

**ADVANCED DIPLOMA
IN
CHILD GUIDANCE
AND COUNSELLING
(2018-2019)**



**NATIONAL INSTITUTE OF PUBLIC COOPERATION AND CHILD DEVELOPMENT
5, SIRI INSTITUTIONAL AREA, HAUZ KHAS, NEW DELHI 110016**

The National Institute of Public Cooperation and Child Development (NIPCCD) is happy to announce its Fourteenth course on Advanced Diploma in Child Guidance and Counselling. The Course would empower the learner to plan, provide and monitor comprehensive counselling and guidance services for children and families across different settings. The course is under affiliation with Guru Gobind Singh Indraprastha University, Delhi. The recognition from Rehabilitation Council of India (RCI) for the year 2018-19 and beyond is in process. The course has been getting recognition by the RCI from the year 2009 - 10 onwards .

ABOUT THE INSTITUTE

National Institute of Public Cooperation and Child Development (NIPCCD) is a premier Institute devoted to promotion of voluntary action, research, training and documentation in the overall domain of Women and Child Development. Established in the year 1966, as an autonomous Institution under the Societies Registration Act 1860, the Institute functions under the aegis of the Ministry of Women and Child Development, Government of India, with its Headquarter in New Delhi. In order to cater to region specific requirements across the country, the Institute has over a period of time established four Regional Centres at Guwahati (1978), Bangalore (1980), Lucknow (1982) and Indore (2001). Two more Regional Centres at Mohali and Raipur would be opened shortly. The Institute enjoys wide recognition at International level, particular in South East Asia. Details about the Institute are available on the website www.nipccd.nic.in

The Institute is mandated for promoting child development in pursuance of the National Policy for Children. Having the child on its key focus, the Institute's activities encompass a variety of issues relating to mother and child in its most comprehensive and varied form. It holds the responsibility of overseeing training of trainers and functionaries of Integrated Child Development Services (ICDS), the world's largest child survival programme. The Institute as a nodal resource agency has been entrusted the responsibility of training and capacity building of functionaries at the regional and national level under ICPS (Integrated Child Protection Scheme). The Institute has also evolved a framework and perspective for organising children's programmes through governmental and voluntary efforts. To meet the aforesaid objectives the Institute conducts research and evaluation studies, organizes training programmes, seminars, workshops, and conferences and provides documentation and information services in the domains of Public Cooperation and Child Development. It also provides technical advice and consultancy to Government and voluntary Agencies in promoting and implementing policies and programmes for child development and voluntary action. In addition, it collaborates with Regional and International Agencies, Research/Technical Institutions, Universities and Technical Bodies working in the area of child development.

The Child Development Division of the Institute functions as a policy arm of the government in matters pertaining to the development/welfare of the child and the mother. It runs three field demonstration services, namely, a Child Care Centre, a Child Guidance Centre and Adolescent

Guidance Service Centre. In order to spearhead action in the area of Child & Adolescent Mental Health, the Child Development Division has made concerted effort over the recent years. It has set up three Child Guidance Centres at its Regional Centres in Bangalore, Guwahati & Lucknow and an Adolescent Guidance Service Centre at its Headquarters. One of the key thrust areas of the division is to build capacities of organisations working for children & adolescents to integrate counselling & psychosocial interventions within their programmes.

FACILITIES

The Institute's HQ and RCs have their own campus equipped with modern infrastructural facilities. NIPCCD Headquarters at New Delhi is located in its own 18620 sq mtrs campus. Although there is no hostel facility for students in the campus, the Institute has a tie up with Working Women Hostel, maintained by YWCA under Ministry of Women and Child Development at Jasola, New Delhi which is connected to the Institute by metro and other road transport. The classroom for the Advanced Diploma in Child Guidance and Counselling is spacious, air-conditioned with suitable audio-visual aids. The Child Guidance Centre and Adolescent Guidance Service Centre within the Institute provide ample opportunities for students to enhance their skills in child and adolescent assessment and counselling. The Institute has an internet browsing centre which is accessible to the students. The Institute's library has about 26,770 volumes and subscribes to around 67 (National and International) journals. The Institute also has a canteen which provides refreshment and meals for the students.

LOCATION

The Institute is located at August Kranti Marg opposite to Hauz Khas Police Station and close to the Asian Games Village. The approximate distance of the Institute is 11.5 kms from New Delhi Railway Station, 10.4 kms from Nizamuddin Railway Station and 18.5 kms from Inter-state Bus Terminus. The Institute is well connected with the Delhi Gurugram Metro (Yellow Line).

THE UNIVERSITY

The Institute is under affiliation with Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, Delhi for conduct of the Advanced Diploma in Child Guidance and Counselling.

Guru Gobind Singh Indraprastha University, established by Government of NCT of Delhi under the provisions of Guru Gobind Singh Indraprastha University Act, 1998 read with its Amendment in 1999, is an affiliating and teaching University that aims to facilitate and promote studies, research and extension work in emerging areas of higher education with focus on professional education in the

disciplines of engineering, technology, architecture, management, medicine, pharmacy, physiotherapy, nursing, education, law, journalism and mass communication, etc. and also to achieve excellence in these and related fields and other matters connected therewith or incidental thereto. The University is currently headed by Prof. Anil K. Tyagi, Vice-Chancellor. The University is functioning from its Campus at Sector 16–C, Dwarka, Delhi.

INTRODUCTION TO THE PROGRAMME

To address the need for trained manpower to work in the area of child and adolescent mental health, the Institute launched the Advanced Diploma in Child Guidance and Counselling in the year 2005. During the current academic year (2018-19) the Institute proposes to organize the course at its premises for a batch of 20 students. This would be the Fourteenth batch.

The **Advanced Diploma in Child Guidance and Counselling** has been designed to bridge the gap of availability of trained professionals for undertaking counselling and guidance of children and families in different settings. The course has been designed with a **Developmental, Ecological and Rights Perspective** to enable the learner to function effectively as a mental health professional with updated understanding of theoretical constructs, and the requisite skills. The inherent emphasis of the programme is on 'Development of Self' and 'Acquisition of Skills' through experiential and action learning.

VISION

To create professional and personal growth opportunities for those working with children and child-related systems so as to enable children to actualise their potential.

Objectives

The specific objectives of the Advanced Diploma are:

1. To explore and evolve attitudes, values and beliefs that facilitates work with children as mental health professionals.
2. To acquire knowledge and understanding of theoretical constructs and socio-cultural perspectives in the context of counselling.
3. To develop skills to plan, provide and monitor counselling interventions and rehabilitation services for children and child-related systems.
4. To develop skills of mobilizing resources, networking and collaborating with stakeholders.

Duration

The Advanced Diploma is a regular, one-year programme including 2 months of internship.

MEDIUM OF INSTRUCTION

The transaction of the programme and medium of examination would be English. It is also expected that the learner would submit the assignments and fieldwork reports in English.

ELIGIBILITY

Admission is open to both males and females who fulfill the following criteria:

Masters degree in Social Work or Psychology or Child Development or Community Resource Management or Development Communication Extension or Nursing or Special Education from a recognized university; OR

M. Ed.; OR

Graduate in Social Work, Psychology, Child Development, Community Resource Management or Development Communication Extension or Nursing or Special Education from recognized university with minimum five years of experience of working with children; OR

B. Ed. from recognized university with minimum of four years of experience of working with children.

The candidates applying for admission should be proficient in English.

SEATS AND RESERVATION

In view of the intensive nature of the programme and limited facilities for fieldwork, only 20 students will be admitted and the reservation policy for admission of students for the academic session 2018-19 will be as per the norms adopted by Guru Gobind Singh Indraprastha University, Delhi as under:

Sr. No	Category	Percentage	Seats
1.	Scheduled Caste	15	3
2.	Scheduled Tribe	7.5	1
3.	People with Disability	3	1
4.	Defence	5	1
5.	Sponsored Candidate	10	2
6.	General	59.5	12
	Total	100.00	20

In addition there is an in-service quota of 10 percent for sponsored candidates from schools, child development and welfare departments, central and state Government and NGO's working in the field of child and adolescent mental health. The candidates, however, must fulfill the minimum eligibility criteria for the course. They need not undergo the entrance examination. The candidates seeking admission under this category shall have a minimum of 2

years of full time work experience as on 30 April, 2018 in the organization sponsoring him/her for admission. A letter from employer must be furnished stating that the candidate is being sponsored to seek admission in Advanced Diploma in Child Guidance and Counselling.

These seats would be treated as unreserved if suitable candidates are not available from the reserved categories.

FEE STRUCTURE

The following is the fee structure for the Advanced Diploma in Child Guidance and Counseling:

Course	Tuition Fee / Annum	University Registration Fee	Student Welfare Fund	Security Deposit	Total fee payable
Advanced Diploma in Child Guidance and Counselling	50,000/-	12,000/-	1,000/-	5,000/-	68,000/-

An Annual Fee of Rs. 68,000/-(Sixty Eight Thousand only) would be charged for the entire course including examination fees. The fees may be paid in two installments i.e. Rs.34, 000/-(Rupees Thirty Four Thousand Only) at the time of admission in **July 2018** and Rs. 34,000/-(Rupees Thirty Four Thousand only) in **January 2019**.

PLACEMENT OPPORTUNITIES

Demand for placement of child counsellors and mental health professionals already exists in educational institutions (schools, colleges & universities); hospitals, non-governmental organisations, rehabilitation agencies, child guidance centres, and health, education and welfare departments / programmes of the Central and State Governments. It is anticipated that with the increasing concern for child welfare, the demand for such professionals would go up.

ADMISSION BROCHURE

Applications should be made in the prescribed Admission Form available in the Prospectus, which can be obtained on request from ADCGC room of the Institute (**Room No. 111-A) 5, Siri Institutional Area, Hauz Khas, New Delhi 110016** and from **Regional Centers as under:**

1. **Shri. N Khan, Regional Director, Lucknow (I/C)**
PO Gudumba, Kursi Road, (Near Sports College)
Lucknow – 226007
(0522) 2730420, 2960760

Telefax : 2361885

2. **Dr M Bharat Kumar, Regional Director, Bengaluru**

18 New Town, (Opp. Escorts Ltd.)

Yelahanka Bangalore - 560078

(080) 28563796, 28462818, 28461355

Fax : 28461793

3. **Dr. D K Saikia, Regional Director, Guwahati**

Jawahar Nagar, PO Khanapara

Guwahati -781022

(0361) 2301519

Fax : 2301649

4. **Dr Aneel V Babu, Regional Director (I/C), Indore**

Bada Bagarda, Hathod Road,

Gomat Giri (Opposite MPSEB

Office)

Indore- 53112 (0731)

2882111-12

Telefax : 2882110

SALE OF ADMISSION Form

A payment of Rs.500/- (Rupees Five Hundred only) by cash would have to be made at the time of depositing the admission form. The candidates can also submit the application forms at Regional Centers. Candidates whose results for qualifying examination are awaited may also apply but their admission will be provisional subject to their furnishing the documentary evidence of having qualified the eligibility criteria within a reasonable time. The forms can be deposited from 8 June, 2018 and the last date of submission of duly filled in Admission Form is 5th July, 2018. Candidates outside Delhi may also submit the filled in forms at the NIPCCD Regional Centre with a scanned copy of the application forwarded to NIPCCD headquarters at vandanathapar2000@gmail.com for processing etc. No Admission Form will be accepted after the last date. Incomplete forms are liable to be rejected.

Candidates belonging to scheduled castes/scheduled tribes are required to submit an attested copy of their caste certificate from a competent authority along with their admission fee as prescribed.

Candidates seeking admission under handicapped quota must produce disability certificate issued by the District Medical Board/Medical Board attached with the Vocational Rehabilitation Centres working under the Ministry of Labour, Govt. of India, certifying their disability as 40% or

more and a certificate of suitability issued by the Superintendent, Vocational Rehabilitation Centre for Handicapped, Ministry of Labour, Govt. of India.

The candidates seeking admission under sponsored category shall have a minimum of 2 years of full time work experience as on 30 April, 2018 in the organization sponsoring him/her for admission. Admission Form of the sponsored candidate must be forwarded by the sponsoring organisation duly stamped and signed by the head of the organisation.

Self-Attested copies of all the certificates i.e. 10+2, degree, mark sheets of the qualifying examination passed by the candidates, caste certificate (for SCs/STs), disability certificates (for disabled) should be enclosed along with the Admission Form. However, the final eligibility will be checked at the time of admission. Pending checking of final eligibility, the admission will remain provisional and can be cancelled, if the candidate is found to be ineligible in any respect at any time during the process of admission.

The candidates selected for the Advanced Diploma would be required to deposit fees i.e. 1st installment of Rs. 34,000/- (Rupees thirty Four Thousand Only) during counselling, failing which the selection would be cancelled and the seat thus fallen vacant will be offered to the next candidate in waiting list. The Institute will display the list of eligible candidates on its website and no personnel communication would be sent to the candidate. The candidates especially outstation are, therefore, specifically advised to confirm their selection from the Institute.

In case the candidate wants to withdraw admission the payment of first installment of fee, he/she can do so till 30 August 2018 with an option of refund of paid amount with a nominal deduction of Rs 1,000/- (Rupees One Thousand only). However the fee will be forfeited if the candidate withdraws admission after the above mentioned date.

The vacant seat will then be offered to the next wait-listed candidate.

PROCESS OF SELECTION

The selection committee would screen the applications of the Candidates.

The selected candidates would be called for a **Written Test** designed to assess general, social awareness & linguistic expression in English. They must secure a minimum of 50 percent marks in order to qualify. The medium of examination will be English. The Written exam would have a weightage of 75 percent in the overall process of selection.

This will be followed by Group Discussion with weightage of 10 percent.

The candidate would then be called for personal interview which will have a weightage of 15 per cent in the overall process of selection.

The final selection will be based on the merit of aggregate marks. However, the candidate has to secure a minimum of 50 percent marks in the theory exam.

WRITTEN TEST AND THE INTERVIEW

*The candidates who meet the eligibility qualifications laid down by the Institute in the advertisement and do not receive the Roll No. for appearing in Written Test, should contact the Institute immediately. Such candidates may collect their Duplicate Roll No. in person, on **5-6 July, 2018** from the Institute. The written test, group discussion and the interview will be held from **9-13 July, 2018**.*

COUNSELLING

- 1) All admissions will be made through two counselling sessions to be conducted in the Institute. The schedule of the counselling and the merit list would be displayed on the Notice Board of the Institute and also on the Institute's website. The candidate should report on the notified date and time for counselling/admission in person along with the original certificates.
- 2) The candidate would have to deposit first installment of the fee at the time of the counselling. If the candidate fails to pay the fee by the mentioned date immediately after that the seat is offered to him/her, the offer will be withdrawn and the seat will be offered to the next candidate in the merit list.
- 3) Detailed schedule of the second counselling will be displayed on the Notice Board of the Institute and also on the Institute's website. Second counselling will commence in the order of merit for all categories.

COURSE DESCRIPTION

The course covers 9 papers spread across Two Terms. The nine papers are as follows

- Child Development
- Exceptional Variations in Child Development
- Techniques of Child & Adolescent Assessment
- Child Rights & Policy
- Group Work & Community Interventions
- Family Interventions
- Intervention for Children
- Intervention for Adolescents
- Integrating Interventions

TRANSACTION OF THE CURRICULUM

Besides Theoretical expositions on the above mentioned subjects, the programme has **Compulsory** Skill Workshops and Self-Development Workshops. The main aim of these workshops is to integrate theory with practice to enable the learner to develop skills to work with children and child related systems.

FIELD WORK REQUIREMENTS

As a professional institution, the Institute attaches great importance to fieldwork, which helps the learners to develop skills in counselling, developmental group work, and therapeutic group work and community organisation. Except on grounds of sickness, certified by a qualified doctor, absence from fieldwork is not permissible. The fieldwork programme involves arduous work and may require commuting long distances by students.

Each learner has to spend a minimum of 18 hours a week on fieldwork under supervision.

The students would have a multi pronged experience of placement in schools, children institutions and clinics, besides developing a case study of a 'Child' and on 'Self'.

The learners would have the benefit of **individual supervision** to hone their skills.

The learners are required to **attend at least 90 percent** of the total fieldwork days during concurrent fieldwork placement.

INTERNSHIP

After the final examination, the student would be placed for Internship for a period of eight weeks for a full time work in an agency or project in or outside Delhi.

EVALUATION

The overall evaluation would be for 1800 marks with equal weightage given to theory and fieldwork assessment. Annual Examinations would be conducted followed by two months of Internship which would also be graded. The ratio for internal and external evaluation would be **40:60**. The minimum marks required to pass the examination would be **50** percent for theory and **50** percent for fieldwork.

The following procedure would be followed for evaluation:

- i) Internal theory evaluation would be based on two minor Unit Tests of 15 marks each and a Presentation of 10 marks across papers. Total internal evaluation will be for 360 marks.
- ii) Annual examination for theory would be for 540 marks with each paper of 60 marks.

- iii) Internal fieldwork evaluation would be carried out at two intervals. - Mid Term (at the end of first term) and End Term (at the end of second term). The internal evaluation would carry weightage of 360 marks.
- iv) Annual External fieldwork evaluations would be carried out by a team of experts for 540 marks. This evaluation would be based on fieldwork reports and viva-voice.

ATTENDANCE REQUIREMENT

Attendance in the academic programme is compulsory and the students are required to attend at least 75 percent of the total number of theory classes conducted during the academic year. As mentioned earlier the attendance requirement for field work is 90 percent. Student whose attendance falls below the required minimum shall not be allowed to proceed for examination.

INTERNSHIP REQUIREMENT

The internship would be included under the Non-evaluative University System but it would be graded internally based on reporting of the student. A student is not eligible for a certificate unless he/she has completed the two months Internship to the satisfaction of the Institute.

SALIENT FEATURES OF THE COURSE

Skill- oriented Programme with 40:60 ratio in favour of skill development.

Encompasses promotive and preventive aspects of mental health as well as tertiary level clinical interventions and prepares the student to work in Clinical Settings as well as for working in Schools and Communities.

Emphasizes on skill development through guided skill workshops, observation of mental health professionals at work and hands-on work with children in realistic settings.

Designed to strengthen the learner's skills through Role-Play, Simulations and Feedback Rehearsals.

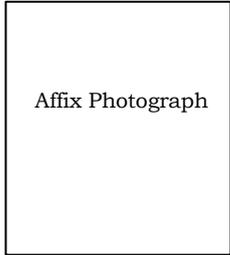
Provides opportunities for each learner to undertake fieldwork in individual and group/community settings.

Fieldwork experience coupled with centralized clinical supervision in groups and individualized mentorship.

Self Development Workshops planned throughout the year for enhancing personal growth and analytic thinking in the learners.

National Institute of Public Cooperation and Child development
5, Siri Institutional Area, Hauz Khas, New Delhi-110016

Advanced Diploma in Child Guidance and Counselling 2018-19
ADMISSION FORM



Application No.

1. a. Name of the Candidate: Mr./Miss/Mrs.....
(BLOCK LETTERS)

b. Marital Status: Unmarried/ Married/ Widow (er)/ Divorced/ Separated

2. a. Mailing address.....

.....

..... Email.....

Phone..... Mobile.....

b. Permanent address.....

.....

3. a. Date of Birth b. Age (as on **1st May 2018**).....

c. State..... d. Nationality.....

e. Religion

4. a. Height (cms) b. Weight (kg).....

c. Eye Sight..... d. Specify Handicap, if any.....

5. a. Father's/Husbands Name..... Occupation/Designation.....

b. Mother's Name..... Occupation/Designation.....

6. Category-General/Scheduled Caste/Scheduled Tribe.....
Handicapped/Sponsored

(Candidates seeking admission under the reserved categories should submit the necessary and latest attested certificate)

7. Educational Qualification (Beginning with Secondary School indicating course duration)

Examination Passed	Name of School/College	Year	Board/ University	Subjects	Marks		
					Maximum	Obtained	Percentage

8. Mention any Awards /Scholarship/Academic distinctions received, if any (attach photocopies of the certificates).

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9. Mention languages you can speak/write:

	ENGLISH	HINDI				
SPEAK						
WRITE						

10. Hobbies.....

11. a. Experience

From	To	Name of Employer	Designation	Salary	Reason(s) for Leaving

b. If deputed for training, name(s) of the Organisation(s) of choice with address

- i.
- ii.

12. **Past Field Work Experience**.....

13. Have you ever been involved in any criminal proceedings against you? Yes/No

14. **Autobiographical Statement: (between 3-4 typed pages &in duplicate).** It should cover your

- a) Family background
- b) Economic &Social Status
- c) School & College Life
- d) Major Experiences in life
- e) Reasons for choosing Advanced Diploma Course.

DECLARATION

1. I have fully read the prospectus and have noted the requirements laid down for the satisfactory completion of the course.
2. I clearly understand that on the completion of my 10 months training at the Institute, I shall be placed for an Internship for a period of 8 weeks in any part of the country and that all the expenditure in connection with the placement shall be borne by me.
3. I certify that the above statements are true. I understand that withholding of any material fact or giving false information shall disqualify me from admission.

Date:

Signature of the Applicant

ENCLOSURES

Attested copies	For office use only
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.

For Office Use Only

Admitted

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Not Admitted