

Guidance and Counselling

8.1 Career Guidance and Counselling:

8.1.1 Introduction:

There shall be a Career Guidance and Counselling Cell in every Senior Secondary School in the state for the purpose of career guidance and counselling of the students in addition to tutorial groups of students with a teacher incharge of each group. For a high school it will be done by the head of the school alongwith teacher-in-charge of tutorial group. The State Council of Educational Research and Training, Solan will be the Nodal Agency for the purpose and it will develop the material for Career Guidance and Counselling from time to time. The guidelines for the constitution of cell and activities to be undertaken therein are as under:-

The Head of the Institution shall ensure that there will be a school counselling cell which works in close collaboration with students, teachers, parents, school administration and school management committee to address the needs of career guidance and counselling of the students within or after schooling.

8.1.2 Constitution:

The Career Guidance and Counselling Cell shall **not have more than five members in addition to Chairman in general**. The Head of the Institution shall be the Chairman of this cell. Other members will be as follows:—

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| 1. Convener | Sr. Most Lecturer/PGT. |
| 2. Members | To be nominated by the Head of the Institution preferably one each from faculties of Science, Humanities, Commerce and Vocational stream as the case may be. |

8.1.3 Duties and Responsibilities of Career Guidance and Counselling Cell:

1. **Career Guidance and Counselling of students of 10th class.**—It will be the duty of the Head of the Institution of High/Senior Secondary School that students of Matric are motivated to undergo Students' Global Aptitude Index (SGAI) in the month of Jan./Feb. to be conducted by CBSE New Delhi/H. P. Board of School Education Dharamshala before appearing in annual examination. This SGAI shall be purely optional with the objective to make the student understand his/her interest and capability or talent. The evaluation/result of this test will have no relation whatsoever with the eligibility conditions or relaxation thereof for choosing any particular stream after passing the 10th standard.
2. At the time of the admission to 10+1 class of schools the Cell will provide pre-admission guidance and counselling to all the admission seekers in all streams. All members of the cell will provide them their expert input regarding the choice of subjects/subject combinations and choice of faculty keeping the interest of the students in view. There will a column in the school prospectus and application forms of the school where the convener of the cell will verify the subjects and choice of the

faculty *i.e* Humanities, Science and Commerce before the students appear before the admission committee.

3. Students of 10+2 class are to be counselled for either pursuing higher education further or adopting suitable vocation after 10+2 class. Students are to be made aware of various job opportunities available and diplomas/degrees they can pursue after 10+2 class.

For this teachers including members of the cell themselves are to counsel the students and also are to arrange guest lectures by eminent educationists, industrialists, administrators and managers of varied areas. Frequency of such lectures should be three to four depending upon the availability of resource persons. Reading material and information about various websites on career guidance and counselling will be made available to them.

For more details departmental website www.educationhp.org can also be accessed.

4. Guidance may also be given in vocation education including Vocational streams running in a particular school and neighboring schools.
5. Tutorial groups must be formed and function in each house for counselling of students [*see* section 10.4.2(iv)].
6. **Feed back.**— It will be the responsibility of the “Career Guidance and Counselling Cell” that proper record and detail of the students passing out from school will be kept. Regular feedback from the students may also be taken, so that the good or bad experiences may be taken care of for future planning.

All these guidelines shall be the part of School Prospectus.

8.2. Vocational Guidance and Counselling:

A Vocational Guidance and Counselling Cell will have to be established by the school offering vocational courses with the help of available faculty. Vocational Coordinator/ Principal should involve the vocational counsellors from time to time on honorarium basis for providing necessary inputs to teachers and guidance to students and parents regarding market trends and suitable vocational choices. The Vocational Teacher's /Counsellor would also be responsible for informing students about the various job opportunities, vertical and horizontal mobility and also opportunities for self-employment. Specific counselling drives should be organized in the school involving suitable experts. Students from disadvantaged groups will need specific attention. Care should also be taken that girls should be guided in gender unbiased manner. Vocational Guidance has been defined as “the assistance given to any individual in solving problems related to occupational choices and progress with characteristics and their relation to occupational opportunity”. It helps students in selecting appropriate vocational career and children realize their potential by acquiring education according to their educational expectations. It also generates awareness about the vocational education among the children, parents and other community.

The various methods can be used to guide the students:

- (i) To motivate the students and their parents, a committee should be framed including Principal and vocational lecturers in the school who can deliver all information related to vocational education.
- (ii) Counselling of 10th class students during academic session and at the time of admission in 10+1 class.
- (iii) Visit to neighbouring schools to motivate the students.
- (iv) Provide information through newspapers regarding vocational education.
- (v) Motivating the parents for opting vocational courses for their wards in general SMC meetings by discussing the various schemes of the Govt. for self employment and vertical mobility for higher studies.

8.3 Counselling Cell for Adolescent:

Adolescence is a period when individual is over whelmed by a number of simultaneous developments, therefore, to meet this situation proper guidance is needed in this period. The teacher and the school can encourage the development of effective maturity in adolescents by providing the counselling and guidance. In this connection, there shall be a counselling cell for adolescents in the school.

8.3.1 Constitution:

The counselling cell shall have following four members in addition to chairman. The Head of the Institution shall be the Chairman of this cell. Other members will be as follows:—

- (i) Two Sr. Male Teachers
- (ii) Two Sr. Female Teachers

8.3.2 Duties and responsibilities of the Cell:

1. To provide skills that will enable the students to deal effectively with aspects of environment.
2. To provide atmosphere in class/school that permits the adolescents to admit the feeling he/she is experiencing.
3. To provide identification of proper model and constructive base of expressing feeling.
4. Adolescents should be trained in self control of emotions.
5. To provide with the variety of opportunities to participate in school activities leading towards the acceptances of responsibilities.
6. To organise picnics, excursion and tours to provide them opportunities to understand each other and come closer.

The cell will counsel the students atleast twice in a month in tutorial groups about the problems of adolescents and also will guide them in new phase of life. The cell will meet immediately if there is an urgent matter relating to adolescents and redress the problem.