



Department of Education

Add On Course

2022-2023

An endeavour towards future footstep

**Course Title: Developing Career in Guidance and
Counselling**

Kishore Bharati Bhagini Nivedita College (Co-Ed)

148, R. K. Sarani, Behala, Kolkata – 700060

Website: www.kbbnc.ac.in

Email Id: kbbncollege@gmail.com

KISHORE BHARATI
BHAGINI NIVEDITA COLLEGE (Co.-Ed.)

ESTD. 2001

148, RAMKRISHNA SARANI, VIVEKANANDA PALLY,
BEHALA, KOLKATA - 700 060, PH. : 2404 3206

E-mail ID : kbbncollege@gmail.com

Website : kbbnc.ac.in



Ref. No.....

Date ..26/04/2023

Notice

This is to inform that the Department of Education is coming up with a new course on "Career Development in Guidance and Counselling" – 2022-23, which is based on theoretical and practical aspects. There are no charges for enrolling in the course. The students are informed to join the course by contacting the department within 7 days for more detail. The course will begin from 16th May.

Jayita Datta 26/04/23
Course Co-ordinator
Dept. of Education
K.B.B.N.C

Principal
Principal
Kishore Bharati Bhagini
Nivedita College (Co-Ed.)

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Ref. No.....

Date ..03/05/2023..

Notice

This is to notify the 'Add on Course' for the session 2022-23 of the Education Department of Kishore Bharati Bhagini Nivedita College (Co-Ed) during the summer recess will commence from 15th May, 2023, and will end on 8th June, 2023. Students are hereby informed to follow the schedule of classes mentioned below. As mentioned earlier that the course will not incur any expense on part of the students in from of tuition fees but they should have to attend at least 80% (24 classes) of total number of classes mandatorily on order to obtain the certificate.

Number of days allotted for the class: 11

Total number of hours/credit: 30

Venue: Room No. - 07

Jayita Ghosh 3/5/23 .**Course Co-ordinator**

Dept. of Education

K.B.B.N.C

Principal**Principal****Kishore Bharati Bhagini
Nivedita College (Co-Ed.)**

Add On Course Plan Specification**Subject Name: Education****A. Basic Information:**

Course title	Developing Career in Guidance and Counselling
Name of Course Coordinator	Ms Joyita Mitra
Credit hours	30
Programs in which the course is offered	B.A (Honours and General)
Level/Year at which this course is offered	Even Semester

B. Course Objectives:

This course explores into the knowledge of Guidance and Counselling and its relationship between various type and areas .Career Counselling facilitates self exploration by encouraging individuals to understand their interests, strength & passions, leading to increase job satisfaction. In this course students will get the opportunity to know the tools, techniques, strategies, information and resources needed for self exploration, goal setting, and planning personal & professional growth, decision making and adaptability, human development & behaviour.

- **To familiarize the students with the important concepts.**
- **To gain practical knowledge of guidance and counselling in real life setting.**
- **To explore the fields of guidance and counselling.**
- **To have a deeper understanding of human behaviour**
- **To have thorough understanding of guidance and counselling theories and techniques.**
- **To develop the essential counselling skills.**
- **To become expert in diverse field like career development, family system & counselling for special population.**

This course structure provides a comprehensive overview of Guidance, Counselling, Human Development & behaviour while also incorporating practical sessions to enhance students' understanding and promoting career counsellor's skill.

Course Coordinator**IQAC Coordinator****Principal**

Principal
Kishore Bharati Bhagini
Nivedita College (Co-Ed.)

C. Course Description:

Module/Week	Unit	Credit	Hours
Module 1: Introduction to Guidance & Counselling	Meaning of Guidance & Counselling	1	1
	Difference between Guidance Counselling & Therapy	1	1
	History , types, & areas of Guidance and Counselling	1	1
	Ethical considerations in Guidance and counselling	2	2
Module 2: Counselling skills & Techniques	Active listening, empathy, building rapport, and establishing trust	1	1
	Reflective practices and summarization	1	1
	Skills of a counsellor	1	1
	Practical Session : Techniques of Counselling	2	2
Module 3: Career Counselling Modes	Process, stages, intervention and addressing specific issues through Individual counselling	1	1
	Process, stages, intervention and addressing specific issues through Group counselling	1	1
	Addressing conflicts and promoting cohesion in groups	1	1
	Evaluating individual and group progress and outcomes	1	1
Module 4: Career Counselling and Development	Needs, Scope, Principles of Career Counselling	1	1
	Career development decision-making and goal-setting	1	1
	Job search skills and resume writing	1	1
	Work-life balance and career transitions	2	2
Module 5: Assessment & Occupational Information	Nature, Importance & assessment of interest.	1	1
	Nature, Importance & assessment of needs and value	1	1
	Ability & aptitude assessment in career counselling	1	1
	Practical Session: Assessing additional constructs affecting career choices & Development.	2	2
Module 6: Technology in Career Development	Using technology in career assessment and exploration	1	1
	Online career counselling platforms and tools	1	1
	Virtual career fairs and networking opportunities	1	1
	Supervision and consultation in career counselling practice	1	1
	Tutorial Session: Identifying Basic psychological issues.	2	2
Culminating Project and Review	Presentation of Culminating Projects		
	Course Review and Feedback		
Total		30	30

Joyita Chitra
Course Coordinator

[Signature]
IQAC Coordinator

[Signature]
Principal

Principal
Kishore Bharati Bhagini
Nivedita College (Co-Ed.)

Assessment:

- Weekly quizzes or assignments (20%)
- Mid-term examination (30%)
- Culminating project and presentation (30%)
- Class participation and engagement (20%)

D. Course Components (total contact hours):

Lecture : 22 Hours	Tutorial : 4 hours	Practical : 4 hours
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Additional study / learning hours expected for students : 10 hours

Scheduling of assessment Tasks for students : As and when required
Self-assessment, Project, Performance

E. Faculty and Staff Requirement for the Course:

Number of Faculty Required : 1 (External Expert) + 4 (Internal)
Number of Staff Required : 1

F. Learning Resources:

Required Text (s) : Available in College Library & Department Library
Electronic Media Available

G. Facilities Required:

Classroom with ICT Facility: Available

H. Course Evaluation & Improvement Processes:

Strategies for obtaining Student Feedback on Effectiveness of Teaching
Action taken plan based on feedback

Course Coordinator


IQAC Coordinator


Principal

Kishore Bharati Bhagini Nivedita College (co-ed)
Department of Education
Add On Course Session 2022-2023
Attendance Sheet

Date: 15/5/23

Time: 2 - 4 PM.

Sl No.	Name	Semester
1	Sudrisha Karati.	4th Sem
2	Bidisha Mondal	4th sem
3	Susmita Purkait	4th sem
4	Anusaya Gayen	4th Sem
5	Sanjana mallick	4th sem
6	Rajarshi Purkait	4th sem
7	Mahua Ghosh	4th Sem
8	Sneha Gond	4th Sem
9	Paromita Mondal	4th Sem
10	Dina Garai	4th Sem
11	Susmita Debnath	4th Sem
12	Srudipa Bose	4th Sem

Date: 16.05.23

Time: 2 - 4 PM.

Sl No.	Name	Semester
1	Rajarshi Purkait	4th sem
2	Sanjana mallick	4th Sem
3	Srudipa Bose	4th Sem
4	Sudrisha Karati.	4th Sem
5	Mahua Ghosh	4th Sem
6	Paromita Mondal	4th Sem
7	Susmita Purkait	4th Sem
8	Bidisha Mondal	4th sem
9	Susmita Debnath	4th Sem
10		
11		

Kishore Bharati Bhagini Nivedita College (co-ed)

Department of Education

Add On Course Session 2022-2023

Attendance Sheet

Date: 23/6/23

Time: 1 - 3 PM

Sl No.	Name	Semester
1	Kina Garai	4th Sem
2	Paromita Mondal	4th Sem
3	Sridipa Bose	4th Sem
4	Sutrushna karati	4th Sem
5	Rajanshi Purkait	4th Sem
6	Sanjana mallick	4th sem
7	Sudomita Purkait	4th sem
8	Bidisha Mondal	4th sem
9	Susmita Debnath	4th Sem
10	Sneha Gond	4th Sem
11	Mahua Ghosh	4th Sem

Date: 26/6/23

Time: 1 - 4 PM

Sl No.	Name	Semester
1	Kina Garai	4th Sem
2	Paromita Mondal	4th Sem
3	Sridipa Bose	4th Sem
4	Sutrushna karati	4th Sem
5	Rajanshi Purkait	4th sem
6	Sanjana mallick	4th sem
7	Sudomita Purkait	4th sem
8	Bidisha Mondal	4th sem
9	Susmita Debnath	u
10	Sneha Gond	4th Sem
11	Mahua Ghosh	4th Sem

Kishore Bharati Bhagini Nivedita College (co-ed)
Department of Education
Add On Course : Career in Guidance and Counselling
Session : 2022-2023 Class Schedule

Date	Time	Teacher	Hour(s)	Topic	Signature with Date
15.05.2023	2-4.00pm	BD	2	Introduction to Guidance	BD 15/05/23
16.05.2023	2-4.00PM	BD	2	Introduction to Guidance.	BD 16/05/23
22.05.2023	2-3.00 PM	DT	1	Career Counselling Modes	DT 22/5/23
24.05.2023	1-2.00 PM 3-5.00 PM	BD Ext.	1 2	Introduction to Counselling Counselling skills & Techniques	BD 24/05/23 SPaul 24/5/23
30.05.2023	2-3.00 pm 3-4.00 PM	DR Ext.	1 1	Career Counselling Modes Counselling skills & Techniques (Contd)	DR 30/5/23 SPaul 30/5/23
02.06.2023	2-3.00 PM 3-5.00 PM	DT Ext.	1 2	Career counselling Modes Counselling skills & Techniques (Contd)	DT 02/06/23 SPaul 02/06/23
05.06.2023	12-1.00PM	JM	1	Career Counselling & development	JM 05/6/23
06.06.2023	3-5.00 PM	EXT.	2	Assessment and occupational Information	SPaul 06/06/23
13.06.2023	1-2.00 PM	BD	1	Career Counselling and Dev. (Mid-Term - Exam)	BD 13/06/23
	3-5.00 PM	EXT	2	Assessment & occupational Info (Tutorial Session)	SPaul 13/6/23
14.06.2023	1-2.00 PM 2-3.00 PM	DR BD	1 1	Career Counselling Modes Career Counselling and Dev.	DR 14/6/23 BD 14.06.23
15.06.2023	2-3.00 PM	BD	1	Career Counselling and Dev.	BD 15/06/23
16.06.2023	12-1.00 PM 3-5.00 pm	JM EXT.	1 2	Continuation of Career Counselling & development. Assessment & occupational Info. Practical session	JM 16/6/23 SPaul 16/6/23
23.06.2023	1-3.00 PM	BD	2	Technology in Career Development	BD 23/6/23
26.06.2023	1-3.00 PM 3-4.00 PM	BD EXT.	2 1	Technology in Career Development Technology in career development Tutorial Session	BD 26/6/23 SPaul 26/6/23

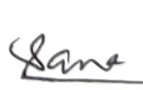
30 hrs.

(1) External: Deyashini Paul	12
(1) Int. Prof. Bapi Das	12
(2) Int. Prof. Joyita Mitra	2

(3) Int. Dr. Deblina Talukdar	2
(4) Int. Dr. Deepa Roy	2
Total Classes/Hour/ Credit	30

Milina


Coordinator, IQAC
Kishore Bharati Bhagini
Nivedita College (Co-Ed.)

 14/06/23
Principal
Kishore Bharati Bhagini
Nivedita College (Co-Ed.)

KISHORE BHARATI BHAGINI NIVEDITA COLLEGE (CO-ED)

DEPARTMENT OF EDUCATION

Add-On Course Result Sheet

Academic Session : 2022-2023

Grade Code: (90-100= A++), (80-89=A+), (70-79=A), (60-69=B+), (50-59=B), (40-49=C+), (30-39=C), (Below 30 =F)

Sl No.	Name	Class Test/ Assignment (F.M 20)	Mid-Term (F.M 30)	Project / Presentation (F.M 30)	Attendance (F.M 20)	Marks Obtained Out of 100	Grade
1	Sutrisna Karati	19	18	28	20	85	A+
2	Sridipa Bose	18	18	28	20	84	A+
3	Susmita Debnath	16	00	26	16	58	B
4	Susmita Purkait	16	21	27	18	84	A+
5	Sneha Gond	16	12	26	18	72	A
6	Paromita Mondal	18	18	26	18	80	A+
7	Mahua Ghosh	15	12	26	18	71	A
8	Lina Garai	18	18	28	20	84	A+
9	Anusuya Gayen	18	00	27	18	63	B+
10	Bidisha Mondal	16	12	27	18	73	A
11	Sanjana Mallick	17	18	26	18	79	A
12	Rajarshi Purkait	16	18	27	18	79	A

Gayita Mitra

Course Co-ordinator

IQAC

IQAC Co-ordinator

Coordinator, IQAC

**Kishore Bharati Bhagini
Nivedita College (Co-Ed.)**

Sana
Principal

Principal

**Kishore Bharati Bhagini
Nivedita College (Co-Ed.)**

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Date 27/06/2023.

Department of Education

Report of the Add-On Course 2022-2023

The Education Department of Kishore Bharati Bhagini Nivedita College (Co-ed) offers Add-On Course for the session 2022-23 from 15th of May, 2023 and completed 30hrs of classes on 26th June, 2023. The objective of the course was to explore the fields of guidance and counselling, to develop essential counselling skills, etc. The course structure provides a comprehensive overview of Guidance , counselling, Human development and behaviour while also incorporating practical sessions to enhance students understanding and promoting career counsellor skill.

On the first day Principal Sir, IQAC co-ordinator , spoke about the outcome/ future of the course and motivate the students. Four faculty members along with one external expert Dr. Deyasini Paul , Counsellor and Art Therapist took the classes. Twelve students enrolled and completed the course from Education Honours 4th semester. Ms. Deyasini Paul took 12 classes, Mr. Bapi Das took 12 classes, Prof. Joyita Mitra, Dr. Deblina Talukdar and Dr. Deepa Roy took 2 classes each. Certificate provided them after the completion of Class test, Midterm, presentation. Evaluation was done Grade was given to them .Students give power point presentation on their assessment day, prepare projects and submit assignment also.

The valedictory Function of the program was conducted on 26.06.23. The valedictory was well covered by the faculty members of other department, non-teaching staff , and Principal sir. Overall, the success of the course was heightened by the enthusiasm and participation of students, Contribution of the Resource Person.

Joyita Mitra 27/6/23

Course Coordinator

Coordinator, IQAC
Kishore Bharati Bhagini
Nivedita College (Co-Ed.)

Sana 27/6/23

Principal
Kishore Bharati Bhagini
Nivedita College (Co-Ed.)