

BHARATHIAR UNIVERSITY: COIMBATORE-641 046

M.Phil./Ph.D. – CAREER GUIDANCE

M.Phil/Ph.D., - Part – I

The following changes were made in the scheme of examination and syllabus content for **M.Phil/Ph.D., - Part – I** in Career Guidance in the BoS held on **09/April/2021** for the academic year 2021-2022 onwards.

It is resolved to recommend that;

1. Introduced “Career Assessment and Competency Mapping” as paper-1 instead of “ Competency Mapping and Human Resource Planning”. Syllabus enclosed in Annexure I
2. The content updation was made in Paper-2, Research Trends in Career Guidance in the syllabus. Syllabus enclosed in Annexure – I
3. Retitled paper 3 as “Methods and Practices in Career Guidance” and changes were made in the first unit. Syllabus enclosed in Annexure – I.
4. **The eligibility for admission to MPhil/PhD** in Career Guidance (Full-time/Part-time) shall be from the following subjects with 2-year (Full-Time) Master Programme;
Master Degree in Career Guidance and Extension
Master Degree in Arts & Language
Master Degree from the Humanities and Social Sciences
Master Degree from the School of Education/Educational Technology

SYLLABUS

Paper I - CAREER ASSESSMENT AND COMPETENCY MAPPING

Course code	-	CAREER ASSESSMENT AND COMPETENCY MAPPING	L	T	P	C
Core		Paper I	5	-	-	-
Pre-requisite	-		Syllabus Version		2021-22	
Course Objectives:						
The main objectives of this course are to:						
1. Understand Career Counselling Assessment and its importance						
2. Understand and Use Assessment Tools						
3. Analyse Competency Gap for Specific Jobs						
Expected Course Outcomes:						
On the successful completion of the course, student will be able to:						
1	Understand Assessment in Career Counselling				K2	
2	Understand Career Development Theories				K2	
3	Understand Assessment Tools				K2& K3	
4	Understand Competency Mapping				K2	
5	Competency Gap Analysis				K4 & K5	
K1 – Remember; K2 – Understand; K3 – Apply; K4 – Analyse; K5 – Evaluate; K6 – Create						
Unit:1	Introduction on Assessment				10 Hours	
Introduction to Assessment in Career Counseling – Importance of Career Assessment – Types of Assessment tools, Psychometric Testing – Ability Testing – Aptitude testing – Personality profiling – Primary test areas – Intelligence – Personality – Adjustment capabilities – Individual achievement tests – Diagnostic tests – Criterion referenced tests – Minimum-level skill test – Gardon Occupational Checklist – Job Satisfaction assessment – Aspiration Desires.						
Unit:2	Career Theories				10 Hours	
Theories of career development: Trait Factor Theory – Roe’s theory of personality development and career choice – Holland’s career theory of personality types and work environment – Super’s life span/life span approach to career development.						
Unit:3	Assessment Tools				10 Hours	
Tools for Assessment of Personality and Interest: Myer Bridge Type Inventory and Vocational Preference Inventory. Thripathy Personal Preference Schedule and Chatterje’s Non-Language Preference Record. Achievement orientation test.						
Administering Career related tools: Career Thoughts Inventory – Career Maturity Inventory, Career Factors Inventory – Career Belief’s Inventory – Occupational Stress Inventory and FIRO-B, Vocational Interest Inventory – Work Motivation Test – Holland’s RIASEC Questionnaire –						

Benefits of Psychometric test – IVRS Test, Domain knowledge tests		
Unit:4	Competency Mapping	10 Hours
Meaning and Concept of Competency – Definition, Characteristics and Functions of Competencies, Task Competency – Behavioral Indications Job Competency Model – Difference between Competency and Performance		
Unit:5	Techniques and Gap Analysis	10 Hours
Process of competency mapping – Competency development model – Techniques (position questionnaire, behavioral event interview, critical incident technique, repertory grid, star technique) –Application/Uses of competency mapping (recruitment and selection, identification of training needs, role renewal) – Competency gap analysis for specific jobs.		
Total Hours		50 Hours
Textbook(s)		
1	Donald Meichenbaum, “Cognitive – Behaviour Modification – An integrative approach, Springer Science & Business Media, LLC, New York	
2	Judith S. Beck, “Cognitive behaviour therapy (Basics and Beyond), Copyrighted material, 2ndEdition.	
Reference Books		
1	Judith Lazarus, “Stress relief & relaxation techniques”, Keats publishing.	
2	Ganesh Shermon, Competency Based HRM 1st edition., 2004.	
3	Seema sangvi, A Hand Book of Competency Mapping, 2004.	
4	Model, Method for Competency Mapping and Assessment, Milind Gotwal, Sunrise Management Consulting Service, Mumbai, India.	
5	Judith S. Beck, “Cognitive behaviour therapy (Basics and Beyond), Copyrighted material, 2ndEdition.	
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	Strategic Career Self-Management – Coursera by Dr. Valeri Chukhlomin	
Course Designed By: Dr. A. Vimala, Dr. C. Dhayanand		

Paper II – RESEARCH TRENDS IN CAREER GUIDANCE

Course code	-	RESEARCH TRENDS IN CAREER GUIDANCE	L	T	P	C
Core		Paper II	5	-	-	-
Pre-requisite	-		Syllabus Version		2021-22	
Course Objectives:						
The main objectives of this course are to:						
1. Understand Basics of Social Research						
2. Understand Research Design and Scaling Techniques						
3. Understand Sampling, Methods and Tools of Data Collection, Analysis and Report Writing						
Expected Course Outcomes:						
On the successful completion of the course, student will be able to:						
1	Understand Career Guidance Research				K2	
2	Understand Research Design and Types				K2	
3	Understand Sampling Concepts and Tools for Data Collection				K2& K3	
4	Understand Career Counselling Theories				K2	
5	Understand Interpretation and Report Writing				K4 & K5	
K1– Remember; K2– Understand; K3– Apply; K4– Analyse; K5– Evaluate; K6– Create						
Unit:1 Basics of Social Research 10 Hours						
Social Science Research: Meaning, Objectives, Characteristics, Purpose and Qualities – Career Guidance Research: Meaning, Objectives, Functions, Characteristics, Scope and Importance – Types of Research: Pure, Applied and Action research, Basic Concepts of Research: Theory, Facts, Variables, Research Problem.						
Unit:2 Research Design and Scaling Techniques 10 Hours						
Research Design: Meaning, Importance and Concepts; Features of a Good Research Design – Types of Research Design: Exploratory, Formulative, Descriptive, Diagnostic, Experimental, Quasi-Experimental, Evaluative and Participatory Research, Research Designs for Career Studies – Scaling Techniques: Likert, Guttman, Thurstone and Sociometry.						
Unit:3 Sampling, Methods and Tools of Data Collection, Analysis and Report Writing 10 Hours						
Sampling: Concepts and Sample Frame, Probability and Non-probability Sampling Techniques, Characteristics of a Good Sampling Design – Methods of Data Collection; Consolidation /Data Entry on Computers, Data Analysis – Measures of Central Tendency and Dispersion; T – Test, Z-Test, Chi square test, Correlation and Regression; Tests of Significance and Analysis of Variance - Concept and testing of hypothesis.						

Unit:4	Review of Career Counselling Theories and Research Methods	10 Hours
Suitability of Research Methods for Trait oriented theories, Developmental theories, Cognitive Information and Decision-making theories – Research Methods for long term research in Career Guidance and Counselling areas.		
Unit:5	Interpretation and Report Writing	10 Hours
Interpretation: Techniques - Precautions- Report Writing – Steps in Writing Report – Layout of the Research Report –Types of Reports - Mechanics of Writing a Research Report - Precautions for Writing Research Reports.		
Total Hours		50 Hours
Textbook(s)		
1	Research Methodology (Methods & Techniques). New Age International Publishers, New Delhi. 4th Edition, 2019 by C.R. Kothari	
2	Research Methods for Social Work, California; Cole Publishing Company, 1992 by Allen Rubin and EariBabbie	
Reference Books		
1	Statistical Methods. Sultan Chand & Sons, New Delhi. 44 th Edition, 2017 by S.P.Gupta	
2	Social Statistics: Fundamentals, New York: McGraw Hill, 1998 by Blalock, Hubert M.(Jr.)	
3	Techniques and Guidelines for Social Work Practice, Massachusetts: Allyn and Baco Inc., 1988 by Bradford, S.W. and Others	
4	Contemporary Social Work, New York: McGraw Hill Book, 1975 by Donald B and Others	
5	Research Methods in the Behavioral Sciences, New York: The Dryden Press by Festinger, Leon Katz, Daniel	
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	Understanding Research Methods– Coursera by Dr J. Simon Rofe	
Course Designed By: Dr. A. Vimala, Dr. C. Dhayanand		

Paper III - METHODS AND PRACTICES IN CAREER GUIDANCE

Course code	-	METHODS AND PRACTICES IN CAREER GUIDANCE	L	T	P	C
Core		Paper III	5	-	-	-
Pre-requisite	-		Syllabus Version		2021-22	
Course Objectives:						
The main objectives of this course are to:						
1. Understand Career and Sectors of Employment						
2. Understand Career Counselling						
3. Understand E-Career Guidance						
Expected Course Outcomes:						
On the successful completion of the course, student will be able to:						
1	Understand Career Preparation and Planning					K2
2	Understand Guidance and Counselling					K2
3	Understand Theories of Career Counselling					K2
4	Understand Personality Types and Career Choice					K2& K5
5	Understand Career Resources on the Internet					K3 & K4
K1 – Remember; K2 – Understand; K3 – Apply; K4 – Analyse; K5 – Evaluate; K6 – Create						
Unit:1	Understanding Career and Sectors of Employment					10 Hours
Concept of Career, Career Preparation and Planning, definition of Work, job and Career- Career Preparation Process, Career Information Service, Career alternatives - Sectors of employment, Sourcing for various sectors of employment – CV screening, Structure of Aptitude tests, Assessment of Group Discussion, Interview Process, Evaluation of multiple offers.						
Unit:2	Career Counseling					10 Hours
Counseling, career Counseling, Difference between guidance and counseling, Qualities, attitudes and beliefs of counselor, Skills needed for counselor, Purpose of career Counseling, Benefits of career counseling, Roles and Responsibilities of Career Counsellors and Placement Officers, Recent development in career guidance in developed nations and in India						
Unit:3	Models and Theories of Career Counseling					10 Hours
Transactional Analysis – Theories of Career Counseling – Trait – oriented theories: Holland’s theory – Dawis’s theory – Developmental theories: Super’s approach – Gotfredson’s theory- Bordin’s Ego Psychological Model – Social learning and cognitive theories: Krumboltz’s Social learning theory – Cognitive Information and Decision-making theory – Theories of Career Decision making.						

Unit:4	Career Development	10 Hours
Personality types and Career choice, Career Development Planning, Influences on Career Development – family, society, skills, self, gender and Economic development, Globalization and Technological Impact, Impact of MNCs – Role conflict and Role strain in World of Work.		
Unit:5	E - Career Guidance	10 Hours
Career resources on the internet - Search Engines: Role and usage, various search engines - Work-desk etiquette – Email etiquette -Telephone and meeting etiquette - Types of online sessions: One-way (Television, Recorded video/podcasts) and Two-way (Live discussions, webinars) - Structure and functions of selected career related websites by Universities and HR Companies.		
Total Hours		50 Hours
Textbook(s)		
1	Rajendra pal, S.S. Korlahalli Essentials of Business Communication, Sultan Chand and Sons	
2	Sister Mary Vishala, SND, (2006), Counseling and Guidance, Rajendra Ravindra Printers Pvt Ltd, New Delhi	
Reference Books		
1	Philip Burnand, (2002), Counseling Skills Training, VinodVasishtha for viva books Pvt Ltd, New Delhi	
2	Abha Sharma (2006), Counseling and Guidance, Vista International Pub House, New Delhi.	
3	C.J.Datta, Introduction to Database.	
4	Contemporary Social Work, New York: McGraw Hill Book, 1975 by Donald B and Others	
5	Research Methods in the Behavioral Sciences, New York: The Dryden Press by Festinger, Leon Katz, Daniel	
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	Career Planning: A Pathway to Employment – Coursera by Dan Stotz	
Course Designed By: Dr. A. Vimala, Dr. C. Dhayanand		