

Bharathiar University, Coimbatore – 641 046
Department of Extension and Career Guidance

Post Graduate Diploma in Career Guidance (Executive Mode)
(For the students admitted from the academic year 2020-21 onwards)

Vision

To create aspirations, Build capacity, Assure Quality, Create demands, Promote synergy, Extend support, Strengthen ICT enablement, Ensure Inclusivity, Promote commitment, Promote innovation

Mission

To establish an ecosystem by providing knowledge, imparting skills and nurture a desired mindset by teaching, research and extension for various skill development activities in service sector. This will be achieved by constructing curricula, arrange delivery, devising efficient training methods and materials, employing right assessment tools and promoting technology intervention.

About the Course

The Department of Extension and Career Guidance has been offering courses at various levels in career guidance which include Master and Doctoral degree programs. There is a need to enhance professional competency of faculty members, assessment coaches in training institutions, placement officers in Colleges and Universities and higher secondary teachers in schools, Hence the department has proposed to offer a Post Graduate Diploma in Career Guidance with **36** credits through Executive mode. All the contact classes and practical will be held in the department.

Eligibility & Pre-requisite

Faculty members, Placement Officers and Trainers / Executives in educational institutions, industries/ NGOs and aptitude coaching centers with 3 years experience and with any under graduate degree are eligible to apply the program.

Award of marks

Pass marks for both the theory papers and practicum is 50%.

Cumulatively 60% and above is considered as First Class.

Cumulatively 75% and above is considered as First Class with Distinction

Course Mode

The program will be offered through executive mode for two semesters. Candidate should compulsorily attend the Personal contact classes conducted every semester (Week end Class). 75% attendance is compulsory to appear the semester exam. The course examination will be held along with the examinations of the other regular programs of the university. The Internal marks of maximum 25 will be based on three assignments and a seminar presentation for each theory paper. The external marks of maximum 75 will be based on the written exam of duration 3 hours similar to any other degree program. For practicum, a record is to be maintained and the final practical exam will be conducted under external evaluation with 40 for internal and 60 for external. For Self study paper, the candidate has to submit assignments and they have to write the final exam as like other theory paper in the second semester.

Duration and Weightage of the Programme

Total number of credits **36 credits** including theory, practical and research dissertation. Minimum period to complete the programme is 1 year (with two semesters under Choice Based Credit System) and maximum period to complete the programme is 2 years.

Medium of Instruction

The medium of instruction is English.

Project work & Viva Voce

The project thesis is a bonafide work carried out by the candidate under the guidance of a faculty authenticated and countersigned by the HOD. This project work must be presented and defended by the candidate and reviewed by external examiner during Viva Voce Examination.

Programme Educational Objectives (PEO)

Post Graduate Diploma in Career Guidance (Executive mode)

PEO1: Offering right career guidance and counseling to the graduates, school students and employees for their career.

PEO2: Applying the suitable techniques to access the individual skill level and map the expected level for the individual excellence and to the skilled society.

PEO3: Creating and building with high vision of early career development plan for their perspective future as well as to offer the right guidance for mid-career transition.

Program Specific Outcomes (PSOs)

After the successful completion of PG Diploma program, the students are expected for

PSO1: Professional Capacity Building in Counselling and Guidance

PSO2: Professionals in applying psychometric tools

PSO3: Capacity in offering academic advice on skill development

PSO4: Professional in understanding of industry demand and mapping the skills

PSO5: Commitment towards society and professional development

Programme Outcome for PG Diploma in Career Guidance (2020-21)

PO1: Demonstrate the necessary knowledge and skills in various stages of career guidance, institutional arrangements for career readiness

PO2: Understand the process of career and proficiency in preparing individual career profile.

PO3: Mapping various competencies of an individual for professional in their discipline by accessing skill gap and plotting career map

PO4: Reflect on futuristic modern career skills, knowledge, and attitudes with a commitment to lifelong learning and development of professional practice.

PO5: Explore various approaches and theories of counseling, career and work, preparation process and the issues, factors influencing the career choice and provide information about the current trends and techniques in Employment Counseling.

PO6: Apply and integrate specialized knowledge of career development theories, counseling theories, and relevant industry standards in professional practice.

PO7: Critically evaluate and identify the impact of changes in the world of work, including automation, globalization, demographics, and trends in the labor market and industry, on the workforce, the career life cycle, and the future of work.

PO8: Understanding the national skill qualification framework, qualification packs and sector skill assessment for industry readiness.

PO9: Identify, conceptualize, and generate innovative solutions to overseas education and job opportunities world-wide.

PO10: Critically review, analyze and synthesize theoretical propositions in consideration of ethical and cultural frameworks, and research principles and methodologies in career development and counseling practices.

PG Diploma in Career Guidance (Executive Mode)
(For the students admitted from the academic year **2020-21** onwards)
SCHEME OF EXAMINATION–CBCS Pattern

SEM	Course Code	Title of the Course	Course hours	Internal marks	External mark	Total marks	Credits
		SEMESTER 1					
I	20 PGDCC 01	Career Guidance & Counseling: Principles and Techniques*	4	25	75	100	4
		Practical	2	50		50	2
	20 PGDCC 02	Career Assessment: Methods and Tools *	4	25	75	100	4
		Practical	2	50		50	2
	20 PGDCC 03	Career Development & Talent Management	4	25	75	100	4
	20 PGDCC 04	Modern Career Skills and Future of Work	4	25	75	100	4
20 PGDCC 05	Competency Mapping for Careers	4	25	75	100	4	
						600	24
		SEMESTER II					
II	20 PGDCC 06	Career Services and Labor Market Information #	4	25	75	100	4
	20 PGDCC 07	Project	6	60	90	150	6
Viva voce		2		50	50	2	

						300	12
			TOTAL			900	36

***Theory cum practical # Self learning paper**

Course code	20 PGDCC 01	Career Guidance & Counseling: Principles and Techniques	L	T	P	C
Core		Core I	5	-	1	6
Pre-requisite		Knowledge in understanding of counseling and guidance	Syllabus Version		2020-21	
Course Objectives:						
The main objectives of this course are to:						
<ol style="list-style-type: none"> 1. Gain necessary knowledge and skills in various stages of Career guidance 2. To know the institutional arrangements for Career guidance 3. Understand relationship between personality and career options 						
Expected Course Outcomes:						
On the successful completion of the course, student will be able to:						
1	Analyze the meaning and scope of guidance, types of guidance, stages of career guidance, personality traits and career options and various models of career guidance				K3&K4	
2	Enable the students to learn the meaning and scope of guidance and various types of guidance methods to orient the students at Higher Education Level				K1&K2	
3	Gain necessary knowledge and skills in various stages of Career guidance				K2 & K3	
4	Know the institutional arrangements for Career guidance				K3	
5	Understand relationship between personality and career options				K4	
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1	Guidance				10 hours	
Guidance- Definition -Meaning –Nature and Scope-Need-Objectives-Principles-Basic Assumptions of Guidance-Guidance and Counseling-Functions-Types of Guidance-Major areas of Guidance						
Unit:2	Counselling				10 hours	
Counseling-Definition-Meaning-Essential Elements of Counseling-Characteristics-Aims and Objectives of Counseling-Difference between Counseling and Psychotherapy, Teaching and Advice-Techniques of Counseling-Levels of Counseling						
Unit:3	Career Counselling				08 hours	
Career Counseling-Definition- Meaning-Nature and Scope-Importance-Types-Career Counseling with Diverse Population-Career Counseling for College Students-Career Counseling for Adults-Career Counseling for Women and differently-abled –Ethics of Career Counseling						

Unit:4	Career Counselling Services								07 hours	
Career Counseling Services in Schools-Orientation Services -Educational and Occupational Guidance Services -Group Guidance Services -Counseling Services -Support Services-Follow-up Services Role Counselor in Schools - Counseling for Specific Populations: Counseling children and their parents, Counseling Women and Sexual minorities, Counseling the Elderly (Older Adults).										
Unit:5	Career Counselling - Practical								10 hours	
Conduct two case studies on career planning and career choice for adolescents (13-18 years) Conduct two case studies on adults (19-25 years) on career development (in depth analysis by conducting skill analysis, job involvement, job satisfaction, work stress) and provide employee counselling. A group of at least 3 members (students 14-16 years) and administer one test each of personality, aptitude, intelligence and interest – prepare a profile along with detailed report.										
Unit:6	Contemporary Issues								2 hours	
Online course, Webinar and online workshops										
Total Hours								47 hours		
Text Book(s)										
1	Cramer .L Herr. & Niles. G. Spencer - (2004) –Career Counselling A Systematic Approach –Pearson Inc.									
2	S S Chauhan -Second Revised Edition -Principles and Techniques of Guidance--Vikas Publishing House Pvt Ltd									
Reference Books										
1	Gideon Arulmani-(2004) –Career Counselling A Handbook –Tata Mc- Graw Hill Publishing Company Limited, New Delhi									
2	Jennifer M Kidd -(2006) –Understanding Career Counselling–Theory, Research and Practice –Sage Publication,									
3	Dr. Dalaganjan Naik – (2004) –Fundamentals of Guidance and Counselling –Adhyayan Publishers and Distributors, Delhi,.									
4	Gibson. L. Robert & Mitchell-(2008) –Introduction to Counselling and Guidance –prentice hall of India New Delhi									
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]										
1	Guidance and Counselling By Dr. R. Rajendran - SWAYAM									
Course Designed By: Prof. Dr. A. Vimala										
Mapping with Programme Outcomes										
COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	S	S	S	S	S	M	S	S	S	S

CO2	M	S	M	M	S	S	M	S	S	M
CO3	S	M	S	S	M	S	M	M	M	S
CO4	S	M	S	L	S	S	S	L	M	M
CO5	M	M	S	M	S	M	S	S	M	M

*S-Strong; M-Medium; L-Low

Course code	20 PGDCC 02	Career Assessment: Methods & Tools	L	T	P	C
Core	Core II		5	-	1	6
Pre-requisite	Understanding of various skills and assessment		Syllabus Version		2020-21	
Course Objectives:						
The main objectives of this course are to:						
<ol style="list-style-type: none"> 1. To study various assessment tools used in psychology 2. To learn the application of psychology in guidance and counselling 3. To effectively implement assessment in guidance and counselling 						
Expected Course Outcomes:						
On the successful completion of the course, student will be able to:						
1	Learn various tests used in psychological assessment					K2&K3
2	Learn about personality assessment of students and special population					K4
3	Develop skills on relaxation techniques					K3&K4
4	Learn about systematic desensitization process					K3&K4
5	Provide cognitive behaviour modification and biofeedback					K3&K4
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1	Introduction on Assessment					08 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					08 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 I					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.		
Unit:4	Assessment tools II	10 hours
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:5	Practical and applications	12 hours
Test for entry-level students: Self- Esteem scale propounded by Marilyn J Sorensen, DASS – 42 propounded by Lovibond, Resilience Scale propounded by Derek Mowbray, Hardiness Personality- Psychology Today (Sussex Publishers)		
Unit:6	Contemporary Issues	2 hours
Online course, Webinar and online workshops		
Total Lecture hours		50 hours
Text Book(s)		
1	Gary Groth. Marnat, A. Jordon Wright. Hand book of Psychological Assessment, 6th Edition, Wiley, Blackwell, 2016.	
2	Irving B. Weiner and roger, L. Green. Handbook of Personality Assessment., Wiley Blackwell, 2017, Pp. 1-696	
Reference Books		
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, 2 nd Edition.	
3	Judith Lazarus, "Stress relief & relaxation techniques", Keats publishing.	
4	Alice Muir, Relaxation Techniques, The Mc Graw-Hill Companies Inc.	
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	Great Experiments in Psychology - SWAYAM	
Course Designed By: Prof. Dr. A. Vimala		

Mapping with Programme Outcomes										
COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	S	M	S	S	S	S	M	S	M	L
CO2	M	S	M	S	S	S	S	M	S	M
CO3	S	S	S	M	M	S	L	S	S	S

CO4	S	M	M	M	M	L	S	M	L	M
CO5	M	M	S	M	M	M	S	S	S	S

*S-Strong; M-Medium; L-Low

Course code	20 PGDCC 03	Career Development & Talent Management	L	T	P	C
Core	Core III		4	-	-	4
Pre-requisite	Knowledge in personality and skill sectors		Syllabus Version		2020-21	
Course Objectives:						
The main objectives of this course are to:						
<ol style="list-style-type: none"> 1. Understanding of skill set required for the various sectors 2. Explain the concept of career development 3. Learn the process of talent management and skill sectors role 4. Explain the various stages of career for the individual 5. Educate in the point of entry level requirements 						
Expected Course Outcomes:						
On the successful completion of the course, student will be able to:						
1	Learning of various skill set required for different sectors					K2&K3
2	Understanding of entry level preparation for job seekers					K4
3	Skill sector role and importance terms for skill certificate					K2 & K4
4	Understanding of multiculturalism for stages of career					K2 & K3
5	Attaining the requirement of talent and work environment					K3&K4
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1	Skills and skill set requirement					06 hours
Introduction of skills: Skills – Skills set –Generic Skills – Domain Skills. Skill set requirement for entry level careers in various service sectors like IT, ITES, Education, Banking, Insurance, Logistics, Health services.						
Unit:2	Career Preparation					10 hours
Skills for Career Development: Accessing relevant educations and skills, self-awareness and personality types, CV preparation, Group discussion, Preparing for interviews, Etiquettes and						

types, Aptitude Assessment: Analytical, Mental, English and Domain Knowledge		
Unit:3	National Skills Development Corporation	06 hours
National Skills Development Corporation - schemes, Sector skills councils – classification of sectors – Qualification Packs (QPs) - National Occupations standards – 10 levels, National Skills Qualification Framework, Prior Learning Approval		
Unit:4	Stages of Career	10 hours
Career development task: Early career assessment, Mid-career and Entrepreneurship - Personal values, Ethics and Goals, understanding world of work, Multiculturalism and Career alternatives and Community settings		
Unit:5	Talent Management and Environment	08 hours
Talent Management: meaning and process, Source and pre-adjustment, Talent acquisition strategy, key performance indicators. Outsourcing, Types of outsourcing, Advantages and disadvantages of outsourcing, Management of Attitude for Adult Workers: Work without supervision, Reporting truth, Admitting failures, Importance of Urgency, Pride, Identity, Achievement and Fatigue		
Unit:6	Contemporary Issues	2 hours
Online course, seminar and online workshops		
Total Lecture hours		44 hours
Text Book(s)		
1	R.M.Onkar, Personality Development and Career Management, S.Chand and Company Limited, New Delhi.	
Reference Books		
1	Career Development All-in-One For Dummies by Consumer Dummies	
2	Career Development and Counselling: Theory and Practice in a Multicultural World (Counselling and Professional Identity) by Mei Tang (Author)	
Course Designed By: Prof. Dr. A. Vimala and Dr. S. Sadhasivam		

Mapping with Programme Outcomes										
COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	M	S	S	S	S	M	M	S	M	M
CO2	M	S	S	M	S	S	S	M	S	S
CO3	M	S	S	M	S	L	L	S	S	S

CO4	S	M	M	S	M	L	S	M	L	M
CO5	M	M	S	M	M	M	S	S	S	M

*S-Strong; M-Medium; L-Low

Course code	20 PGDCC 04	Modern Career Skills and Future of Work	L	T	P	C
Core	Core IV		4	-	-	4
Pre-requisite	Knowledge in future skills and culture		Syllabus Version		2020-21	
Course Objectives:						
The main objectives of this course are to:						
<ol style="list-style-type: none"> 1. Gain necessary knowledge of Industry 4.0 and Career skills 2. To know the different future workforce skills and future of career guidance 3. Know and implement the guidelines for setting up a Career Guidance Center 						
Expected Course Outcomes:						
On the successful completion of the course, student will be able to:						
1	Understand knowledge and skill set changes for futuristic careers				K2	
2	Know the various future workforce skills				K1	
3	Understand the Future of Career Guidance				K2	
4	Able to cope up with the trending online technologies and services				K3	
5	Know and implement a Career Guidance Center				K3 & K6	
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1	Taxonomy of modern skills				06 hours	
Defining Skills, Introduction to Modern Career skills, Blooms Taxonomy of knowledge, Lower order, Higher order Thinking, Evolution of Industry and skills, analysis of Industry 4.0 and 5.0, Skill set changes for Careers and Futuristic Careers						
Unit:2	Future skills 1				06 hours	
Future workforce skills 1: Sense making, Social Intelligence, Novel and Adaptive Thinking, Cross- cultural Competency and Computational Thinking						
Unit:3	Future skills 2				06 hours	
Future workforce skills 2: New media Literacy, Trans-disciplinary Approach, Design Mindset, Cognitive Load Management and Virtual Collaboration						

Unit:4	Online guidance and counselling	12 hours
Future of Career Guidance: Online career guidance – Online helpline, Online placements guidance – Web based Information System - Online Counseling, using chat and AI software, creation of blogs, maintaining timings, database collection - Online materials for meetings – Structure and functions of selected career related websites by Universities and HR Companies.		
Unit:5	Guideline for setting online guidance	05 hours
Guidelines for setting up a Career Guidance Center: Need – Objectives – Tasks – Physical resources & equipments – Staff requirement – Staff training – Constraints and Operational problems – Monitoring and Control – Operational Framework		
Unit:6	Contemporary Issues	2 hours
Online course, seminar and online workshops		
Total Lecture hours		37 hours
Text Book(s)		
1	Ustundag, Alp, Cevikcan, Industry 4.0: Managing The Digital Transformation, springer publication	
2	Gerardus Blokdyk, Future Workforce A Complete Guide – 2019, 5STARCOoks Publishers	
Reference Books		
1	Richard Maun, Bouncing Back: How To Get Going Again After A Career Set-back, Marshall Cavendish Business	
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	https://www.ncs.gov.in/User_Manuals/CareerCenterGuidelines.pdf	
2	https://www.skillsforemployment.org/edmsp1/groups/skills/documents/skpcontent/mwdf/mda2/~edisp/fm11g_006821.pdf	
Course Designed By: Prof. Dr. A. Vimala and Dr. C. Dhayanand		

Mapping with Programme Outcomes										
COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	S	S	S	S	S	M	M	M	M	S
CO2	M	S	M	S	S	S	S	S	S	S
CO3	S	M	S	M	M	S	L	S	M	M
CO4	S	M	M	S	M	L	S	M	L	M
CO5	M	M	S	M	M	M	S	S	S	S

*S-Strong; M-Medium; L-Low

Course code	20 PGDCC 05	Competency Mapping for Careers	L	T	P	C
Core	Core V		4	-	-	4
Pre-requisite	Knowledge in performance analysis and understanding of competency methods		Syllabus Version		2020-21	
Course Objectives:						
The main objectives of this course are to:						
<ol style="list-style-type: none"> 1. Understand the meaning, scope and Importance of Competency mapping with reference to an individual and an organization. 2. Enable the students to use various assessment methods to measure the competency of an individual and understand the evolution of various competency theories 						
Expected Course Outcomes:						
On the successful completion of the course, student will be able to:						
1	Understand the meaning and scope of Competency mapping in the context of Career choice and Talent management.					K1
2	Know the types of Competencies, Assessment methods and various theories on competency					K1
3	Gain necessary knowledge and skills in mapping various competencies of an individual					K1 & K2
4	Understand the meaning, scope and Importance of Competency mapping with reference to an individual and an organization					K2
5	Enable the students to use various assessment methods to measure the competency of an individual and understand the evolution of various competency theories					K2 & K3
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1	Competency Mapping-Introduction					06 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:2	Methods of Competency					10 hours
Classification and Types of Competencies – Managerial, generic, technical/functional – Technical, Cognitive, Social and Business Competencies – Levels of Competency (practical competency, foundational competency, reflexive competence and applied competence) – Application levels of a competency (advanced, proficient and knowledgeable)						
Unit:3	Performance Process					06 hours
Competency assessment – Key features – testing techniques (360 degree feedback, assessment center exercises) – Benefits (selection, retention, performance management, training and						

succession planning)		
Unit:4	Techniques and Gap Analysis	10 hours
Competency mapping – Meaning – 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		
Unit:5	Theories	06 hours
Competency Theories – Socio-technical systems theory, Competency Theory, Leadership theory, Knowledge theory, Harter’s competency motivation theory		
Unit:6	Contemporary Issues	2 hours
Online course, seminar and online workshops		
Total Lecture hours		40 hours
Text Book(s)		
1	Ganesh Shermon, Competency Based HRM 1st edition ., 2004	
2	Seema sangvi, A Hand Book of Competency Mapping, 2004	
Reference Books		
1	Model, Method for Competency Mapping and Assessment, Milind Gotwal, Sunrise Management Consulting Service, Mumbai, India	
2	Human Competence and Business Development, Peter Docherty and Borry Nyhan, 1997, Springer-rerlag, London.	
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	https://www.citehr.com/	
Course Designed By: Dr. S. Sadhasivam & Dr.C.Dhayanand		

Mapping with Programme Outcomes										
COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	M	M	L	S	M	M	M	M	S	M
CO2	M	S	M	M	S	S	S	S	S	S
CO3	S	M	S	S	M	M	L	S	M	M
CO4	M	S	S	S	S	L	S	M	L	S
CO5	S	M	S	M	S	M	S	S	M	S

*S-Strong; M-Medium; L-Low

Course code	20 PGDCC 06	# Career Services & Labor Market Information	L	T	P	C
Core/Elective/Supportive	Core VI		4	-	-	4
Pre-requisite	Knowledge in education system and sources of employment		Syllabus Version		2020-21	
Course Objectives:						
The main objectives of this course are to:						
<ol style="list-style-type: none"> 1. Comprehend the status and characteristics of various educational systems 2. Acquire contemporary perspectives of the world of work 3. Identify the various sources of educational and career information 4. Compiling client-specific tailor-made labour market information 5. Prepare a compendium of entrance/competitive examinations and the schemes/ scholarships offered by state and central government departments 						
Expected Course Outcomes:						
On the successful completion of the course, student will be able to:						
1	Comprehend the status and characteristics of various educational systems				K2	
2	Acquire contemporary perspectives of the world of work				K2	
3	Identify the various sources of educational and career information				K2 & K4	
4	Compiling client-specific tailor-made labour market information				K3	
5	Prepare a compendium of entrance/competitive examinations and the schemes/ scholarships offered by state and central government departments				K3 & K4	
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 - Create						
Unit:1						
Status and Characteristics of Elementary Education (Pre-primary, Primary, Upper Primary), Sarva Shiksha Abhiyan (SSA) – Status and characteristics of Secondary Education (Secondary, Higher Secondary) – Rashtriya Madhyamik Shiksha Abhiyan (RMSA), Educational Boards (CBSE, ICSE, IGCSE, State Board, NIOS) – Implications of career counseling					06 hours	
Unit:2						
Characteristics and Status of Tertiary/Higher Education (Undergraduate, Post graduate, Research Degree: Professional, Non-professional) – Status of Vocational Education (Craftsmen training scheme, Apprenticeship Training Scheme, Modular Employable Skills under SDIS)					06 hours	
Unit:3						
Labor Market Information: Concepts and types – Identifying individual needs – choosing and presenting appropriate LMI – checking quality of the information - ILO – Labor Migration – Employment in Primary, Secondary and Tertiary sectors – Types of unemployment – Impact of Technology on careers - Exclusion of woman due to technology up gradation - White papers					06 hours	

produced by International organizations and companies (ILO, Mckinsey, etc)		
Unit:4		06 hours
Sources of Information: Directorate General of Employment & Training – Central Institute of Research and Training – Industries – Defense– Newspaper & magazine – Internet. Occupational information: Classification of occupation and information –Filing occupational information – Dictionary of Occupational Titles (DOT) – National Career Service (NCS) – National Classification of Occupation		
Unit:5		05 hours
Pattern and Significance of Scholastic Aptitude Tests: JEE(MAIN) – CET – NATA – NEET – ICHMCT – CART – MAT – GATE – CLAT – NEED – AIPVT – UGC/NET – SLET – GRE – GMAT – IELTS – TOEFL – Scholarships for students offered by various Government and Non-Government Organizations		
Unit:6	Contemporary Issues	2 hours
Online course, seminar and online workshops		
	Total Lecture hours	31 hours
Text Book(s)		
1	Rashmi Sharma and Vimala Ramachandran (2009), “The Elementary Education System in India”, published by Routledge, Pp. 1- 69	
Reference Books		
1	Cheryl Desha, Karlson 'Charlie' Hargroves (2014), “Higher Education and Sustainable Development: A Model for Curriculum Renewal”, published by Routledge	
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]		
1	http://www.ugc.ac.in	
Course Designed By: Prof. Dr. A. Vimala and Dr. S. Sadhasivam		

Self learning paper

Mapping with Programme Outcomes										
COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	S	M	S	S	S	M	S	M	S	S
CO2	M	S	M	M	S	S	M	S	S	M
CO3	S	M	M	S	M	M	M	S	M	S
CO4	S	S	S	S	M	L	S	M	L	S
CO5	M	M	S	M	S	M	S	M	M	M

*S-Strong; M-Medium; L-Low