

SEMESTER – V

UEPYA22 – ELECTIVE I A: GUIDANCE AND COUNSELLING PSYCHOLOGY

Year/ Sem	Course Code	Title of the Course	Course Type	Course Category	H/W	Credits	Marks 100
III / V	UEPYA22	Guidance and Counselling Psychology	Theory	Elective	5	3	40+60=100

OBJECTIVE:

To give students a comprehensive overview of counselling with theoretical and practical components.

COURSE OUTCOMES (CO):

On completion of the course, the students will be able to: (all to be made as one verb)

- Summarize the nature, goals and fields of counselling.
- Infer relevant approaches for different counselling cases.
- Use appropriate diagnostic tools to identify the presenting issues
- Nurture qualities and skills required for effective counselling
- Describe different areas in counselling.

CO/PSO	PSO					
	1	2	3	4	5	6
CO 1	H	H	H	M	M	M
CO 2	H	H	H	H	M	H
CO 3	H	H	H	H	H	H
CO 4	H	H	H	H	H	M
CO 5	H	H	H	M	H	H

CO/PO	PO					
	1	2	3	4	5	6
CO 1	H	L	M	H	H	H
CO 2	H	L	H	H	H	M
CO 3	H	L	M	H	L	H
CO 4	L	H	H	H	H	H
CO 5	H	L	M	M	H	H

Low-L, Medium-M, High-H

UNIT I: NATURE AND SCOPE OF GUIDANCE AND COUNSELLING [11 Hours]

- 1.1 Counselling and Guidance: Meaning, Nature (K2)
- 1.2 Need and Functions of Guidance and Counselling (K2)
- 1.3 Fundamental Precepts of Effective Helping (K1, K2, K3)
- 1.4 Emergence of Guidance and Counselling in India (K2)
- 1.5 Goals and Scope of Guidance and Counselling (K1, K2)
- 1.6 Types of Counselling Services (K1, K2, K3, K4)

UNIT II: APPROACHES TO COUNSELLING AND THE COUNSELLING PROCESS

[16 Hours]

- 2.1 Directive and non-directive approaches: Humanistic approach (K1, K2, K3)
- 2.2 Behaviouristic approach (K1, K2, K3)
- 2.3 Existential Approach (K1, K2, K3)
- 2.4 Eclectic Approach (K1, K2, K3)
- 2.5 Counselling Process: Preparation for counselling (K1, K2, K3, K4)
- 2.6 Steps in the counselling process (K1, K2, K3)

UNIT III: PSYCHOLOGICAL TESTING AND DIAGNOSIS [16 Hours]

- 3.1 Use of psychological tests in guidance and counselling (K1, K2)
- 3.2 Types of psychological tests (K1, K2)
- 3.3 Nature of a good psychological test (K2)
- 3.4 Test interpretation in counselling (K2, K3, K4)
- 3.5 Limitations of psychological tests, Diagnosis and its limitations (K1, K2, K3, K4)
- 3.6 Mental Status Examination (K2, K3, K4)

UNIT IV: COUNSELLOR QUALITIES, SKILLS AND ETHICAL RESPONSIBILITIES [16 Hours]

- 4.1 **Qualities of an effective counsellor:** Empathy, Attending Behaviour, Therapeutic Alliance (K1, K2, K3)
- 4.2 RESPECTFUL model, Diversity and Multicultural Competence (K1, K2, K3)
- 4.3 **Counsellor skills:** Building Trust, Building Rapport (SOLER), Observational Skills (K1, K2, K3)
- 4.4 Micro Skills hierarchy (K1, K2, K3)
- 4.5 **Ethics in Counselling:** Code of Professional Ethics (K1, K2, K3)
- 4.6 Common Ethical violations by Professional Counsellors (K2, K3, K4)

UNIT V: SPECIAL AREAS IN COUNSELLING

[16 Hours]

- 5.1 Family group consultation: Counselling with Parents, Counselling Families Concerning Children (K2, K3)
- 5.2 Premarital and Marriage Counselling (K2, K3)
- 5.3 Career Guidance, Career Counselling; Adolescent Counselling (K2, K3)
- 5.4 Counselling the differently-abled person (K2, K3)
- 5.5 Counselling children in conflict with the law (K2, K3)
- 5.6 Role of the Counsellor in developing subjective and holistic well-being, (post covid) (K2, K3, K4)

TEXTBOOKS:

1. Rao, N. (2013). Counselling and Guidance. Chennai, India: Tata McGraw Hill.
2. Gladding, S.T. (2017). Counselling: A comprehensive profession. Chennai, India: Pearson.
3. Gibson, R. L., & Mitchell, M. H. (2007). Introduction to counselling and guidance (7th ed.). Upper Saddle River, NJ: Prentice-Hall.
4. Ivey, A. E., Ivey, M. B., & Zalaquett, C. P. (2014). Intentional Interviewing and Counselling, Facilitating Client Development in a Multicultural Society (8th Edition). Belmont, CA: Cengage Learning.

REFERENCES:

1. Nayak, A. K. (2007): Guidance and counseling. New Delhi, India: APH Publishing.
2. Barki, B. G., & Mukhopadhyay, B. (2008): Guidance and counselling manual. New Delhi, India: Sterling.
3. Kochhar, S. K. (1984). Guidance and counselling in colleges and universities. New Delhi, India: Sterling.

SEMESTER – V

USPYE522 - COMMUNICATIVE SKILLS

Year/ Sem	Course Code	Title of the Course	Course Type	Course Category	H/W	Credits	Marks 100
III / V	USPYE522	Communicative Skills	Theory	Skill Based Elective	2	2	40+60=100

OBJECTIVE:

To equip students with the necessary competence in communication skills for today's professional world.

COURSE OUTCOMES (CO):

On completion of the course, the students will be able to:

- Understand basic components of communication.
- Develop basic skills required for communication.
- Utilize different modes of communication efficiently.

CO/PSO	PSO					
	1	2	3	4	5	6
CO 1	H	H	M	M	L	L
CO 2	H	H	M	M	M	L
CO 3	M	H	M	M	H	L

Low-L, Medium-M, High-H

CO/PSO	PO					
	1	2	3	4	5	6
CO 1	M	H	M	H	L	L
CO 2	H	H	M	H	H	L
CO 3	L	H	M	L	H	L

UNIT – I BASICS OF COMMUNICATION

[5 Hours]

- 1.1 Changes in Communication across time (K1, K2)
- 1.2 Communication Process (K1, K2)
- 1.3 Models of Communication (K1, K2)
- 1.4 Types of communication (K1, K2)
- 1.5 Etiquettes of communication (K1, K2, K3)

UNIT – II REQUIREMENTS OF AN EFFECTIVE COMMUNICATOR [6 Hours]

2.1 **Active Listening** (K1, K2, K3)

2.2 **Skills required for verbal (oral and written) and non-verbal communication:** Verbal Skills: Questioning skills, Constructive Feedback (K1, K2, K3)

2.3 Non-Verbal Communication: Facial Expressions, Micro Expressions, Vocal Tone, Pitch, Rate of pitch, Gestures, Body Language (K1, K2, K3)

2.4 **Presentation of content:** Setting Objective, Understanding the Audience, Knowing the Setting, Writing Down the ‘Central Theme’ of the Talk (K1, K2, K3)

2.5 Writing the Outline, Developing Visual Aides, Preparing Delivery Notes and Delivering the Presentation (K1, K2, K3)

UNIT – III COMMUNICATION IN REAL LIFE SETTINGS [15 Hours]

3.1 Individual and group meetings (exchanging greetings, introduction, sharing personal information, small talk, maintaining a conversation) (K2)

3.2 Telephonic exchanges (answering telephone, asking for someone, making inquiries, dealing with the wrong number, taking and leaving messages) (K2)

3.3 Online Communication (Making new friends, maintaining friendships online, dealing with inappropriate messages, cyberbullying and threats) (K2)

3.4 Audio and Visual Communication (Developing a profile, understanding communication done through channels such as: Stories, Radio, Art, Videos) (K2)

3.5 Group Project: Communicating any mental health or social issue related concept as a group to the public through the afore mentioned channels. (K2)

UNIT -IV GROUP DISCUSSION AND PUBLIC SPEAKER

4.1 Introduction, Definition of group discussion, different between group discussion and debate with number and duration. (K1, K2, K4, K5)

4.2 Types of group discussion, personality traits to be evaluated – reasoning ability, leadership, openness, assertiveness, initiative, motivation, attentive listening, awareness. (K1, K2, K5)

4.3 Dynamic of group behaviour/ group etiquette and mannerism and techniques for group discussion. (K1, K2,)

4.4 Introduction of public speaking, delivering different types of speeches. (K1, K2, K4)

4.5 Selecting an appropriate method – speaking from memory, speaking from manus script, speaking impromptu, speaking from notes. (K1, K2, K3,)

4.6 Making speech interesting – make your beginnings catchy, use wit and humour, use appropriate body language, use proper voice modulation, use examples and instances, end on an emphatic note. (K1, K2, K3, K6)

UNIT -V BUSSINESS LETTERS AND RESUMES

5.1 Introduction, importance, (K1, K2)

5.2 Elements of structure, layout. (K1, K4)

5.3 Business letters – element of style (K1, K2, K4)

5.4 Types of business letters – acknowledgement letter, letter of recommendation, appreciation letter, acceptance letter, apology letter, complaint letter, enquiry letter, invitation letter, rejection letter, order letter, application letters and cover letters, sales letter. (K1, K2, K3, K4)

5.5 Resume preparation – what is resume? Purpose of resume, what do I included on resume? Types of resumes, preparation before writing a resume, format and layout, sample resumes. (K1, K2, K3, K6)

TEXTBOOK:

1. Mastering communication skills and soft skills N. Krishnaswamy, Manju Dariwal, Lalitha Krishnaswamy (Bloomsbury).
2. Kumar.S., Lata.P (2015) communication skills (2nd ed), Oxford University press, New Delhi.

OTHER RESOURCES:

[Chapter-8 \(Soft Skill\).pmd \(ncert.nic.in\)](#)