

POST GRADUATE DIPLOMA IN GUIDANCE & COUNSELLING

One-Year Programme — Consolidated Syllabus & Course Details

Important: This is a model/consolidated syllabus prepared from publicly available Indian university/institution syllabi. Exact subjects, marks, eligibility and recognition vary by university.

Programme	Post Graduate Diploma in Guidance & Counselling (PGDGC)
Duration	1 Academic Year (2 Semesters)
Mode	Theory + Practicum + Field Work/Internship + Project/Viva
Eligibility	Typically a Bachelor's degree; exact minimum marks depend on the university
Medium	English/Hindi or as specified by the institution

Programme Objectives

- Understand the foundations, principles and scope of guidance and counselling.
- Develop basic counselling communication, interviewing, observation and helping skills.
- Understand human development, personality, adjustment and common developmental concerns.
- Learn educational, career, vocational, family and community guidance approaches.
- Gain introductory competence in psychological assessment, appraisal and interpretation.
- Apply ethical principles, professional boundaries, confidentiality and responsible referral.
- Develop practical experience through supervised counselling activities, field work/internship and a project.

YEAR STRUCTURE

Code	Semester I — Core Papers	Suggested Marks
PGDGC-101	Foundations of Guidance & Counselling	100
PGDGC-102	Human Development & Psychology for Counsellors	100
PGDGC-103	Counselling Skills, Techniques & Approaches	100
PGDGC-104	Educational, Career & Vocational Guidance	100
PGDGC-105	Practicum / Counselling Skills Lab	100

Code	Semester II — Core Papers	Suggested Marks
PGDGC-201	Assessment & Appraisal in Guidance and Counselling	100
PGDGC-202	Advanced Counselling & Intervention Strategies	100
PGDGC-203	Special Areas of Guidance & Counselling	100
PGDGC-204	Research Methodology & Basic Statistics	100
PGDGC-205	Internship / Field Work + Case Records	100
PGDGC-206	Project / Dissertation + Viva Voce	100

Suggested total: 1,100–1,200 marks depending on institutional scheme. Universities may use different paper counts and mark distributions.

DETAILED COURSE CONTENT

PGDGC-101: Foundations of Guidance & Counselling

Unit 1 — Introduction

- Meaning, nature, scope and principles of guidance.
- Types: educational, vocational, personal-social and group guidance.
- Meaning, goals, characteristics and scope of counselling.
- Guidance, counselling, psychotherapy and social case work: basic distinctions.

Unit 2 — Counselling Relationship

- Helping relationship and therapeutic alliance.
- Qualities and professional role of a counsellor.
- Rapport, empathy, acceptance, genuineness and active listening.

Unit 3 — Counselling Process

- Referral, intake, assessment, goal setting, intervention, follow-up and termination.
- Case history, interview and basic documentation.

Unit 4 — Ethics

- Confidentiality, informed consent, boundaries and record keeping.
- Professional responsibilities, referral and ethical decision-making.

PGDGC-102: Human Development & Psychology for Counsellors

Unit 1 — Human Development

- Physical, cognitive, emotional, social and moral development.
- Developmental tasks from childhood to old age.

Unit 2 — Personality & Individual Differences

- Major approaches to personality.
- Temperament, self-concept, motivation, learning and individual differences.

Unit 3 — Adjustment

- Normal adjustment, stress, coping and resilience.
- Family, peer, school and workplace influences.

Unit 4 — Common Developmental Concerns

- Adolescence, identity, relationships, academic concerns and life transitions.
- Recognition of concerns requiring referral to qualified mental-health professionals.

PGDGC-103: Counselling Skills, Techniques & Approaches

Unit 1 — Basic Skills

- Attending, observing, questioning, paraphrasing, reflection of feelings and summarising.
- Verbal and non-verbal communication.

Unit 2 — Interviewing

- Intake interview, history taking, problem identification and goal formulation.
- Counselling records and case notes.

Unit 3 — Major Approaches

- Person-centred, cognitive-behavioural, behavioural, psychodynamic and solution-focused approaches: basic concepts and applications.

Unit 4 — Group Counselling

- Group formation, stages, roles, facilitation and group interventions.
- Advantages and limitations of group counselling.

PGDGC-104: Educational, Career & Vocational Guidance

Unit 1 — Educational Guidance

- Study skills, learning difficulties, subject choice and educational transitions.
- School/college guidance programmes.

Unit 2 — Career Guidance

- Career development concepts and decision-making.
- Career information, occupational information and employability skills.

Unit 3 — Vocational Guidance

- Interests, aptitudes, abilities and work values.
- Career planning and goal setting.

Unit 4 — Guidance Services

- Individual and group guidance.
- Parent/teacher collaboration and referral networks.

PGDGC-201: Assessment & Appraisal

Unit 1 — Fundamentals

- Meaning, purpose and limitations of psychological assessment.
- Reliability, validity, norms and standardisation.

Unit 2 — Areas of Assessment

- Aptitude, achievement, intelligence, personality, interests and career assessment.

Unit 3 — Administration

- Basic principles of responsible test administration, scoring and interpretation.
- Test-user ethics and confidentiality.

Unit 4 — Appraisal

- Integrating interview, observation, history and test information.
- Writing concise, objective assessment reports.

PGDGC-202: Advanced Counselling & Intervention Strategies

Unit 1 — Intervention Planning

- Case formulation, counselling goals and intervention planning.
- Strength-based and culturally responsive practice.

Unit 2 — Stress & Coping

- Stress management, relaxation, coping strategies and resilience-building.

Unit 3 — Common Counselling Concerns

- Academic stress, career indecision, relationship concerns, grief, adjustment and behavioural concerns.
- Limits of counselling role and referral for specialist care.

Unit 4 — Crisis & Referral

- Basic crisis-response principles, safety awareness and referral pathways.
- Professional boundaries and documentation.

PGDGC-203: Special Areas of Guidance & Counselling

Unit 1

- Child and adolescent counselling.
- Parent guidance and school counselling.

Unit 2

- Family and relationship counselling: basic concepts.
- Community and workplace counselling.

Unit 3

- Guidance for persons with disabilities and other special groups.
- Inclusive and culturally sensitive counselling.

Unit 4

- Substance-use related concerns, grief, trauma-related concerns and other complex cases: counsellor's role, limits and referral.

PGDGC-204: Research Methodology & Basic Statistics

Unit 1

- Research problem, objectives, variables and hypotheses.
- Quantitative and qualitative approaches.

Unit 2

- Sampling, tools, interviews, questionnaires, observation and basic research ethics.

Unit 3

- Descriptive statistics: frequency, percentage, mean, median, mode and standard deviation.
- Basic interpretation of tables and graphs.

Unit 4

- Research report structure, citations, findings, limitations and recommendations.
- Small-scale counselling/guidance project.

PRACTICAL / FIELD WORK / INTERNSHIP

- Counselling micro-skills practice and role plays.
- Individual counselling case record: intake, presenting concern, goals, session notes, intervention and follow-up.
- Group guidance/counselling activity and reflective report.
- Psychological assessment demonstration under appropriate supervision.
- Career guidance activity including career information and decision-making exercise.
- Field visit to a school, college, counselling centre, NGO, rehabilitation/service organisation or other approved setting.
- Supervised internship/field work with attendance and supervisor evaluation as required by the institution.
- Maintain a practical/field-work journal and submit case reports while protecting client confidentiality.

PROJECT / DISSERTATION

- Select a focused topic related to guidance, counselling, education, career development or student wellbeing.
- Prepare objectives, brief literature review, methodology, findings/analysis, discussion, limitations and conclusion.
- Follow institutional research ethics and obtain permission/consent where required.
- Submit a written report and appear for viva voce.

SUGGESTED EVALUATION

Component	Suggested Weight
Theory papers	60–70%
Practical / skill demonstration	10–15%
Internship / field work	10–15%
Project / dissertation + viva	10–15%

CAREER / APPLICATION AREAS

Depending on qualification, institutional rules, supervision requirements and local regulations, the programme may support roles or further training in educational guidance, career guidance, student support, counselling services, NGOs, community programmes, employee assistance and related settings. A diploma alone should not be assumed to confer a licence to diagnose or independently treat mental disorders.

SOURCE BASIS

- Chhatrapati Shahu Ji Maharaj University: One-Year Post-Graduate Diploma in Guidance & Counselling syllabus.
- University of Lucknow: Post-Graduate Diploma in Counselling & Guidance, one-year structure with theory, field work and viva/project.
- Periyar University: PG Diploma in Guidance and Counselling, one academic year.
- SIES Institute of Comprehensive Education: one-year PGDGC with theory and practicum.
- Tamil Nadu Council syllabus: subjects including foundations, human development, techniques, educational/vocational guidance, assessment and internship.

Note: Always verify the current prospectus and syllabus of the university/institution where you intend to enrol. This PDF is an academic reference/model and is not an official university syllabus.