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University, Kanpur

**Answer Script Details**  
**Barcode** 11554367

**Roll No.** 25117004485  
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**Exam** Bachelor of Education (BED)  
**Subject** BED302 - EDUCATIONAL GUIDANCE AND COUNSELLING

**Question wise Mark Summary**

**Q.No Mark Q.No Mark Q.No Mark Q.No Mark**

A1A 4/5

A1B 3/5

A1C 4/5

A1D 3/5

A1E 4/5

A1F 4/5

A1G 4/5

A1H 3/5

A1I 4/5

B1 12/15

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B3 0/15

B4 0/15

C1 11/15

C2 0/15

C3 0/15

C4 0/15

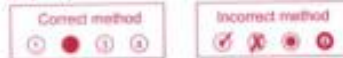


**INSTRUCTIONS TO THE CANDIDATE FOR FILLING PART-I**

1. Read the instructions carefully given on the answer script and admit card.
2. Write Date of Exam, Shift, Paper Code & Name of Subject Correctly.
3. Write Name & Roll No. Correctly.
4. Write Semester & Branch Correctly.

**INSTRUCTIONS TO THE CANDIDATE FOR FILLING PART-III**

1. Use blue or black ball point pen for writing alphabets & numerals in  Boxes.
2. Carefully study the example before you start marking.
3. As shown in the example below blacken the circles completely.



4. Make no Stray marks on this sheet.
5. **DO NOT WRITE OR MARK ON THE BAR CODE.**

**IN ORDER TO AVOID UFM (UNFAIR MEANS):**

1. The Roll No. and Answer Book no. found elsewhere or any other symbol found in the answer book will be treated as unfair means.
2. Any tampering of Bar Code and Booklet no shall be treated as Unfair Means.
3. Do Not bring the materials like slip of paper/mobile/digital diaries/ study material/ revision notes in examination hall. Possession of the mobiles/ digital diaries/ electronic watch and any other electronic gadget except memory less scientific calculator shall be considered as UFM case.
4. Do not keep or paste currency note in answer script it shall be consider as UFM.

**अनुचित साधन से बचने हेतु:**

1. उत्तर पुस्तिका के निर्देशित स्थानों को चोकरकर अनुक्रमिक एवं उत्तरपुस्तिका का क्रमांक ज्ञाती और न लिखें तथा कोई भी चिह्न न बनाते क्योंकि यह अनुचित साधन प्रयोग की पहिचान में जाता है।
2. उत्तर पुस्तिका की कार्ययोजना अनुसार उत्तर पुस्तिका संख्या पर लेख करने पर अनुचित साधन प्रयोग माना जायेगा।
3. परीक्षा कक्ष में निम्न वस्तुएं साथ न लायें, जैसे लिखें हुए कागज की टुकड़े, नोटबुकें, डिजिटल जवानी, मोबाई, पुरातक या सभी वस्तुएं जो अनुचित साधन के अन्तर्गत आती हैं। केवल संश्लिष्ट प्रश्नपत्र में ही कम्प्यूटरी गैस सहायकिक कैल्कुलेटर ले जाने की अनुमतिवाती होगी।
4. उत्तर पुस्तिकाओं में आवरण न रखें न ही उत्तर पुस्तिका में विपक्षयें। ऐसा करना अनुचित साधन प्रयोग की पहिचान में जाता है।

**परीक्षार्थी के लिए निर्देश**

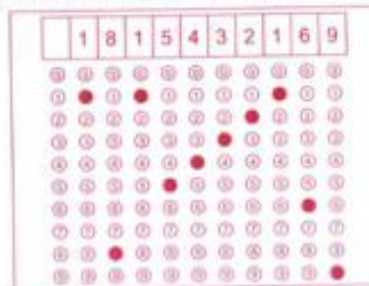
1. प्रवेश पत्र एवं उत्तर पुस्तिका पर दिये गये निर्देशों को ध्यान से पढ़ें।
2. कवर पृष्ठ के दूसरी तरफ कुछ न लिखें।
3. उत्तर पुस्तिका के पृष्ठों पर खोपी तयक लिखें।
4. प्रश्न पत्र पर अपने अनुक्रमिक के अतिरिक्त कुछ न लिखें।
5. प्रश्न पत्र कोड़ एवं प्रश्न पत्र कोड सावधानी पूर्वक लिखें।
6. अपनी स्थिति स्पष्ट लिखें।
7. उत्तर पुस्तिका की पृष्ठों की संख्या देखें। अगर उत्तर पुस्तिका में पृष्ठ (1-24) से कम है या फटे हुए हैं, तो परीक्षा शुरू होने से पूर्व दूसरी उत्तर पुस्तिका ले लें।
8. प्रश्नपत्र को देखें, यदि प्रश्नपत्र में विषय कोड, विषय का नाम तथा प्रश्न में कोई त्रुटि है तो उसके परीक्षा शुरू होने से 30 मिनट के अन्दर के निर्देशक को तत्काल सूचित करें, उसके बाद विश्वविद्यालय द्वारा की जायेगी नहीं की जायेगी।
9. प्रश्नों के उत्तर लिखने के लिये पेंसिल का प्रयोग न करें।
10. B कोपी या अतिरिक्त डाक नहीं दिया जायेगा।

**INSTRUCTIONS TO THE CANDIDATE**

1. Read the instructions carefully given on the Question Paper Admit Card & Answer Script.
2. Do not write anything on back side of the cover page.
3. Write on both sides of pages of answer book.
4. Do not write anything on question paper except Roll Number.
5. Write Paper Code & Question Paper Id carefully.
6. CHECK the number of pages (1-32) or any other kind of damage in your answer script, if found than change the answer script immediately before the commencement of examination.
7. CHECK the Question Paper for any kind of discrepancy of Subject Code, Subject Name and Question of the Question Paper during first THIRTY MINUTES of the commencement of the exam, so that it can be corrected in TIME. After that corrections shall be entertained by the university.
8. Do not use pencil for answering the question.
9. Write status correctly e.g. those appearing in carry over paper should fill in status as Carry Over. Those appearing as Students should fill in status as ex.
10. No supplementary answer book & graph paper will be provided.

**INSTRUCTIONS TO THE CANDIDATE FOR FILLING PART-I**

1. Use blue or black ball point pen for writing alphabets & numerals in  Boxes.
2. Use blue or black ball point pen for filling the circles.



Note - If your Roll No. is of 10 digits. Please leave first three columns



# SECTION-A

## Answer no-1(a)

### Guidance

Guidance is a general term used for assisting individual so the make wise choice and solve their educational, occupational, personal and vocational problems etc.

It is a process of assistance, that is helping the individual for adequate adjustment in life situations.

According to Ruth Strong, Guidance is a process of helping every individual to discover and develop his potentialities for his usefulness and happiness in life.

According to Leffner, Tussels & Weitzel, Guidance is an educational service designed for students so they make effort for school training programme.

### Nature:-

The nature of guidance is assistance that is



able & capable helps to guide needy people in solving their problem. The following points are given below.

1. Continuous Process  
Guidance is continuous process that runs from childhood to throughout the life.
2. Educational Development  
It provides overall development - social, economic, personal.
3. Flexible in nature  
Guidance is flexible in nature as it helps in throughout life and also changes with time, situations.
4. Systematic & Scientific  
Guidance is systematic & scientific in nature as it use psychological principles.
5. Decision Making / Self directed  
Guidance does not impose decision it allows the student to take decision themselves.

Do Not Write anything in this Portion



## Answer - 1(b)

### Relationship between guidance and counselling

Guidance and counselling both are related as guidance is a broad term and counselling is included in it.

Guidance is a process that helps the individual in assisting and solving their problems while counselling is a face-to-face relationship between counsellor and counsellee that helps in giving advice for their psychological and personal problems.

Here we discuss their relations in following terms.

**Whole and Part** - As guidance is a "whole term" while counselling is a "part" of it.

**Focus** :- Guidance focus on educational, vocational & personal development while counselling concerned with personal, emotional and psychological principles.

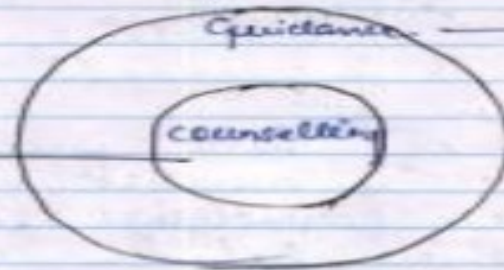
**Approach** :- Approach of guidance is oriented, enformative inventory while counselling is interview, structured, individual counselling etc.



Guidance can be given by any able and capable individual but counselling is only given by trained professionals.

Do Not Write anything in this Portion

Personal  
emotions  
& psychological  
problems



→ educational  
→ vocational /  
→ occupational  
→ Decisional  
making



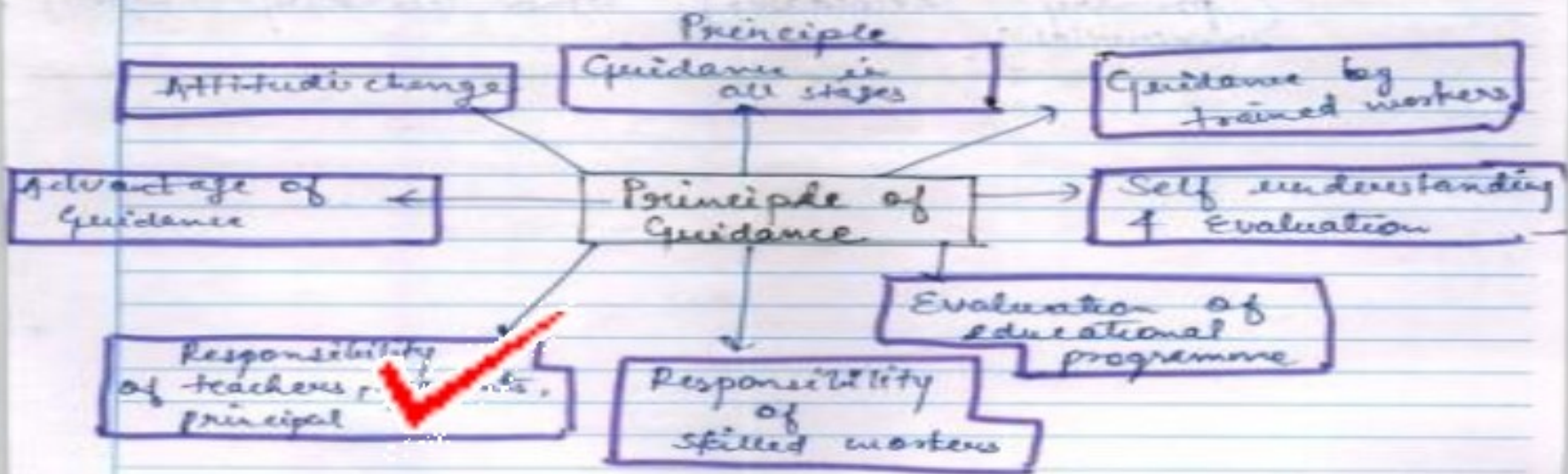


# Answer-1(c)

## Principles of Guidance.

According to Jones, principles of guidance are as follows.

- 1) Principle of Individual differences
- 2) Principle of special assistance to the students
- 3) Principle of self-awareness
- 4) Principle of solving problems of students regarding educational vocational etc.
- 5) Principle of importance of school





Do Not Write anything in this Portion

1. Self understanding & Evaluation :- Guidance need for self awareness and it is self directed.
2. Evaluation of educational programme :- It is implemented in educational programme for learning abilities, choosing subjects etc.
3. Responsibility of Skilled workers, teachers, parents  
Responsibilities must be appropriately given to skilled workers, teachers.
4. Advantages of Guidance - If guidance can be done successfully it helps in achievement of educational goals.
5. Guidance helps in all ages & levels.  
Guidance is helpful in all ages and levels (primary, secondary, higher secondary, higher secondary, university).



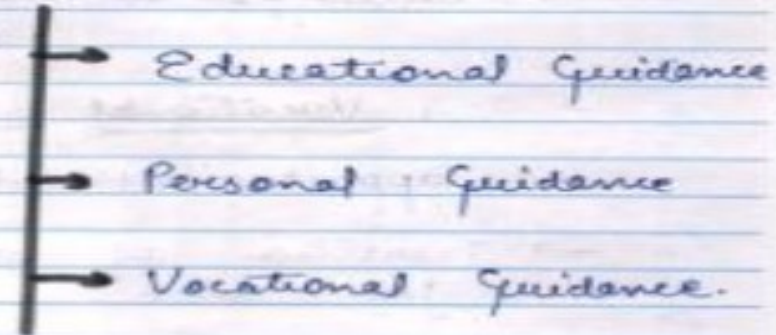


## Answer-1(d)

### Major Areas of Guidance

Guidance is organised service helpful to provide guide and advice to individual for identifying their abilities, perception, attitudes etc.

### Major Areas of Guidance



#### 1. Educational Guidance

- Helps in choosing subjects and courses
- Improving learning abilities and difficulties
- Make effective educational plan.



## 2. Personal Guidance

- Improve personal and emotional problems
- Adjustment with family, peers, school and society
- Build confidence
- Build positive character.

## 3. Vocational Guidance

- Opportunities of job
- Transition of educational / professional attitude to job work
- Guidance regarding placement, satisfaction of job

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## Answer - 1(e)

### Need of Guidance at Different levels.

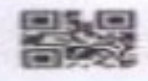
Guidance concerned with childhood to throughout life. But here we discuss a <sup>part</sup> need of Guidance in Education in different levels are.

Different levels. —

- Need of Guidance at primary level
- Need of Guidance at secondary Higher secondary level
- Need of Guidance at Higher education | universities

#### 1- Need of guidance at primary levels.

- To assist students for meaningful learning.
- To cooperate students for their physical & mental development.
- To cooperate student for participation in school programme.



Do Not Write anything in this Portion

→ To assist students for secondary level plans.

2. Need of Guidance at Secondary / Higher secondary levels.

- To assist students for choosing subjects
- To assist students for choosing courses.
- To cultivate attitudes in students
- To cultivate moral & ethical values.

3. Need of Guidance at Higher level

- To assist students for selecting special subjects linking with vocational
- To help students in their vocational development.
- To identify the students from weaker sections & help them.



## Answer no- 1(f)

Meaning of Counselling :-

Counselling is a vital term for solving problems of individuals who faces personal and psychological problems. It is conceived with two words.

Counselling is a face to face relationship between two persons & make growth in the counsellor as well as counsellee.

- Ruth strang.

Counselling is a relationship between two persons in which one person give special advice to another one.

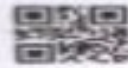
- Myou

The two words are 'Counsellor' and 'Counsellee' in a professional settings.


It is given by only trained professionals.

It is problem centred.

Here professional, personal and psychological problems means regarding mental, emotion, crisis intermentia problems etc.



## Importance :-

- Self Understanding (Understanding)  
It is useful to identify the client's abilities, attitudes, values etc.
- Personal and Emotional Support  
It is important for providing personal and emotional support to client.
- Vocational Development  
It is important for individual for ~~fact~~ job related problems. improves employability.
-  Prevents Problem as well as Curative  
It helps in preventing the problems and also helps for remedial Curative.

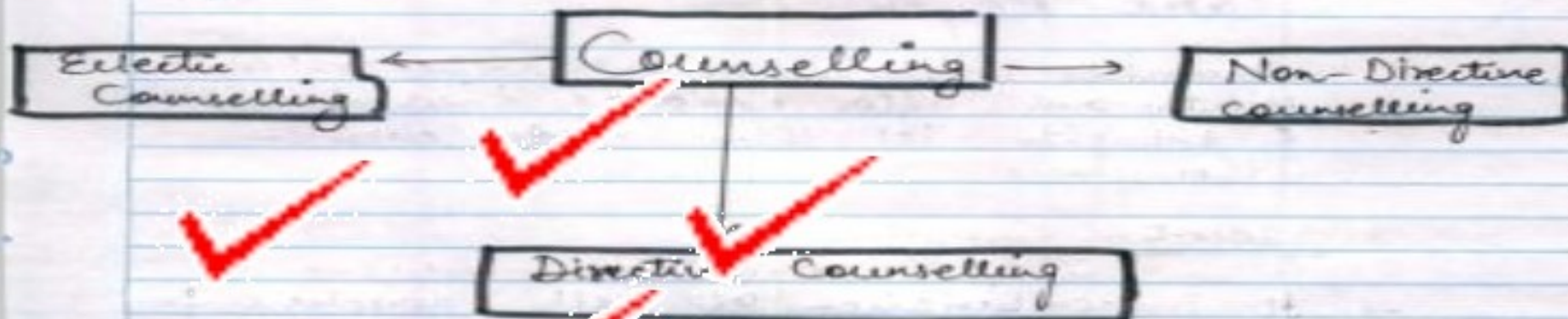
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## Answer - 1(9)

### Types of Counselling

The types of counselling are given through flowchart below.



1- Directive Counselling: (Chief exponent) - (Williamson)  
 that in which counsellor is in active role.

- Counsellor imposed decision to counslee for their problems.
- It is helpful for those who is uneducated counslee.



Do Not Write anything in this Portion

## 2. Non-Directive Counselling :-

- This counselling is problem focused.
- It is client-centred counselling.
- Chief exponents of this counselling is **Carl Rogers**.
- Counsellor listens patiently the problem of client and after exploring their feelings & thoughts let them make decisions themselves.

## 3. Eclectic Counselling :-

- It is combination of both directive & non-directive counselling.
  - It helps individuals choose techniques according to situations of problem.
  - It is time consuming sometimes.
-



## Answer of 1 (h)

### Qualities of Good Counselor :-

Qualities of good counselor are given below.

1. **Knowledable** :- Counselor should be aware and knowledable so that he easily understand the problem of client.
2. **Respect** the counselee and **accept** the feelings and thoughts of him/her.
3. **Trustworthy** :- He should be trustworthy as he helped the counselee in solving problems.
4. **Gentle & Kind** :- He should be gentle & kind so that counselee feels comfortable.
5. **Non-pre judgemental** -> He should be confidentially & make secrets of counselee.
6. He should listens the thoughts & feelings of counselee and then explore their thoughts - finding solutions of problems and let them to find solution & made decision themselves.



## Answer - I (i)

Objectives of Guidance and Counselling Centres in Schools.

### → Self Understanding & Evaluation

The main objective of guidance and counselling is self understanding. It helps in identification of abilities, perceptions of individuals.

### → Educational Development

For making effective educational plans students can wisely choose subjects of courses.

### → Personal & Emotional Development

For making student anxiety, stress free & for adjustment in schools, society, and academic class.

### → Personal Growth - Personal growth means physical and mental health.

Do Not Write anything in this Portion



- Overall Development :- For overall development of students whether it is personal, social, economical & emotional
- Follow-up & Assessment for Evaluation of their learning & assessments.

## SECTION-B

### Answer no-1

Guidance is a general term used for assisting individual to make wise choice for solving their problems and difficulties in educational, occupational & vocational levels.

Guidance means "to guide" & "to advise"

It is a organised process which helps in identifying individual's interests, attitudes, perception etc.



According to Ruth Strang:

Guidance is a process of helping every individual to discover & develop his potentialities for his happiness in life.

Ruth Strang discussed the characteristics of process of guidance.

- It is a process of identifying one's problem
- it is a process for guiding & assisting one's relationship with others
- it is a process of guiding personal problems
- it is a process of achieving educational goals.

Nature -

- Continuous - It is a continuous process that runs from childhood to throughout life.
- Systematic & Scientific  
It is based on psychological principles
- Life Oriented  
It is life oriented means it can be given throughout life means either in school or family.

Do Not Write anything in this Portion



- Self-guidance :- These guides don't impose decision. Individual + self decision himself / herself.
- Educational Development :- It focus on overall development - social, economic, cultural.
- Cooperative It includes all, teachers, parents, principal etc.
- Positive development : It helps in identifying weakness and strengthens positive attitudes. ✓

## Scope of Guidance

- Education Guidance
- Helps in choosing subjects & courses
- Improve learning difficulties
- make effective plans.





Do Not Write anything in this Portion

Personal / Emotional

- Reduce Personal & Emotional problems
- Adjustment in all situations
- Builds confidence

Vocational Guidance

- for job opportunities.
- Career planning.

Health & Hygiene

- Provide mental health.
- sanitation, solving anxiety, stress.



Moral & Ethics

- what is right or wrong
- moral development.





## Functions :-

- for self understanding
  - Evaluation of Educational programmes
  - Educational Development
  - Prevents  Physical & Emotional Problems
  - Decision - making
  - Evaluation & follow-ups .
- 
- 



## Section - C

### Answer - 1

Cocounselling :-

Counselling a vital part of guidance and it is face to face relationship between trained professional & clients.

It is comprised to two words "Counsellor" and "counselee" in a professional settings.

According to Ruth Strang :-

Counselling is a face to face relationship between two persons that makes growth in the counsellor as well as counselee.

we can also say that counselling is a relationship between two persons in which one person give special advice to another one.

Counselling is problem-centred and always given by trained professionals.

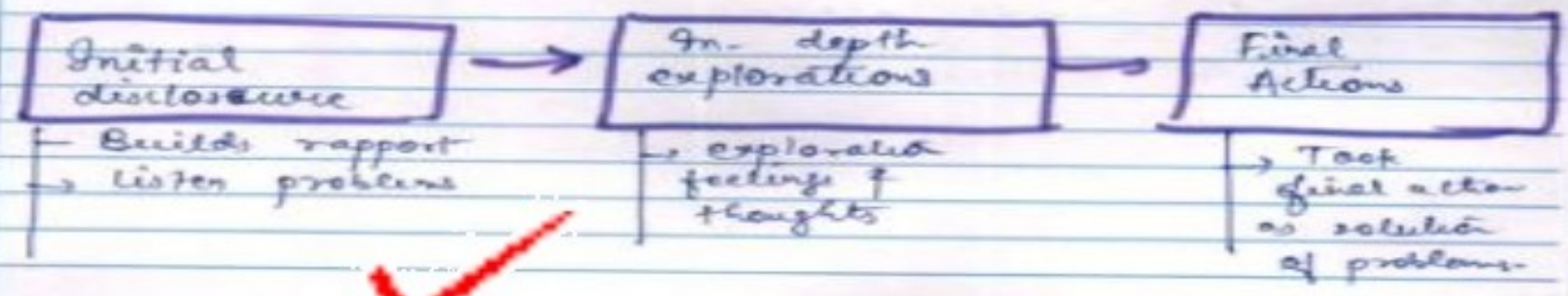
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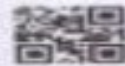


## Principles

1. Principle of warm / friendly environment  
It creates warm & friendly environment
2. Principle of Acceptance  
It accepts ✓ all feelings & thoughts of counsellee & clients
3. Principle of Democracy  
It favoured democracy means decisions and solving problems done cooperatively by counsellor & counsellee.
- Principle of Self-guidance  
In it decision take by the individual that is counsellee not imposed by counsellor.
- Principle of permissiveness.

## Process





## Importance

Do Not Write anything in this Portion

1. Personal Growth It is important for physical & mental growth of students as well as counsels.
  2. Self-Evaluation It is important for self-awareness and self-understanding.
  3. Personal & Emotional Support It promotes personal & emotional supports helps to reduce anxiety, stress.
- Vocational Development  
It provides job opportunities, gives information regarding career plans.
- Overall Development  
It is based on overall development — educational, social, economical, cultural & moral also.

