a learning situation. Through counselling, he seeks to identify, understand and accept a need or problem with the expectation that counselling experience will aid him to make certain necessary choices, plans and adjustments.”

Williamson

“Counselling has been defined as a face to face situation in which, by virtue



- **(Treatment)** Treatment

- **(Follow up)**

### **(Characterishes of Directive Counselling)**

(Psychoanalysis)



### **(Non-directive Counselling)**

(Client Centred Counselling)

(Humanistic Counselling)

(Carl Rogers)

(Id)

(Self

concept)

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(Self realisation)

(Self concept)

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(Anxiety)



The Counsellor accepts the counsellee as a person with sufficient capacity to deal constructively with all those aspects of life which can potentially come into conscious awareness. This means, the creation of an interpersonal situation in which the material may come into the client's awareness and a meaningful demonstration of the counsellor's acceptance of the client as a person who is competent to direct himself.

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Bruce Joyce

This type of counselling (non-directive counselling) and interpersonal relationship claims of facilitating the individuals reorganization of himself, so that he will (1) be more integrated and more effective, (2) have more realistic view of himself, (3) be less defensive and more adaptive to new situations and information.

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(defence mechanisms)

**(Methods of Non-directive Counselling)**

(Change of personality)  
(Essential Conditions)

(Stages)



- **(Stage I)**



- **(Stage II)**

(Private)

- **(Stage III)**



- **(Stage IV)**

- (Stage V)

- (Stage VI)



- (Stage VII)



(Independent self)

## (Eclectic Counselling)

(Eclectic  
Counselling)  
English English  
Psychology) (Eclecticism) (Dictionary of

Eclecticism in theory building is the selection and orderly combination of compatible features from diverse sources and of incompatible theories and systems into a harmonious whole.



Brammer

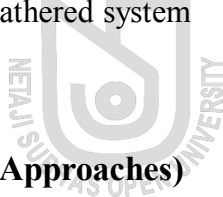
Thorne

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(Psychotherapy)

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Garfield                      Thorne    one which is comprehensive and organized and which has brought together a variety of methods though it still remains essentially a loosely gathered system



**(Other Approaches)**

(Behaviouristic approach)

(Existential approach)

- **(Behaviouristic Counselling)**

(Skinner's reinforcement theory)

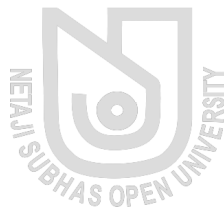
Dollard                      Miller

(Positive and Negative reinforcement)

(Behaviour therapy)

(Behaviour modification)

- **(Existential Counselling)**



(Self)



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**(Individual and Group  
Counselling)**

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(Group Counselling)

Mahler

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(Social Skill)

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(Identity)

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(Self direction)

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(Emotional Intelligence)

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### **(Process of Group Counselling)**

- **(Formation of Group)**



- **(Involvement stage)**

- **(Transition stage)**

(Resistance)

- (Stage of progress)
- (Stage of rounding up)



**(Comparison of Individual and Group Counselling)**

- (Similarities)



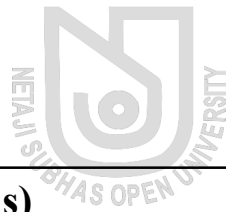
- **(Differences)**



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**(Summary)**

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**(Questions)**

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**(Very Short answer Questions)**

**(Short answer Questions)**

**(Essay Questions)**





## **(Essential Informance for Guidance and Counselling)**

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**(Structure)**



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**(Introduction)**

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(Guidance Clinic)

(Guidance Service)  
(School Guidance Clinic)

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**(Objectives)**

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**(Personal Information)**

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**(Physical Information)**

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(obesity)

blindness)

(Colour

**(Intellectual Information)**

- (General ability) (Special aptitude) (General intelligence) (Creativity)  
I.Q. I.Q.



### Wechsler Adult Intelligence Scale

- (Special aptitude)  
s



Differential Aptitude Test (DAT)  
Test Battery

Gardner

- (Creativity)

E.P. Torrance, J.P. Guilford

Baquer Mehdi

B.K. Passi,

**(Personality)**



(Personality Profile)

(Profile matching)

(Trial Theory)

(Personality Inventory)

16 PF Test, Eysenek

Prsonality Inventory

(Diagnosis)

Rorschach Ink Blot Test, Thematic Apperception Test, Children's Apperception Test, Picture Frustration Test

**(Educational Information)**

- (Trend) (upward trend) (irregular trend) (downward trend)
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## **(Others Information)**

- **(Interest)**

Inventory)

(Interest



Kuder Preference Record, Strong Vocational Interest Inventory,  
Thurstone Interest Schedule

- **(Financial Status)**

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## **(Information about Educational Institution)**

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(Educational Guidance)

(Website)

**(Location and Description of the Institution)**



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**(Affiliation of Institute)**

NCTE

(Autonomous)

NAAC UGC

- **(Management)**

- 

**(Information about eligibility)**

(Honours Course)



**(Teachers and Other facilities)**

- **(Faculty)**
- **(Supporting Staff)**
- **(Library)**
  
- **(Laboratory)**
- **(Hostel)**



- **(Internet)**

### **(Financial Information)**

(Private and self financing)

**(Curriculum and Prospect)**

(Campus Interview)



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**(Vocational Information)**

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(Vocational guidance)

**(Employer and Qualifications)**

(Minimum qualification)

(experience)

- **(Employment in Government and semigovernment concern)**

School Service Commission,  
College Service Commission, Public Service Commission, Staff Selection  
Commission,

- **(Employment in Non-government concern)**



**(Selection Process)**

- **(Union Public Service Commission)**

- **(Central Staff Selection Commission)**

UPSC



- **(Railway Recruitment Board)**

- **(Employment Exchange)**

- **(State Public Service Commission)**

West Bengal Public Service Commission  
Commission

Union Public Service

WBCS



- **(West Bengal College Service Commission)**

UGC

- **(West Bengal Central School Service Commission)**  
Commission)  
Commission)

(Regional

## Employment News

Private Employment Exchange



**(Financial and Future Prospect)**

(Pay scale)

**(Information about Hazard)**

(Occupational Hazard)

(Mental stress)

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**(Information about Other Types  
of Guidance)**

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(Health Guidance)

(Need based)

(Counselling)

(Guidance)

- **(Doctor)**
- **(Clinic)** (Speciality clinic)
- **(Accessories of treatment)**
- **(Laboratory)**
- **(Information about diet)**

(Value Guidance) (Social Guidance)  
(Child Guidance)

(Parent Guidance)

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Parent Counselling

Parent Guidance

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**for Counselling) (Specific Information**

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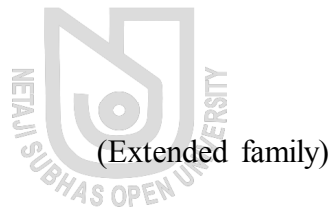
(Intensive)

**(Information about Family)**

- **(Family or hereditary history)**

- **(Family Structure)**

(Joint family)



(Nuclear family)

- **(Socio-economic Status of the Family)**

(Stress) (Anxiety)

- **(Occupation)**

- **(Family relation)**

(Broken home)

- **(Family life style)**

(Fast life)

(Competitiveness)

**(Developmental History)**

(Prenatal)

(Perinatal)

(Postnatal)

- **(Prenatal history)**

- **(Perinatal)**



- **(Postnatal history)**

(Infancy)

(Childhood)

**(Other Informations)**

(Gerontological Counselling)  
Counselling)  
Counselling)

(Behaviour Counselling)

(Marriage  
(Academic Counselling)  
(Parent

(Therapist or Clinical Therapist)

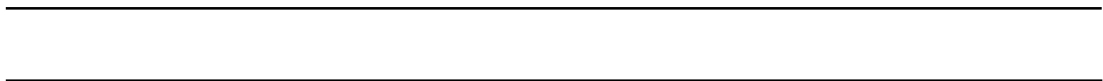
(Diagnostic test)

- **(Marriage Counselling)**



- **(Parent Counselling)**

- **(Academic Counselling)**



(Direct method)  
(Indirect method)

**(Direct method)**

- (Interview)
  
- 
  
- (Prospectus) (Brochure)
  
- 

**(Indirect Method)**

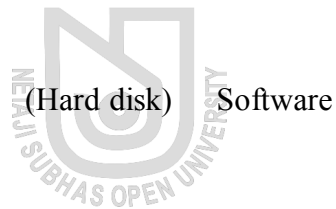
- 
  
- (Progress report)
  
- Exit portfolio
  
- (Certificate)



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**(Preservation of Information)**

- **(Common Information)**



- **(Personal Information)**

(Case file)  
Index number

Compact Disk      Floppy

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**(Summary)**

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**(Questions)**

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**(Very Short answer Questions)**



**(Short answer Questions)**

**(Essay type Questions)**



**References :**

1. Anand, S. P. *ABC's of Guidance in Education*, Pagestar Publications, Bhubaneswar, 1998.
2. Bernard, H. W. and Fullness, D. F. *Principles of Guidance*. Crowell, New York, 1977.
3. Gibson, R. L. and Mitchell, M. H. *Introduction to Guidance*, Macmillan, New York, 1986.
4. Parischa. P. *Guidance and Counselling in Indian Education*, NCERT, New Delhi, 1976.
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## Notes

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