

Advanced Diploma in Guidance Services

Advanced Diploma in Guidance Services aims at

- Imparting educational and vocational guidance to all school students and counsel the students for personal problems.
- Providing an insight about various aspects of guidance as well as counseling to those who wish to carry out their research in the field.
- Helping the students to acquire essential guidance and counselling knowledge and skills.

Number of Seats: 75 (Reservation will be as per PU policy)

Eligibility

Bachelor's degree in any discipline of the university or a degree of any other university which has been recognized by the PU Syndicate as equivalent there to with not less than 50% marks in aggregate.

Admission Procedure

Admission to 75 seats in Advanced Diploma in Guidance Services will be done on **merit based on marks obtained in the qualifying examination (i.e. Graduation)**. The reservation *Rules* of Panjab University shall be followed.

The seats distribution between general and reserved categories will be as per Panjab University's Reservation *Rules*. The following is the distribution of seats:

Category	General	SC	ST	BC	Defence	Persons with Disability	Freedom Fighter	Total
PU Policy	60.5%	15%	7.5%	5%	5%	5%	2%	
Seats	45	11	6	4	4	4	2	76*

The additional **one seat shall be only for reserve category candidate. In case it remains unfilled, then it will not be converted into General Category. The interchangeability and transfer of seats shall be done in accordance with the Panjab University Rules.*

5% supernumerary seats subject to maximum of 2 seats for wards of regular Teaching and Non Teaching employees of Panjab University Campus and Regional centres of Panjab University from the session 2026-27.

Candidates must attach a valid Employment Certificate issued by competent Authority. Employment Certificate is attached as Annexure A.

Other Additional seats will be available as per PU norms.

Admission Schedule

Start Date of Online Registration	20 th July, 2026
Last Date of Online Registration	7 th August, 2026
Display of Provisional Merit List	12 th August, 2026
First Counselling and Last date for Payment Fee (through Post Office only) or https://payonline.puchd.ac.in/ Admission will be confirmed only after you deposit the prescribed fee on the spot	17 th August, 2026
Display of the waiting list if seats remain vacant	18 th August, 2026
Second Counselling and Last date for Payment Fee at SBI Fee Counter or https://payonline.puchd.ac.in/ Admission will be confirmed only after you deposit the prescribed fee on the spot	26 th August, 2026

Important Notes:

1. Kindly send Hardcopy of Registration form (By Post/Hand) at
Room No 107,
Admission Branch, CDOE,
Panjab University, Chandigarh
2. Send Hardcopy of Registration form within 3 days after submission of fee payment.
3. Hardcopy received after 10th August 2026 (Monday) will not be considered for Merit List.
4. Please bring your original documents at the time of Counseling on 17th August 2026 (Monday)

Link for Syllabus: <https://pucho.ac.in/includes/syllabus/2026/20260703151755-advanceddiplomainguidanceservices.pdf?2026>

Course Structure**Course Curriculum**

The course curriculum will be the exactly the same as approved by syndicate of Panjab University for Advanced Diploma in Guidance Services in face-to face mode.

SEMESTER I						
Sr. No.	Paper	Course Code	Course Title	Evaluation		
				Internal	External	Total
1	I	GC-I	Understanding Human Nature	25	75	100
2	II	GC- II	Basics of Guidance	25	75	100
3	III	GC-III	Theories and Practices in Guidance	25	75	100
SEMESTER II						
4	IV	GC- IV	Student Appraisal and Evaluation	25	75	100
5	V	GC-V	Career Guidance	25	75	100
6	VI	GC-VI	Internship	50	50	100
Total						600

Teaching Learning Process

The interactive teaching methodology is adopted to deliver the curriculum. The learning material is provided to the students. Along with this, mandatory Personal Contact Programmes are organized in each of the two semesters. Each PCP is spread over 6 days. During PCPs the teachers interact with the students and try to cover whole of the syllabi of the particular semester. Various innovative techniques and technologies are used to teach during PCPs. Various innovative techniques and technologies are used to teach during PCPs. Equal emphasis is given on both theory and practical parts. Besides, these students are given opportunity to sharpen their counselling skills by organizing internship programmes at institutes.

Internal Assessment

In order to incorporate an element of Continuous Internal Assessment of students, the Department will conduct one house test during Mandatory Personal Contact Programme (PCPs)(for each paper and other activities as quantified below:

1. House Test- 7 marks
2. Assignments- 7 marks
3. Sessional Work- 7 marks

4. Attendance & Classroom Interaction – 4 marks
Total 25 marks

Internship

The course has an input of one-month (four weeks) internship programme. Trainees are required to have an attachment with a school or an institution or an agency under an experienced onsite counsellor for the stipulated period. During the period of internship, the trainees would plan and undertake work related to planning and execution of guidance activities including casework.

PCP Dates

There will be mandatory Personal Contact Programme (PCP) of 6 days duration in each semester. The PCP will be conducted at CDOE only. 75% attendance during PCP will be mandatory for the students to be eligible for appearing in the semester-end examination.

<u>Semester I</u>	<u>Semester II</u>
02-11-2026 (Mon) to 07-11-2026 (Sat)	18-01-2027(Mon) to 23-01-2027(Sat)

Fee & Fee Code: C0250

Name of course	Semester I	Semester II	Fee Code
ADGS	18200	5045	C0250

Note: The students are required to pay the following fee as applicable to them along with above-mentioned fee:

- 1) Continuation Charges= Rs. 105/- (To be paid by only those candidates who are already registered with this University).
- 2) Registration Fee= Rs. 1160/- (To be paid by those candidates who are not already registered with Panjab University).
- 3) Eligibility Fees= Rs. 80/- (To be paid by those candidates who have passed the lower examination from the University/Board other than Panjab University).
- 4) Migration Fees= Rs. 1160/- (To be paid by those candidates who have passed lower examination from other University and Boards except CBSE, ICSE, PANJAB, HARYANA & HIMACHAL BOARD).
- 5) Special Fees = Rs. 290/- (To be paid only by those candidates who apply for admission from a place outside the jurisdiction of PU (i.e. Dist. Ludhiana, Hoshiarpur, Moga, Muktsar, Tehsil of Faridkot, Ferozepur, and Chandigarh are in jurisdiction of Panjab University).
- 6) Rs. 300/- will be charged from each student as online admission fee except for SC/ST/PWD, for these candidate's fee is Rs. 150/-.
- 7) Admission form fee of Rs. 75/- to be charged only for the courses, if any, the admission to which is not online.

Contact

Course Coordinator: Prof. Manju Gera
Room No. 403, Third Floor, Department of Education, CDOE
Contact No. 9463103711
Email.: coordedu@pu.ac.in
Office Incharge: Ms. Ruchika
Ph 0172-2534317,9888133308
Ms. Poonam Sethi (For Eligibility related query)
Ph. 9988090789