

Educational & Vocational Guidance
(B - Paper 7)

Objectives

1. Knowledge & Comprehension : The Learner :
 - i) Explains bases, meaning & need of guidance
 - ii) Tells types of guidance
 - iii) Explains the procedure of knowing the pupil
 - iv) Interprets the educational & psychological data of the pupils.
 - v) Explains the seven point plan.
 - vi) Tells the sources of occupational information.
 - vii) Compares the techniques of individual & group guidance.
 - viii) Tells the outline for job-study.
 - ix) Explains the importance of placement and follow-up services.
 - x) Explains the meaning of Adjustive guidance.
 - xi) Tells the recent trends and research in guidance.
2. APPLICATION : The Learner :
Uses the 'Seven-Point Plan' to study the pupil. Applies his knowledge of job-study for solving the job.
Administers various tests and collects & interprets the result.

SYLLABUS (Educational and Vocational Guidance)

1. Bases - concepts and types of Guidance.
 - 1.1 Bases of Guidance: Philosophical, Psychological, Sociological, Pedagogical.
 - 1.2 Concept of Guidance :
Meaning, Basic assumptions and need of Guidance. Influence of family and community on guidance, Functions and purposes of Guidance.
 - 1.3 Types of Guidance :
Major Guidance Areas : Personal Guidance, Educational & Vocational Guidance.
2. Appraisal of an individual :
 - 2.1 Academic, Physical and Health Record, Anecdotal Record.
 - 2.2 Test Results : Achievement, Intelligence, Aptitude, Interest and Personality.
 - 2.3 Presenting, Interpreting and Reporting the Data : Profile and Seven Point plan.
3. Occupational Information :
 - 3.1 Collection and dissemination of information about various courses and occupations.
 - 3.2 training facilities and job opportunities.
 - 3.3 Patterns of employment.
 - 3.4 Conferences, exhibitions, Visits.
4. Techniques of Guidance :
 - 4.1 Individual Guidance -
 - 4.1.1 Counseling - meaning, characteristics and theories - (i) Directive (ii) non-directive (iii) Electric.
 - 4.1.2 Interview-meaning, purpose, conditions of interview Qualities & Responsibilities of an interviewer.
 - 4.2 Group Guidance :
 - 4.2.1 Meaning and Importance of group guidance.
 - 4.2.2 Types of group guidance, Regular subject classes, co-curriculum classes, special groups, school, assemblies, Clubs.

4.2.3 Techniques of group guidance, Informal discussions, Committee Reports, Lectures, Dramatics, Question Bank, The Case-Conference Method.

5. Job Analysis :

- 5.1 Meaning and purposes of Job-analysis.
- 5.2 Outline for the Job-study.
- 5.3 Job-profiles.

6. Placement and follow-up :

6.1 Placement.

6.1.1 Aims and Types of placement.

6.1.2 Functions of the School about placement.

6.1.3 Responsibility of the community for placement.

6.2 Follow-up :

The importance and purpose of the follow-up service.

7. Adjustive Guidance :

7.1 The adjustment process-its meaning & mechanism.

7.2 Identification of maladjusted children.

7.3 Causes of maladjustment.

7.4 Principles of dealing with the maladjusted children.

8. Recent trends and Research in Guidance :

Practical Work :

1. One case study.
2. Job analysis of one occupation.

BOOKS RECOMMENDED

1. Aggarwal J.C. : Educational Vocational Guidance & Counseling : Dada House, New Barak, Delhi-8, 1965.
2. Grow L.D & Grow : An introduction to guidance : Durga Publishing House, New Delhi, 1962.
3. Josah N.L. : Guidance Services in India, Any Book Depot, New Delhi-6, 1968.
4. Ruston I. W. : The Guidance Function in Education : Apperion-Denver-Criffs.
5. Jayasral S. R. : Guidance & Counseling : Prakashan Kendra, New Buildings, Anandaji, Lucknow, 1968.
6. Jones A. J. : Principles of Guidance : McGraw Hill Book Co., New York, 1963.
7. Kochhar S. A. : Educational Guidance in Secondary Schools : Sterling Publisher(D) Ltd, Delhi-6, 1967.
8. Josne G. S. : Vocationalisation of Education : Five Vidya via Centre Prakashan, Pune-30, 1969.
9. Myer G. R. : Principles and Technique of Vocational Guidance : McGraw Hill Book Co, New York, 1941.
10. Weinbers Carl : Social foundation of Educational Guidance : The Free Press, New York, 1963.
11. Report of all India Conference of State Examiners of Educational & Vocational Guidance, New Delhi, 1976.