**PG Diploma in Guidance and Counselling**

Syllabus

 UNIVERSITY DEPARTMENT

**Program Code: \*\*\*\***

**2022 – 2023 onwards**



**BHARATHIAR UNIVERSITY**

**(A State University, Accredited with “A” Grade by NAAC, Ranked 13th among Indian Universities by MHRD-NIRF,**

**World Ranking : Times - 801-1000, Shanghai - 901-1000, URAP – 1047 )**

**Coimbatore - 641 046, Tamil Nadu, India**

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| --- |
| **Program Educational Objectives (PEOs)** |
| The Post Graduate Diploma In Guidance and Counselling in Education program describeaccomplishments that graduates are expected to attain within one years after graduation |
| PEO1 | Know the concept of psychological basis of Guidance and Counselling |
| PEO2 | Understand the essentials of Guidance and Counselling |
| PEO3 | Inherit the knowledge of Mental Health and Adjustment |
| PEO4 | Create the Assessment and Appraisal in Guidance and Counselling |
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| **Program Specific Outcomes (PSOs)** |
| After the successful completion Post Graduate Diploma In Guidance and Counselling inEducation program, the students are expected to |
| PSO1 | Experience different methods of measurements for learning disabilities |
| PSO2 | Plan for different guidance and Counselling techniques |
| PSO3 | Attribute different characteristics of good mental health |
| PSO4 | Implement different type of Individual and group tests of Ability |
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| **Program Outcomes (POs)** |
| On successful completion of the Post Graduate Diploma In Guidance and Counselling inEducation program |
| PO1 | Acquiring knowledge about Psychological basis of Guidance and Counselling |
| PO2 | Summarize the Essentials of Guidance and Counselling |
| PO3 | Understands the concept of Mental Health and Adjustment |
| PO4 | Explore different Assessment and Appraisal in Guidance and Counselling |
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# ELIGIBILITY

The candidates who have UG degree on any discipline from any recognized universities are eligible for admission to PGDGC course. Part time candidate can be allowed only for Air force personnel’s, School Principals and Headmasters

# DURATION OF THE COURSE

The course shall not extend over a period of one year. It will be treated as week end programme to Air force Personnel’s, School Principals, Headmasters and Officers. Other admitted candidates will be treated as regular programme

# MEDIUM OF INSTRUCTION AND EXAMINATIONS

The Medium of instruction and examination for all the papers shall be in English.

# PASSING REQUIREMENTS

* 1. A candidate shall be declared to have passed the examination in a subject if he/she secured not less than 50% (internal 25 marks and external 25 marks) in the University examinations.
	2. A candidate who successfully completes the course and passes the examinations prescribed in all the subjects of study shall be declared to have been qualified for the PGDGC.
	3. If a candidate does not complete the course successfully within a period of two years from the date of his/her joining he/she will not be eligible to receive the PGDGC.

# CLASSIFICATION OF SUCCESSFUL CANDIDATES

* 1. All the candidates securing not less than 60% of the aggregate marks and they have passed the examination in every subject within one year of joining the course shall be declared to have passed in FIRST CLASS.
	2. Other successful candidates shall be declared to have passed the examinations in SECOND CLASS.

# SYLLABUS

The syllabus for various subjects shall be clearly demarcated into four units in each paper.

# QUESTION PAPER PATTERN

|  |  |  |  |
| --- | --- | --- | --- |
| **Internal Assessment** |  |  |  |
| 1. Two tests – each for 15 marks (aggregate) | - | 30 | Marks |
| 2. Group discussion / Seminar | - | 10 | Marks |
| 3. Assignment | - | 10 | Marks |
| Total | - | 50 | Marks |

**Question Paper Pattern**

The pattern of Question Paper will be as follows:

Each written paper shall be for the duration of three hours. The question paper will be set according to the following pattern: -

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| --- | --- | --- |
| **Section – A:** | Objective type questions. | 10 x 1 = 10 Marks |
| **Section – B:** | Short answer questions | 5 x 2 = 10 Marks |
| **Section – C:** | Essay type questions | 5 x 6 = 30 Marks |

# BHARATHIAR UNIVERSITY : COIMBATORE 641 046

**Post Graduate Diploma in Guidance and Counselling in Education program Curriculum (University Department)**

*(For the students admitted during the academic year 2021 – 22 onwards)*

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| --- | --- | --- | --- | --- |
| **Course Code** | **Title of the Course** | **Credits** | **Hours** | **Maximum Marks** |
| **Theory** | **Practi cal** | **CIA** | **ESE** | **Total** |
| **FIRST SEMESTER** |
| 20PGDGC01 | Psychological basis of Guidance and Counselling | 4 | 3 | - | 50 | 50 | 100 |
| 20PGDGC02 | Essentials of Guidance and Counselling | 4 | 3 | - | 50 | 50 | 100 |
| 20PGDGC03 | Mental Health and Adjustment | 4 | 3 | - | 50 | 50 | 100 |
| 20PGDGC04 | Assessment and Appraisal in Guidance andCounselling | 4 | 3 | - | 50 | 50 | 100 |
| **Grand Total** |  | 12 | - | 200 | 200 | 400 |

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| **Course code** | 20PGDGC 01 | **TITLE OF THE COURSE** | **L** | **T** | **P** | **C** |
| **Core** | **Psychological Basis of Guidance and Counseling** | **80** | **16** | **-** | **4** |
| **Pre-requisite** | Learners must have previous knowledge aboutthe concept of Psychology **Ve** | **Syllabus****rsion** | **2022-23** |
| **Course Objectives:** |
| The main objectives of this course, the student-teachers will be able to :1. Understand the concepts of psychology.
2. Understand the different methods of psychology.
3. Perceive the different stages of growth and development.
4. Acquire the knowledge of Intelligence, creativity and learning.
5. Learn different theories of motivation and personality.
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|  |
| **Expected Course Outcomes:** |
| On the successful completion of the course, student will be able to: |
| 1 | Explore psychology test and experiments | K4 |
| 2 | Initiate cognitive and social development among children | K5 |
| 3 | Experience different methods of measurements for learning disabilities | K5 |
| 4 | Apply different theories of Motivation and Emotion | K3 |
| **K1** - Remember; **K2** - Understand; **K3** - Apply; **K4** - Analyze; **K5** - Evaluate; **K6** - Create |
|  |
| **Unit:1** | **Introduction** | **20 hours** |
| Definition; Application of Psychology, Methods of Psychology: Observation, Interview (Clinical), Case-history, Psychological Tests and Experiments. Perspective of Psychology:Psycho-analytical: Freud, Adler and Jung, Behavioural, Cognitive, Humanistic and Existential Perspectives. |
|  |
| **Unit:2** | **Growth & Development** | **20 hours** |
| Nature of growth, Development and Maturation. Principles of Growth, Stages of Development: Physical, Emotional, Cognitive and Social Development of Children andadolescent. |
|  |
| **Unit:3** | **Intelligence and Learning** | **20 hours** |
| Concept & theories of Intelligence: Two factors, Multiple factor & Hierarchical theory. Mental retardation and giftedness, and causes of mental retardation. Nature of Learning and memory, Determinants of Learning. Classical and operant/Instrumental conditioning; Learning disabilities Memory: Methods of measurement, memory systems, forgetting.Creativity and Giftedness, Concept of individual differences. |
|  |
| **Unit:4** | **Motivation and Emotion** | **20 hours** |
| Definitions of Motivation and Emotion. Kinds of Motives, Theories of Motives: Drive- Reduction Theory, Arousal Theory, Incentive Theory, Maslow’s Hierarchy of Needs. Conflict of Motives and Frustration. |
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| **Unit:5** | **Personality** | **20 hours** |
| Nature and Determinants of Personality. Theories of Personality: Types and Trait Theories. Recent trend in Understanding Personality; Measurement of Personality. |
|  |
|  | **Contemporary Issues** | **2 hours** |
| Theories of Motivation |
|  | **Total Lecture hours** | **82 hours** |
| **Text Book(s)** |
| 1 | Singaravelu, G (2018): Psychological Basis of Guidance and Counselling, APH Publication, New Delhi |
| 2 | Singaravelu, G and Shahana A.M(2018): Mental Health and Adjustment, APH Publication, New Delhi |
| 3 | Aggarwal, J.C. (1991): Educational & Vocational Guidance & Counselling, 7th edition, Doaba House,New Delhi. |
| 4 | Kochhar, S.K. (1987): Educational & Vocational Guidance in Secondary Schools, Sterling Publishers, New Delhi. |
| 5 | Arulsamy, S. (2019). Guidance and Counselling. Kanchipuram, Tamilnadu: Mayas Publications. |
|  |
| **Reference Books** |
| 1 | Gibson Robert & Mitchell Marianne (2005). Introduction to Guidance & Counselling, 6th edition, Prentice Hall of India, New Delhi. |
| 2 | Bengalee , M.D. (1985) Guidance & Counselling, Sheth publishers, Bombay |
| 3 | Kochhar, S.K. (1981) Guidance in Indian education, New Delhi |
| 4 | Gibson Robert & Mitchell Marianne (2005). Introduction to Guidance & Counselling, 6th edition, Prentice Hall of India, New Delhi. |
| 5 | Aggarwal, J.C. (1991): Educational & Vocational Guidance & Counselling, 7th edition, Doaba House,New Delhi. |
|  |
| **Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]** |
| 1 | tandfonline.com/doi/abs/10.1080/17508487809556119?journalCode=rcse19 |
| 2 | [https://opentextbc.ca/introductiontopsychology/chapter/chapter-10-emotions-and-](https://opentextbc.ca/introductiontopsychology/chapter/chapter-10-emotions-and-motivations/)[motivations/](https://opentextbc.ca/introductiontopsychology/chapter/chapter-10-emotions-and-motivations/) |
|  |
| Course Designed By**: Dr. G. SINGARAVELU** |

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| **COs** | **PO1** | **PO2** | **PO3** | **PO4** |
| **CO1** | S | S | M | S |
| **CO2** | S | M | S | M |
| **CO3** | S | S | M | M |
| **CO4** | S | S | S | S |

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

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| **Course code** | 20PGDGC02 | **TITLE OF THE COURSE** | **L** | **T** | **P** | **C** |
| **Core** | **Essentials of Guidance and Counselling** | **80** | **16** |  | **4** |
| **Pre-requisite** | Learners must have previous knowledge aboutfunctions of guidance and counselling **Ve** | **Syllabus****rsion** | **2022-23** |
| **Course Objectives:** |
| The main objectives of this course, the student-teachers will be able to :* Understand the objectives and functions of guidance and Counselling.
* Ascertain the goals and techniques of individual and group guidance.
* Know about the organizations of guidance programmes.
* Acquires knowledge about the need and significance of guidance and Counselling in defense.
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|  |
| **Expected Course Outcomes:** |
| On the successful completion of the course, student will be able to: |
| 1 | Compare the functions of guidance and Counselling | K2 |
| 2 | Execute group Guidance | K3 |
| 3 | Attribute different kind of guidance and Counselling activities | K4 |
| 4 | Plan for different guidance and Counselling techniques | K6 |
| **K1** - Remember; **K2** - Understand; **K3** - Apply; **K4** - Analyze; **K5** - Evaluate; **K6** - Create |
|  |
| **Unit:1** | **Understanding Guidance** | **20 hours** |
| Meaning, nature, scope and types of Guidance. Objectives and functions of Guidance, Guidance and Education. Teacher as a Guidance Functionary, Essential Guidance Services in defence. |
|  |
| **Unit:2** | **Individual and Group Guidance** | **20 hours** |
| Nature, Goals and techniques of Individual and Group Guidance. Group dynamics, types of groups, Importance of Group Guidance. Organizing Group Guidance activities in School. |
|  |
| **Unit:3** | **Organization of Guidance Programme for Schools** | **20 hours** |
| Planning a guidance programme, principles of organizing school guidance programme effectively. Guidance activities in elementary school. Guidance activities at Secondary and Senior Secondary Stage. |
|  |
| **Unit:4** | **Introduction to Counselling** | **20 hours** |
| Meaning, types, need and goals of Counselling Guidance and Counselling in Defense, Counselling and Psychotherapy. Approaches and Techniques of Counselling. Stages and Process of Counselling; relationship building, core skills in Counselling. |
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| **Unit:5** | **Guidance and Counselling in Defense** | **20 hours** |
| Need and Importance of Guidance and Counselling in war, Counselling in patriotism, guidance and Counselling in Air force. Adjustment in war place, maintaining mental and physical health in war time. |
|  |
|  | **Contemporary Issues** | **2 hours** |
| Approaches and Techniques of Guidance and Counselling |
|  |
|  | **Total Lecture hours** | **82 hours** |
| **Text Book(s)** |
| 1 | Singaravelu, G (2018): Psychological Basis of Guidance and Counselling, APH Publication, New Delhi |
| 2 | Singaravelu, G and Shahana A.M(2018): Mental Health and Adjustment, APH Publication, New Delhi |
| 3 | Arulsamy, S. (2019). Guidance and Counselling. Kanchipuram, Tamilnadu: Mayas Publications. |
|  |
| **Reference Books** |
| 1 | Singh LK & Sudarshan, K.N. (1996): Vocational Education, DPH Education Series, Discovery Publishing house, New Delhi |
| 2 | Raj Singh (1994): Educational & Vocational Guidance, Commonwealth Publ, New Delhi. |
| 3 | Kochhar SK (1986): Guidance & Counselling in Colleges & Universities, Sterling publishers, New Delhi. |
| 4 | Kochhar SK (1981) Guidance in Indian education, New Delhi |
|  |
| **Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]** |
| 1 | <https://moynecollege.ie/index.php/about/support-services/guidance-counselling> |
| 2 | [https://positivepsychology.com/popular-Counselling-approaches/](https://positivepsychology.com/popular-counseling-approaches/) |
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| Course Designed By: **Dr. G. SINGARAVELU** |

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| --- | --- | --- | --- | --- |
| **COs** | **PO1** | **PO2** | **PO3** | **PO4** |
| **CO1** | S | M | M | S |
| **CO2** | S | S | S | S |
| **CO3** | S | S | M | M |

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

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| **Course code** | 20PGDGC0 3 | **TITLE OF THE COURSE** | **L** | **T** | **P** | **C** |
| **Core** | **Mental Health and Adjustment** | **80** | **16** |  | **4** |
| **Pre-requisite** | Learners must have previous knowledge aboutBasic concept of health and Adjustment. **Ve** | **Syllabus****rsion** | **2022-23** |
| **Course Objectives:** |
| The main objectives of this course, the student-teachers will be able to :1. Learn the mental health and hygiene.
2. understand the concepts of adjustment
3. Understand the different health related problems.
4. Learn the different approaches to adjustment.
5. Acquire the knowledge of stress and stress management.
6. Ascertain the knowledge of Psychopathology.
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| **Expected Course Outcomes:** |
| On the successful completion of the course, student will be able to: |
| 1 | Attribute different characteristics of good mental health | K4 |
| 2 | Criticize different health related problems | K5 |
| 3 | Maintain different health exercises | K6 |
| 4 | Explore different adjustment mechanisms. | K4 |
| **K1** - Remember; **K2** - Undestand; **K3** - Apply; **K4** - Analyze; **K5** - Evaluate; **K6** - Create |
|  |
| **Unit:1** | **Mental Health and Mental Hygiene** | **20 hours** |
| Normality and Abnormality and Mental Health, Characteristics of Good Mental Health. Concept, Nature and Principles of Mental Hygiene. Mental Health in Adjustment. Maintaining positive Mental Health. |
|  |
| **Unit:2** | **Developing Coping Skills for Health Related Problem** | **20 hours** |
| Concept of Stress, Sources, Causes, Consequences of Stress, Coping with Stress. Counselling for health related problem: Diabetes, Cancer, and AIDS. Health Enhancing Behavior: Exercise, Yoga, Relaxation, Accident Prevention, Maintaining Healthy Diet, Weight Control. Intervention for Health Compromising Behavior (Smoking, Drugs, Alcoholism) |
|  |
| **Unit:3** | **Adjustments** | **20 hours** |
| Concept and Nature of Adjustment, Social, Emotional, Health and Educational Adjustment. Factor Affecting Adjustment: Biological, Psychological, Social and Cultural. Adjustment Mechanism: Defense Mechanisms, Aggression, Escape. Approaches to adjustment: Psychoanalytic and Humanistic. Self- Management Techniques: Self Recording, Self - Evaluation, Self- Cueing, Self-Reinforcement. |
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| **Unit:4** | **Stress Management** | **20 hours** |
| Stress management: definition, concept, scope. Controlling emotion, controlling str3ess and meditation. Intellectual and emotional basis of stress. Effects of stress on the body. Reduction of stress through relaxation techniques, cognitive techniques, physical activity. Stress inadulthood and old age. |
|  |
| **Unit:5** | **Psychopathology** | **20 hours** |
| Psychopathology, Normality and Abnormality of behavior, Classification of behavioral and Mental Disorder. Anxiety Disorders: Symptoms and Causes of Panic disorder, General Anxiety disorder, Phobia, and OCD. Mood Disorders: Unipolar mood disorder, bipolar mood disorder. Personality disorders- Clinical Features, types and Etiology of personality disorders. Therapeutic intervention: Psychological Based Therapies- Psychoanalytic, Behavior Therapy,CBT, REBT, Gestalt |
|  |
| **Unit:5** | **Contemporary Issues** | **2 hours** |
| Classification of behavioral and mental disorders |
|  |
|  | **Total Lecture hours** | **82 hours** |
| **Text Book(s)** |
| 1 | Singaravelu, G (2018): Psychological Basis of Guidance and Counselling, APH Publication, New Delhi |
| 2 | Singaravelu, G and Shahana A.M(2018): Mental Health and Adjustment, APH Publication, New Delhi |
|  |
| **Reference Books** |
| 1 | Carroll, A. (1964). Herbert Mental Hygiene (4thed). Prentice Hall Inc. EnglewodCliffs, New Jersey |
| 2 | Crow and Brow. (1951). Mental Hygiene (2nd ed). Mc. Graw Hill Book Company. Inc. New York. |
| 3 | Beers, C.W. (1935). A mind that Found Itself Longmans New York. |
|  |
| **Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]** |
| 1 | <https://onlinelibrary.wiley.com/doi/abs/10.1002/j.1556-6978.1967.tb00474.x> |
| 2 | [https://www.researchgate.net/publication/3889467\_Manpower\_forecasting\_A\_discrete-](https://www.researchgate.net/publication/3889467_Manpower_forecasting_A_discrete-event_object-oriented_simulation_approach) [event\_object-oriented\_simulation\_approach](https://www.researchgate.net/publication/3889467_Manpower_forecasting_A_discrete-event_object-oriented_simulation_approach) |
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| Course Designed By: **Dr. G. SINGARAVELU** |

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| --- | --- | --- | --- | --- |
| **COs** | **PO1** | **PO2** | **PO3** | **PO4** |
| **CO1** | S | S | S | S |
| **CO2** | M | S | S | M |
| **CO3** | M | M | S | M |
| **CO4** | S | S | S | S |
| **CO5** | S | S | S | M |
| **CO6** | M | M | S | M |

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

PG Diploma in Guid2a0nPcGe and Counselling 2021-22 onwards - University Departments - Annexure No.79(B)

# Course code

**Core Pre-requisite**

DGC0 4

# TITLE OF THE COURSE

**Assessment and Appraisal in Guidance and Counselling**

Learners must have previous knowledge about

SCAA**L**DATE**T**D: 23**P**.06.**C**2021

# 80 16 4

**Syllabus**

# Course Objectives:

Basic concept about Assessment and Appraisal

# Version2022-23

**4.0**

The main objectives of this course, the student-teachers will be able to :

1. Know about the psychological test and tools.
2. Understand the different theories of intelligence and Binet scales.
3. Understands the individual and group test for psychological assessment.
4. Learn the different types of assessment for intelligence and aptitude.
5. Ascertain the knowledge of personality and different type of personality assessments.

# Expected Course Outcomes:

On the successful completion of the course, student will be able to:

1. Recalls different types of psychological assessment K1
2. Classify different theories of Intelligence K2
3. Implement different type of Individual and group tests of Ability K3
4. Generate new interest inventories K6

**K1** - Remember; **K2** - Understand; **K3** - Apply; **K4** - Analyze; **K5** - Evaluate; **K6** - Create

# Unit:1

**Introduction to Psychological Assessment**

# 20 hours

Nature, uses and issues of Psychological assessment. Psychological tests as tools of assessment, classification of Psychological Tests. Test administration and standardization of psychological tests.

# Unit:2

Concept and

# Theories of Intelligence and the Binet Scales

theories of Intelligence- Spearman’s model of general mental

# 20 hours

ability. Binet’s

principles of test construction, early Binet scales. Terman’s Stanford-Binet Intelligence scale, the modern Binet scale.

# Unit:3

**Other Individual/Group tests of Ability**

# 20 hours

Wechsler’s Intelligence Scale for Children (WISC), Bender Visual Motor Gestalt Test. Wide Range Achievement Test-3, and The Woodcock-Johnson III test of Learning Disability. Raven’s Progressive Matrices, Good enough-Harris Drawing test.

# Unit:4

**Assessment of Interest & Aptitude**

# 20 hours

The Strong-Campbell Interest Inventory, the Campbell Interest & Skill Survey. Kuder Occupational Interest Survey, Scholastic Achievement Test. Differential Aptitude Test Battery.

# Unit:5

**Assessment of Personality**

# 2 hours

Rosenberg Self-esteem scale, Eysenck’s Personality Questionnaire for Adults (EPQ), PGI Well- being Scale. Thematic Apperception Test (TAT), 16 PF. Rorschach Projective Test, Draw a person test.

# Seminars

**Contemporary Issues**

# Total Lecture hours

**2 hours**

# 82 hours

PG Diploma in Guidance and Counselling 2021-22 onwards - University Departments - Annexure No.79(B)

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| **Text Book(s)** SCAA DATED: 23.06.202 |
| 1 | Singaravelu, G (2018): Psychological Basis of Guidance and Counselling, APH Publication, New Delhi |
| 2 | Singaravelu, G and Shahana A.M(2018): Mental Health and Adjustment, APH Publication, New Delhi |
|  3 |  Singaravelu, G, Priyadharsini, N & Arun, A (2020) Assessment and Appraisal in Guidance and Counselling. A.P.H. Publishing Corporation. New Delhi.  |
|  |
| **Reference Books** |
| 1 | Woodcock, R. W., McGrew, K. S., & Mather, N. (2001). Woodcock-Johnson III. Itasca, IL: Riverside. |
| 2 | Ryan, J. J., Rosenberg, S. J., &Mitten berg, W. (1984). Factor analysis of the Rey Auditory Verbal Learning Test. International Journal of Clinical and Experimental Neuropsychology, 5, 249–253. |
| 3 | Golden, C. J. (1979). Clinical interpretation of objective psychological tests. New York: Grune& Stratton. |
| 4 | Terman, L. M., & Miles, C. C. (1936). Sex and personality: Studies in masculinity and Femininity. New York: McGraw-Hill. |
| 5 | Terman, L. M. (1916). The measurement of intelligence. Boston: Houghton Mifflin. |
|  |
| **Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]** |
| 1 | <https://www.qub.ac.uk/courses/postgraduate-taught/leadership-sustainable-development-msc/> |
| 2 | [http://www.ascd.org/publications/educational-leadership/sept07/vol65/num01/Ten-Roles-for-](http://www.ascd.org/publications/educational-leadership/sept07/vol65/num01/Ten-Roles-for-Teacher-Leaders.aspx)[Teacher-Leaders.aspx](http://www.ascd.org/publications/educational-leadership/sept07/vol65/num01/Ten-Roles-for-Teacher-Leaders.aspx) |
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| Course Designed By: **Dr. G. SINGARAVELU** |

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| **COs** | **PO1** | **PO2** | **PO3** | **PO4** |
| **CO1** | S | S | S | M |
| **CO2** | S | S | S | S |
| **CO3** | M | M | S | M |
| **CO4** | S | S | S | M |
| **CO5** | M | M | S | M |

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