

**Revised REGULATION of
Post Graduate Diploma in Guidance and
Counselling (PGDGC)**

2015



Ramakrishna Mission Sikshanamandira

BELUR MATH, HOWRAH – 711 202

(An Autonomous Post Graduate College of Teacher Education)

Under University of Calcutta



Preamble of The Constitution

We, The people of India, having solemnly resolved to constitute India into a **SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC** and to secure to all its citizens:

JUSTICE, social, economic and political;

LIBERTY of thought, expression, belief, faith and worship;

EQUALITY of status and of opportunity and to promote among them all

FRATERNITY assuring the dignity of the individual and the unity and integrity of the Nation

IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November, 1949, do hereby Adopt, Enact and give ourselves this Constitution.

Regulations

In exercise of the powers of Autonomy conferred by UGC (Memo No.F.22-1/2008 (AC), dated 25.9.2008), the Ramakrishna Mission Sikshanamandira hereby makes the following Regulations:

Henceforth, Ramakrishna Mission Sikshanamandira, be called as Sikshanamandira.

These regulations shall be called the Ramakrishna Mission Sikshanamandira Regulations with retrospective effect from 2009.

They shall apply to every candidate applying for admission, registration, conduct and conferment of the 'Post Graduate Diploma in Guidance & Counselling (PGDGC)' Course of this college.

Admissions, registrations, and conferment of PGDGC Course shall be guided by these regulations.

Vision:

The Post Graduate diploma aims to create a supportive and collaborative learning environment for students from diverse backgrounds and cultures to acquire knowledge, attitudes, and skills essential in the practice of guidance and counselling- The course will also help the students to become exemplary in applying essential guidance and counselling knowledge and skills in a variety of settings with individuals from diverse backgrounds.

Mission:

This one-year regular course is designed to prepare education professionals for guidance and counseling roles within the primary, secondary, higher and tertiary education sector. The programme includes study of the guidance and counseling regarding education policy environment, the legal and social context, the principles of leadership in education, and the culture of educational institutions. The course provides participants with an opportunity to develop their insights into leadership in education, and also to undertake a particular practical project related to their own work. A wide variety of methodologies - lectures, seminars and workshops are used throughout with a selection of key guest speakers from the local and national context brainstorming on relevant areas of Educational Guidance and Counseling, and other relevant themes.

The course is designed particularly for Students of Post-Graduate Level, Teachers, Head Teachers, Principals and Prospective Educational Leaders in the Indian Primary, Secondary and Higher Education sectors and other organizations working in this arena.

Goals & Objectives of the course:

Post graduate diploma in guidance and counseling will enable the students to:

- Have the knowledge, personal attitudes and skills to provide effective guidance counseling and developmental services to clients diverse in age, gender and socioeconomic status.
- Have a strong Identity as professional counselors with a commitment to future development and possession of effective networking skills.
- Have research and program evaluation skills that include development of research and program evaluation questions, selection of appropriate methodologies for collecting and analyzing data.
- Have the skills to primarily deliver developmental and preventative services using individual as well as small and large group interventions to children with different abilities.

- Have the ability to go beyond providing individual services and have skills to lead teams of teaching professionals developing and providing a comprehensive set of services as needed by the client population.
- Have a vision of career planning as a developmental process and to provide individual guidance and counseling and skills training to facilitate decision-making and to work with developmental life transitions.
- Have the knowledge and skills to use, technology resources in professional practice and in research and to understand the application of ethical practice to use of assessment and information management tools

Regulation for PGDGC

Admission:

- The minimum qualification for admission to the programme shall be Bachelor's (3 years) degree in any discipline of any UGC recognized University.
- As per the instruction of the Trustee Board of Ramakrishna Mission, Belur Math, at the present only the **male candidates** will be permitted to take admission in the programme since from the very beginning, the physical infrastructure of the College has been arranged for male candidates only.
- Age: No Bar

Mode of Selection: Merit List will be prepared on the basis of the following:

Sl. No.	Qualification	Scores
1	Madhyamik	10
2	Higher Secondary	10
3	Graduation (3 year)	30
4	PG	20
5	B.Ed.	10
6	M.Ed.	10
7	NET/M.Phil./Ph.D.	10
Total Scores		100

❖ **In-Service candidates will be given special preferences.**

Intake capacity: 70 (approx.)

Registration:

1. Those who have never registered with CU Sikshanamandira will issue new registration certificates.
2. Those who are currently registered with CU will retain their registration numbers.
3. Those who were previously registered with CU but are currently registered elsewhere will require to renew their CU registration numbers.

PGDGC Programme Structure:

Semester – I				
Course code	Title of the course	Credits	Hours	Marks
PGDGC 101	Introduction to Guidance & Counseling	4	4×15 = 60	100
PGDGC 102	Developmental Psychology for Counseling	4	4×15 = 60	100
PGDGC 103	Psychological Measurement in Guidance & Counseling	4	4×15 = 60	100
	Practicum			
PGDGC 104	Practical on Developmental Psychology for Counseling	2	2×15 = 30	25
	Practical on Measurement Techniques of Guidance & Counseling	2	2×15 = 30	25
	Major Project			
PGDGC 105	Major Project on Educational & Vocational Counseling	4	4×15 = 60	50
Semester – II				
Course code	Title of the course	Credits	Hours	Marks
PGDGC 106	Abnormal & Bio Psychology	4	4×15 = 60	100
PGDGC 107	Introduction to Therapeutic Approaches	4	4×15 = 60	100
PGDGC 108	Counseling in Practice	4	4×15 = 60	100
	Practicum			
PGDGC 109	Practical on Abnormal and Bio	2	2×15 = 30	25

	Psychology			
	Practical on Therapeutic Approaches & diagnosis	2	2×15 = 30	25
	Major Project			
PGDGC 110	Major Project on Counseling in Practice	4	4×15 = 60	50
Total Credits, Hours & Marks		40	40×15 = 600	800

Classes will be held on the following days and times:

Days	Time
Tuesday	4.30 p.m. to 7.00 p.m.
Thursday	4.30 p.m. to 7.00 p.m.
Saturday	2.00 p.m. to 6.00 p.m.
Sunday	10.30 a.m. to 4.30 p.m.

Examination Policy:

- The minimum number of marks to pass the examination in each semester shall be (i) 40% in each paper separately; (ii) 40% in the seminar, project, internship etc.
- Grace marks shall be given @ 1% of the aggregate marks of the examination for each semester. A candidate may avail of the grace marks either in the aggregate or in one or more papers as may be to his advantage. Grace marks shall, however, be given only for passing the examination or for earning the higher division and not for passing the examination with distinction.
- If any dispute arises regarding discipline, examination or any other matter the related committees/Principal can decide the matter.
- As soon as possible after the completion of the examination, the controller of Examinations shall publish a list of the candidates who have passed the programme

Mode of Examination:

- For Written: - each paper is of 100 marks and weightage is given 80%

- For Assignment: - each paper is of 100 marks and weightage is given 20%

Evaluation:

For PGDGC, each compulsory paper shall be evaluated by internal examiner. All practical papers shall be evaluated by internal examiner only.

Sikshanamandira adapted seven point grading system for evaluation, which is as follows:

Performance	%	Letter Grade	Grade Points
Outstanding	90-100	S	10
Excellent	80-89.99	A	9
Very Good	70-79.99	B	8
Good	60-69.99	C	7
Average	50-59.99	D	6
Fair	40-49.99	E	5
Failed	Below 40	F	0

Declaration of Class:

Candidates are awarded on the basis of their grand total (800 marks) as follows:

Those who obtain 75% or more:	Distinction
Those who obtain 60% or more but less than 75% marks:	First Class
Those who obtain below 60% but above 40%:	Second Class

Duration of Course:

- The duration of the programme leading to the Post Graduate Diploma in Guidance & Counselling shall be one year divided into two semesters.

Duration of Examination:

In written examination for PGDGC all 100 marks paper will be of three hours. For amanuensis extra time shall be given which is as per prevalent rules of CU.

Medium of instruction & Writing in Examination:

English/Bengali

Eligibility for appearing semester examinations:

- The first semester examination shall be open to a regular student who: a) has attended not less than 75% of the lectures, seminars, projects, internship sessions etc. 10% condonation may be granted by the Principal in case the candidate show appropriate reasons and b) has completed practicum (project/internship). Those who fulfill the above conditions can fill up the forms of this semester examination.
- The second semester examination shall be open to a regular student who: a) Has attended not less than 75% of lectures, seminars, field trips, project work etc. in 2nd semester and b) has completed the practicum (project/internship). Those who fulfill the above conditions can fill-up the forms of this semester examination.

Promotion to the next Semester:

A candidate shall be permitted to continue his studies in the second semester irrespective of his 1st semester examination results provided he has appeared in the preceding semester examination.

Rules for Review:

Candidates seeking review may apply to the Institution in a prescribed form along with requisite fees within 7 working days from the date of issue of mark-sheet subject to the following conditions:

- Application for review shall be restricted to theoretical papers only, and no application for re-examination in any practical / oral / internal assessment / project / seminar/field work, etc. , shall be entertained.
- A candidate will have the option of getting his answer scripts reviewed in not more than one full paper or not more than two half papers of a semester if he secures at least 40% of the total marks in remaining papers/half papers of that semester.

In case marks awarded in a paper on review exceeds the original marks obtained by more than 15% of the total marks in the paper or falls more than 15% of the original marks in the paper, the script will be referred to a third examiner and the candidate will be awarded based on the average of the best two of the marks awarded by the two examiners.

Rules and procedure for providing the Photo copy/ies of assessed answer book/s:

- The facility of showing Photo copy/ies of assessed answer-book/s by the examinee is extended with a view to bring transparency in the examination system and ensure its credibility.
- This facility shall be applicable for theory papers only.
- The prescribed application form for showing Photo copy/ies of answer books shall have to be filled and signed by the applicant examinee only.
- Collection & submission of application form along with requisite fees should be within seven working days from the declaration of results

Supplementary Examination:

- If a candidate is unsuccessful at the examination on account of failure to secure pass marks or unfit for appearing the examination for unforeseen situation, there will be a provision of supplementary examination. If the candidate obtains pass marks in the subject(s) at the supplementary examination he shall be declared to have passed the examination as a whole. For seeking supplementary examination candidate should apply to the Controller of Examinations, Sikshanamandira, in a prescribed form along with requisite fees.
- If a candidate unsuccessful at the 1st semester examination he can apply for supplementary examination held during 2nd semester examination provided he has obtained at least 40% marks in the aggregate of other theoretical papers (Passed) excluding the marks of failed subjects. If the candidate unsuccessful at the 2nd

semester examination then he can apply for appearing in the special semester examination which will be held within two months from the publication of results . If he passed in it he shall be declared to have passed the examination as a whole without losing his year but he shall lose his rank of merit.

- If a candidate is again unsuccessful in 1st semester supplementary examination then he can apply for appearing special semester examination and if he passes in it he shall be declared to pass the examination as a whole without losing his year but his rank of merit shall be lost.
- If a candidate unsuccessful in special semester examination he will apply for appearing supplementary examination which will be held along with odd or even semester exam. in next session according as his failed papers are in odd or even semester respectively.
- The candidate shall be required to clear all back papers within **two academic years** from the year of the admission into the program. If however, those who fail to clear within the above period, they shall be required to appear all the papers in subsequent years as per the rules and regulation prevalent during that period but their internal assessment marks shall be carried over.
- If a candidate is unsuccessful in any practical papers in first semester examination he can apply for supplementary examination held along with next semester end examination. His previous semester end examination marks shall be carried over. If he is unsuccessful in the same in second semester examination he can apply for appearing special semester examination for that papers which will be held within two months from the publication of result.

Rules for the Tabulation of Results:

The candidates who have failed in one or more subjects for deficiency of one mark only or missed to obtain 60% (1st class) or 55% in aggregate (1st & 2nd semester) by one mark only, be given one mark and allowed to pass in the subject/s or be placed in the aforesaid status. One mark should be added by plus sign in the subject/s or in the aggregate in the tabulation

sheet but in the mark-sheet only totalized marks should be shown. The same shall be applicable for SC/ST candidates only, who have missed to obtain 50% marks in aggregate by one mark only.

Issuance of Diploma:

After declaration of final result each successful candidate shall receive a Diploma/Certificate in prescribed format with the seal and signature of the vice-chancellor, University of Calcutta, on the occasion of Convocation ceremony to be held at Sikshanamandira, Belur Math.

Convocation Ceremony:

Sikshanamandira shall organize convocation ceremony for giving diplomas/certificates in various programmes conducted by it.

Revision of regulation and Curriculum:

The Sikshanamandira may from time to time revise, amend and change the regulations and the curriculum, if found necessary.

Discipline in Campus:

1. All students shall be required to conduct themselves in a manner befitting the students of a national institution, within and outside the precincts of the Sikshanamandira.
2. Unsocial activities like **ragging** in any form shall not be permitted within or outside the precincts of the Sikshanamandira and the students found indulging in them shall be dealt with severely and dismissed from the Sikshanamandira.
3. The following additional acts of omission and /or commission by the students within or outside the precincts of the Sikshanamandira shall constitute gross violation of code of conduct which is punishable.
 - i) Lack of courtesy and decorum, as well as indecent behaviour.
 - ii) Wilful damage of property of the Institution.

- iii) Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
- iv) Mutilation or unauthorized possession of library material, like books.
- v) Hacking in computer systems (such as entering into other persons' area without prior permission, manipulation and/or damage of computer hardware and software or any other Cyber-crime etc.).
- vi) Any other considered by the Sikshanamandira as of gross indiscipline.
- vii) Smoking in the open place.

Approved by: