

**THE UNIVERSITY OF BURDWAN**  
DEPARTMENT OF LIFELONG LEARNING

**Post Graduate Diploma in Guidance and Counselling**

Session: 2023-24

Admission Challan, Date, Gender & Category wise Students List

Sl. No.	Name of the student	BU Challan No.	Date	Gender	Category
1	SUBHRA DE	4473	22.08.2023	Female	OBC-B
2	GARGI SHYAM	4477	22.08.2023	Female	EWS
3	SANTANU BHUNIA	4478	22.08.2023	Male	General
4	MANDIRA DAS	4487	22.08.2023	Female	SC
5	SAYANTI SHOW	4488	22.08.2023	Female	SC
6	PUSPITA MANDAL	4490	22.08.2023	Female	General
7	SHREYA JANA	4495	23.08.2023	Female	General
8	SNEHA SHARMA	4507	23.03.2023	Female	General
9	YUTHIKA BAG	4508	23.08.2023	Female	SC
10	MOUMITA KHETO	4514	24.08.2023	Female	OBC-A
11	KARTICK DEY	4517	24.08.2023	Male	OBC-B
12	SURESH BAURI	4521	24.08.2023	Male	SC
13	SANIRUL HAQUE	4528	24.08.2023	Male	OBC-A
14	TITHI GHOSH	4541	25.08.2023	Female	General
15	TRISHA PATRA	4670	31.08.2023	Female	General
16	TANUSREE BASU	4678	31.08.2023	Female	General
17	MOHAR MUKHERJEE	4683	31.08.2023	Female	General
18	ISHITA DEY	4694	01.09.2023	Female	General
19	MOULI SIKDER	4696	01.09.2023	Female	General
20	ANWESHA SINHA ROY	4697	01.09.2023	Female	General
21	SUKLA PATEL	4698	01.09.2023	Female	General
22	DIPAYAN PAUL	4705	04.09.2023	Male	General
23	NASIMA KHATUN	4708	04.09.2023	Female	General
24	NASRAT SULTANA	4712	04.09.2023	Female	General
25	KANAD SINHA	4720	04.09.2023	Male	General
26	TRIDIB ROY CHOUDHURY	4779	11.09.2023	Male	OBC-B
27	PRIYABRATA NATH	4781	11.09.2023	Male	General
28	SRIJITA PAL	4782	11.09.2023	Female	General
29	NIRUPAMA GHOSH	4786	11.09.2023	Female	General

*Chatterjee*  
Joint Director  
Deptt. of Lifelong Learning  
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The University of Burdwan  
Vice-Chancellor & Secretariat  
Receiving Section  
Memo No-VI/5262 Date 08/06/23  
Received by T. U. 23

**THE UNIVERSITY OF BURDWAN**  
DEPARTMENT OF LIFELONG LEARNING

Minutes of the meeting of the Ad-hoc Board of Studies in Post Graduate Diploma in Guidance and Counselling under the Department of Lifelong Learning in collaboration with the Department of Sociology held on 02.06.2023 at 11: 30 a.m. in the Department of Sociology, B.U.

**Members Present :**

1. The Head, Department of Sociology, B.U., .....Chairman
2. The Director (In-Charge), Deptt. of Lifelong Learning, B.U.
3. Dr. Arijit Chatterjee, Joint Director, Lifelong Learning
4. Prof. Anjali Roy, Deptt. of Applied Psychology  
Calcutta University, 92, A.P.C. Road, Kolkata – 9 (Present through online)

**Resolutions :**

1. The members of the Ad-hoc Board of Studies of the Post Graduate Diploma in Guidance and Counselling approved the **Revised Syllabus and the Regulations.**
2. The members of the Ad-hoc Board of Studies of the Post Graduate Diploma in Guidance and Counselling recommended that Admission Notification will be published as per previous year and also recommended that eligibility to admit into the said course candidates will be regular graduates with **at least 50% of marks** in Arts, Science & Commerce. Candidates having completed graduation through Distance mode or from Open University will not be eligible to apply.

The meeting ended with vote of thanks to the chair.

*Chatterjee*  
2/6/2023

*Abhishek*  
2.6.23

*Chatterjee*  
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Deptt. of Lifelong Learning  
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*Handle V.C*  
*May be placed before E.C.*  
*07-06-23*  
*Approved*  
*9-6-23*

*J.T. Dir. LLL*  
*09.06.23*

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DHANANJOY KONER

# REGISTER OF ATTEN-

For the Month of

Roll No.	NAME OF PUPILS	Serial No. & Date of Admission in the Admission Register	ATTEN-																		Total
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
1	ANWESHA SINHA ROY		.	2	.	3	.	5	.	7	.	9	.	11	.	13	.	.	.	15	
2	DIPAYAN PAUL		2	.	A	.	.	.	6	8	.	.	10	.	.	.	.	12	14		
3	GARGI SHYAM		.	2	.	.	.	A	6	.	.	10	.	12	.	14	.	16	18		
4	ISHITA DEY		.	2	.	3	.	.	.	.	5	7	9	.	.	.	.	.	.		
5	KANAD SINHA		.	2	A	.	.	.	.	.	6	.	8	.	10	.	.	12	.		
6	KARTICK DEY		.	.	.	.	.	.	.	.	.	.	.	2	.	A	.	.	6		
7	MANDIRA DAS		2	4	6	.	.	8	10	12	4	16	18	20	22	24	26	28	30		
8	MOHAR MUKHERJEE		2	A	.	.	.	.	6	.	8	.	.	.	.	.	.	.	.		
9	MOULI SIKDER		2	A	.	.	.	6	.	.	8	.	10	12	14	.	.	.	.		
10	MOUMITA KHETO		.	2	.	3	.	5	.	7	.	9	.	11	.	13	.	.	.		
11	NASIMA KHATUN		.	2	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.		
12	NASRAT SULTANA		.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	2		
13	NIRUPAMA GHOSH		2	4	6	7	9	11	13	15	17	19	21	23	25	27	29	31	.		
14	PRIYABRATA NATH		.	2	A	5	.	7	9	11	13	.	.	.	15	.	.	.	.		
15	PUSPITA MANDAL		2	4	.	.	.	.	.	.	.	.	.	6	8	10	.	.	12		
16	SANIRUL HAQUE		2	.	A	.	.	.	.	.	.	.	.	.	.	.	.	.	.		
17	SANTANU BHUNIA		2	4	.	.	6	.	.	.	8	10	12	14	16	18	20	22	24		
18	SAYANTI SHOW		2	4	.	5	7	9	11	13	15	17	19	21	23	.	25	27	29		
19	SHREYA JANA		2	4	.	5	7	.	.	9	11	.	13	15	17	.	.	.	.		
20	SNEHA SHARMA		2	4	6	7	.	9	.	.	11	13	15	17	.	.	19	21	23		
21	SRIJITA PAL		2	4	.	5	7	9	11	13	15	17	19	21	23	.	25	.	27		
22	SUBHRA DE		.	2	A	.	.	6	.	.	8	10	.	.	.	11	.	.	.		
23	SUKLA PATEL		.	2	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.		
24	SURESH BAURI		2	4	6	.	.	8	10	.	12	.	14	16	18	20	22	24	26		
25	TANUSREE BASU		2	4	6	7	.	9	11	13	15	17	19	21	23	.	.	25	27		
26	TITHI GHOSH		.	2	A	5	7	9	11	13	.	.	15	.	17	19	.	.	21		
27	TRIDIB ROYCHOUDHURY		.	2	A	.	6	8	10	12	.	14	16	.	.	.	.	.	.		
28	TRISHA PATRA		2	4	6	7	9	.	.	11	13	.	15	17	19	.	.	.	.		
29	YUTHIKA BAG		2	4	6	.	.	8	.	.	10	.	11	13	.	15	17	19	21		

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POST GRADUATE DIPLOMA IN GUIDANCE & COUNSELLING  
RECEIPT : 2023-24

Sl. No	Name of the Candidate	Challan No.	Date	Amt. (INR)
	Opening Balance		Rs.	
1.	SUBHRA DE	4473	22.08.23	6555/-
2.	GARGI SHYAM	4477	22.08.23	6555/-
3.	SANTANU BHUNIA	4478	22.08.23	6555/-
4.	MANDIRA DAS	4487	22.08.23	6555/-
5.	SAYANTI SHOW	4488	22.08.23	6555/-
6.	PUSPITA MANDAL	4490	22.08.23	6555/-
7.	SHREYA JANA	4495	23.08.23	6555/-
8.	SNEHA SHARMA	4505	23.08.23	6555/-
9.	YUTHIKA BAG	4508	23.08.23	6555/-
10.	MOUMITA KHETO	4514	24.08.23	6555/-
11.	KARTIK DEY	4517	24.08.23	6555/-
12.	SURESH BAURI	4521	24.08.23	6555/-
13.	SANIRUL HAQUE	4528	24.08.23	6555/-
14.	TITHI GHOSH	4541	25.08.23	6555/-
15.	TRISHA PATRA	4670	31.08.23	6555/-
16.	TANUSREE BASU	4678	31.08.23	6555/-
17.	MOHAR MUKHERJEE	4683	31.08.23	6555/-
18.	ISHITA DEY	4694	01.09.23	6555/-
19.	MOULI SIKDER	4696	01.09.23	6555/-
20.	ANWESHA SINHA ROY	4697	01.09.23	6555/-
21.	SUKLA PATEL	4698	01.09.23	6555/-
22.	DIPAYAN PAUL	4705	04.09.23	6555/-
23.	NASIMA KHATUN	4708	04.09.23	6555/-
24.	NASRAT SULTANA	4712	04.09.23	6555/-
25.	KANAD SINHA	4720	04.09.23	6555/-
26.	TRIDIB ROY CHOUDHURY	4779	11.09.23	6555/-
27.	PRIYABRATA NATH	4781	11.09.23	6555/-
28.	SRIJITA PAL	4782	11.09.23	6555/-
29.	NIRUPAMA	4786	11.09.23	6555/-
			Total =	Rs. 1,90,095/-

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# THE UNIVERSITY OF BURDWAN



## DRAFT REVISED SYLLABUS

### POST GRADUATE DIPLOMA IN GUIDANCE AND COUNSELLING UNDER SEMESTER WITH CREDIT SYSTEM W.E.F. 2022-2023

By

Department of Lifelong Learning

*In collaboration with*

The Department of Sociology

THE UNIVERSITY OF BURDWAN

① Draft revised  
17/5/2022  
Sachitra Dasgupta  
17/5/22

17.05.22

Shanku Mohan Kumar  
17/05/2022

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1

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Distribution of Different Courses and Credits in Various Semesters				
Course Code	Semester-I	Credits	Hours per week	Marks
	Title of the paper			
PGDGC 101	GUIDANCE AND COUNSELLING: INTRODUCTION, SCOPE, CONCEPT, SKILLS	5	5	100
PGDGC 102	BASIC PSYCHOLOGY, BIO-PSYCHOLOGY, PSYCHOPATHOLOGY	5	5	100
PGDGC 103	THEORIES OF GUIDANCE AND COUNSELLING	5	5	100
PGDGC 104	PRACTICUM AND PROJECT REPORT PREPARATION	5	10	100
Total		20		400
Semester-II				
PGDGC 201	SELF, SOCIETY, SOCIAL RELATIONSHIP	5	5	100
PGDGC 202	GUIDANCE AND COUNSELLING AREAS	5	5	100
PGDGC 203	RESEARCH AND TESTING IN GUIDANCE AND COUNSELLING	5	5	100
PGDGC 204	INTERNSHIP AND REPORT PREPARATION	5	10	100
Total		20		400
Grand Total		40	800	800

Anish Mohan Kumar  
17/05/22

## PGDGC 101

### GUIDANCE AND COUNSELLING: INTRODUCTION, SCOPE, CONCEPT, SKILLS

1. Basic Concept on Guidance and Counselling, Guidance and Counselling as a Helping Human Service, Profession
2. Definition, Objective & Scope of Counseling, Steps & Stages in Counselling, Difference between Guidance, Counselling & Psychotherapy, Dimensions & dynamics of counselling relationships, client expectations.
3. Skills required in counselling & counselor's qualities. Characteristics of an Effective Counsellor, Personal challenges as a Counsellor Codes of professional ethics & ethical principles, Guides for successful living, Social significance of counselling and guidance. Techniques of collecting information about the individual for guidance and counselling.
4. Meaning and definition of guidance, aims and importance of guidance, basic principles of guidance, group guidance, Psychological bases of guidance: Intelligence aptitude, interest, personality. Organisation of guidance services, follow up services in guidance evaluation of guidance services.
5. Basic Counselling Skills , Observation Skills, Questioning, Communication Skills (Listening, Feedback, Non-Verbal) , Making Notes and Reflections, The Counselling Interview, History Taking, Interviewing (Characteristics, Types, Techniques) , Developing Case Histories, Collecting, Documenting Information, Working with Other Professionals
6. Techniques and skills in guidance, Understanding the Individual, Enabling the Individual to Understand Self, Case Study and Case Conference, Cumulative Records, Anecdotal Record ,Interviews, Follow-up
7. Ethics in counseling, Need for Ethical Standards, Ethical Codes and Guidelines, Rights of Clients, Dimensions of Confidentiality, Dual Relationships in Counselling Practices, The Counsellor's Ethical and Legal Responsibilities, Ethical Issues in the Assessment Process

#### Suggested Reading:

1. Sharma, R and Sharma, R. Guidance and Counseling In India, Atlantic Publisher, New Delhi.
2. Guidance and Counselling By R C Mishra APH Publishing Corporation
3. Jones,A.J.: Principles of Guidance, sixth ed., McGraw Hill, New York, 1970
4. Asch, M. Principles of Guidance and Counseling. ND: Sarup & Sons, 2000.
5. Kottler, J.A and Brown, R.W. Introduction to Therapeutic Counseling, U.S: Brooks/Cole, 2000.
6. Woolfe, R and Dryden, W. Handbook of Counseling Psychology, New Delhi, sage Publication.
7. May, R. The Art of Counseling, Nashville, Abingdon, 1977.
8. Leigh, A. Referral and Termination Issues for Counselors, New Delhi: Sage Publications, 1998.
9. Wallace, S.A and Lewis, M.D Becoming a Professional Counselor, New Delhi, Sage.
10. Osipow, S.H. Theories of Career Development, NJ: Prentice Hall Inc, 1983.
11. Gabriel, L & Casemore, R (ed.) Relational Ethics in Practice--- Narratives from Counseling and Psychotherapy, Routledge, 2007.

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12. Cottone, R. R & Tarvydas, V M. Counseling Ethics and Decision- Making, Prentice Hall.
13. Geldard, K & Geldard, D. Practical Counselling Skills: An Integrative Approach, Palgrave.
14. Langs, R. Fundamentals of Adaptive Psychotherapy and Counselling, Palgrave
15. Career Guidance and Counselling: Principles and Techniques By S. P. Sharma, Kanishka
16. Mayers, G.E.: Principles and Techniques of vocational Guidance, McGraw Hill,

## PGDGC 102

### BASIC PSYCHOLOGY, BIO-PSYCHOLOGY, PSYCHOPATHOLOGY

1. **Basic Psychology for Counselling:** Psychology: Definition, branches (emphasis on counselling related branches), perception, emotion, motivation, memory & intelligence; Schools of Psychology as related to counselling. Contribution of Girindrasekhar Basu & Jadhunath Sinha in developing Philosophy of Indian Psychology, How to overcome anxiety, frustration, aggression etc; Yogic Prescriptions;
2. **Positive Psychology and Human virtues:** An introduction to meaning, objectives and theoretical perspectives of positive psychology (Seligman), Life skills, Practical strategies to enhance happiness: Enhancing pleasure, engagement and meaning-making, Spirituality and well-being, Subjective well-being: Characteristics and determinants, Life satisfaction and happiness. Cognitive-focused Approach: Creativity, well-being-Mindfulness, Optimism, Hope Theory, Self-Efficacy, Problem Solving, Appraisal and Psychological Adjustments, Setting goals for life and happiness and the role of Personal Control in Adaptive Functioning; Interpersonal Approaches: Relationship connection, Compassion, Psychology of Forgiveness, Gratitude, Love, Empathy and Altruism, Moral and sources of Moral Motivation, Mediation and Positive Psychology.
3. **Psychopathology & Bio Psychology;** Meaning and concept of normality and abnormality. Recent concept of Abnormal Behaviour; Classification of Abnormal Behaviour (DSM-IVTR, DSM-V & ICD10 and Assessment); Causal factors and viewpoints in Abnormal Psychology (Biological, Psychological, Social - Behavioural, Cognitive and Psychodynamic)
  - i) **Personality Disorder:** Types (Paranoid Personality Disorder, Histrionic Personality Disorder, Anti Social Personality Disorder, Border Line Personality Disorder, Schizoid Personality Disorder and Others); Symptoms; Causes / Etiology, Treatment
  - ii) **Schizophrenia Spectrum Disorder & Other Psychotic Disorders:** Types (Schizophrenia, Schizoaffective disorder, Schizophreniform disorder, Delusional disorder, Paraphrenia, Brief psychotic disorder, Substance-induced psychotic disorder); Symptoms; Causes; Treatment
  - iii) **Affective, Anxiety & Related Disorders:** MDD, Dysthymia, Bipolar Disorder and Suicide, Stress, Anxiety and related disorders: PTSD, Panic disorder, GAD, Phobias, OCD & Other related disorders; Cognitive Disorder: Dementia, Epilepsy, Alzheimer's disease and Parkinson's disease; Somatoform disorders: Somatization

Ananda Mohan Kumar  
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disorder, Conversion disorder, Hypochondriasis, Psychosomatic disorders; Dissociative disorders: Dissociative fugue, Dissociative amnesia, Dissociative identity disorder.

- iv) **Other Disorders:** Delinquency and crime (Juvenile Delinquency & Conduct Disorder); Mental Retardation (MR): Types, Symptoms, Causes & Remedial Measures; Pervasive Developmental Disorder: Autism, ADHD, ASPD, Oppositional Defiant Disorder (ODD); Specific Learning Disorder (SLD): Reading, Writing Disorders & Others; Sexual Disorders: Paraphilias & Gender Identity; Substance abuse Disorders: Alcohol, Tobacco & others Drugs; Eating & sleeping disorders; Nocturnal enuresis

**4. Structure and function of the Neurone:** Components of Nervous System, Different types of nerves; Brain, its different parts and functions, Cerebrum, Cerebellum, Brain-stem and Spinal Cord, Synapse and Neurotransmitters, Mode of action of the nervous system; Somatic Nervous System – Sensory and Motor systems, Autonomic Nervous System; Limbic system – its components and function, Neural basis of different psychological functions

**5. Endocrine glands and their functions-** Pituitary, Thyroid, Thymus, Adrenals, Pancreas, Gonads (Testes and Ovary) etc.; Mental and behavioural abnormalities due to disorder of functions of endocrine glands; Personality and Hormones: Individual variations; Vitamins (Functions and deficiency disorders)

#### Suggested Reading:

1. Agrawal, Rashmi & Rao, BVLN (2010). *Learning Disabilities (Teaching Learning Strategies)*, Shipra Publications.
2. Butcher, James N., Mineka, Susan & Hooley, Jill M. (2015). *Abnormal Psychology*, Pearson
3. Carson, Robert C.; Butcher, James N. & Mineka, Susan (2003), *Abnormal Psychology and Modern Life*, Pearson Education.
4. Chatterjee, C.C. (1958). *Human Physiology*, Medical Allied Agency.
5. Chaudhuri, Sujit K. (2006). *Concise Medical Physiology*, New Central Book Agency, Kolkata.
6. Cowen, Philip; Harrison, Paul & Burns, Tom (2012), *Shorter Oxford Textbook of Psychiatry*, Oxford University Press.
7. Das, J. P. (2009). *Reading Difficulties and Dyslexia (An Interpretation for Teachers)*, SAGE Publications, New Delhi.
8. Gelder, Michael; Gath, Dennis & Mayou, Richard (1996). *Oxford Textbook of Psychiatry, ELBS (English Language Book Society)*, Oxford University Press.
9. Lougy, Richard, DeRuvo, Silvia & Rosenthal, David MD. (2007), *Teaching Young Children with ADHD (Successful Strategies and Practical Interventions)*, SAGE Publications, New Delhi.
10. Louttit, C. M.; Harper & Brothers (1957). *Clinical Psychology of Exceptional Children*, Publishers New York.

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Ananda Mohan Kar  
17/05/22