



National Institute of Public Cooperation and Child Development
Regional Centre, Guwahati
(www.nipccd.nic.in)

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Advanced Diploma in Child Guidance and Counselling

Admission Brochure
(Session 2023 – 2024)

Introduction:

The National Institute of Public Cooperation and Child Development popularly known as NIPCCD is an autonomous organization working under the aegis of Ministry of Women and Child Development, Government of India. It is devoted to promotion of voluntary action, research, training and documentation in the overall domain of women and child development. It was established in the year 1966 and functions as an apex institution for training functionaries of the Anganwadi Services Scheme and Child Protection Services Scheme at the national and regional level. The Institute's expertise and performance was recognized by UNICEF in 1985 when it was awarded the Maurice Pate Award for its outstanding contribution in the field of Child Development.

In order to cater to the region-specific requirements of the country, the Institute, over a period of time, has established five Regional Centres at Guwahati (1978), Bangalore (1980), Lucknow (1982), Indore (2001) and Mohali (2019). Regional Centre, Guwahati, which was established on 14th November 1978 covers the states of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Orissa, Sikkim, Tripura and West Bengal.

Regional Centre, Guwahati have been providing counselling services to the community through its Child Guidance Centre since 2003 as a part of its extension services. The Institute is running the Advanced Diploma in Child Guidance and Counselling Course since 2021. The course is affiliated to Gauhati University. The Admission into the said course is open for the Academic Session 2023 – 2024. The details of the course are given below:

Application Form:

The Application Form will be available at the Institute's website <https://www.nipccd.nic.in>. It can also be collected from NIPCCD, Regional Centre, Jawaharnagar, Khanapara, Guwahati, Assam, Pin- 781022. The filled in Application Form along with Demand Draft of Rs.200/- (not refundable) drawn in favour of NIPCCD, Regional Centre, Guwahati should be submitted to NIPCCD, Regional Centre, Jawaharnagar, Khanapara, Guwahati, Assam, Pin- 781022. Phone: (0361) 2301519 on or before **July 14, 2023**.

Outstation candidates may submit the scan copy of their filled admission form along with the scan copy of the demand draft by email: adcgcghynipccd@gmail.com. However, the hard copy of the same should be sent to the Institute by speed post at the earliest and reach

the Institute before the date of the written entrance test exam for the application to be considered.

Duration of the Course: One year

Total Seat: 20

Eligibility Criteria for the Course:

1. Any recognized Master's Degree in Social work / Psychology / Child Development / Human Development/Community Resource Management / Development Communication and Extension / Nursing / Special Education. Or,
2. M.Ed. from recognized University. Or,
3. Any recognized Bachelor's Degree in Social work / Psychology / Child Development/ Human Development/ Community Resource Management / Development Communication and Extension / Nursing / Special Education with minimum 05 years of experience of working with children. Or,
4. B.Ed. from recognized University with minimum 04 years of experience of working with children.
5. The candidate must also have studied English (Elective / Core / Functional) (01 paper) at 10+2 level or higher.

Admission Criteria:

1. Admission shall be on the basis of the merit of the Written Entrance Test, Group Discussion and Personal Interview.
2. Aggregate of 50% marks in the qualifying degree for the purpose of eligibility will be taken as the aggregate of all subjects of the qualifying degree if not specified by the degree awarding University.
3. Candidates with result awaited will also be eligible for admission; subject to clearance of the exam appeared, till the month of November.
4. All the students shall be required to submit a Medical Certificate indicating fitness from registered medical practitioner at the time of admission.

Important Dates for Admission:

1. Last Date of receipt of Application Form at NIPCCD, Regional Centre, Guwahati: **July 14, 2023**
2. Tentative Date and Time of Written Entrance Exam: **July 24, 2023 (10.00 am – 12.00 pm)**
3. Tentative Date of Declaration of Written Test Result: **July 26, 2023**
4. Tentative Date and Time of Group Discussion and Personal Interview: **July 27, 2023 (10.00 am – 2.00 pm)**
5. Tentative announcement of Final list of Eligible candidates for admission: **July 31, 2023**
6. Tentative Last Date for admission: **August 11, 2023**
7. Tentative Date for Commencement of classes: **September 7, 2023**

Papers for Written Entrance Exam:

1. General and social awareness
2. Problem solving ability and logical thinking

3. English Language

Guidelines for Written Entrance Test:

1. List of eligible candidates for Written Entrance Test will be displayed in the Notice Board/website (www.nipccd.nic.in) of the Institute at Regional Centre, Guwahati
2. The date and time for written entrance test will also be communicated to eligible individual candidates through e-mail/ phone call.
3. Eligible candidate for written test should carry identity proof.
4. Separate Admit card will not be issued to eligible individual candidate.
5. There will be no negative marking in the written test.
6. The written entrance test, group discussion and personal interview shall be conducted at NIPCCD, Regional Centre, Jawaharnagar, Khanapara, Guwahati, Assam, Pin-781022. Phone: (0361) 2301519.
7. Marks obtained by the candidates will be displayed in the Notice Board of the Institute at Regional Centre, Guwahati

Group Discussion and Personal Interview:

1. The top thirty candidates in the Written Entrance Exam will be called for Group Discussion and Interview.
2. The date and time for Group Discussion and Personal Interview will be communicated to eligible individual candidates through e-mail/ phone call. The list of eligible candidates will also be available on Institute's Notice Board.
3. Candidates will be assessed on Subject knowledge, Initiative, Leadership and Communication Skills.

Seat Reservation Policy:

Since the Diploma is affiliated to Gauhati University. Hence, the Institute shall follow the pattern of reservation of seats for the different categories of students as per norms of the Gauhati University.

Categories	Seats
Scheduled Caste (7%)	1
Scheduled Tribes (Plains) (10%)	2
Scheduled Tribes (Hills) (5%)	1
OBC/MOBC (15%)	3
Differently Abled (3%)	1
EWS (10%)	2
General/Unreserved	10
Total seats	20

Note: If the reserved seats under any of the categories as mentioned above are not filled, then the particular unfilled category of seat shall be made open to candidate from both general and other categories on merit basis.

Fee Structure:

Fee category	Amount (Rs.)	Payable to
University Registration and Examination Fees	As fixed by Gauhati University	Gauhati University
Tuition Fee (Annum)	50,000/-	NIPCCD, RC (G) in two Instalments
Student Welfare	1,000/-	
Security Deposit (Refundable)	5,000/-	
Total	56,000	

Note:

- 1. The University related charges (Enrolment fee, Eligibility fee, Registration fee and Examination fee) would be determined by Gauhati University and would be payable to Gauhati University directly.*
- 2. Fees amounting to Rs.56,000/- will be payable in two instalments (1st Instalment = Rs.28,000/- payable at the time of admission and 2nd Instalment = Rs.28,000/- payable in the beginning of the second term)*
- 3. Security deposit is refundable to students on completion of the course.*

Admission:

- List of Eligible/Successful candidates will be uploaded on the Institute's website/Notice Board of the Institute at Regional Centre Guwahati.
- Eligible/Successful candidates should pay the first installment of the course fee of an amount of Rs.28,000/- by Demand Draft or Cheque on or before **August 11, 2023**.
- In case any candidate fails to pay the first installment within the stipulated time, he/she will forfeit his/her admission.
- In case a discrepancy is found in the documents/testimonials of a candidate at any point of time, he/she will forfeit his/her admission.
- Migration Certificate from the previous University should be produced within one month of taking admission in the course.

Withdrawal of Admission:

- After admission, a candidate will be allowed to withdraw his/her admission upto 15 calendar days from the date on which he/she took admission.
- An application for withdrawal of admission should reach NIPCCD, Regional Centre, Guwahati within 15 days after the admission. In such case the Institute will refund the admission amount after deduction of 10% from the first installment amount towards withdrawal charges.

Documents (self-attested) to be submitted along with Application Form:

1. 4 passport size and One thumb size photograph
2. Education Qualification supporting documents from HSLC to Post Graduation
3. Previous University Registration Certification
4. Migration Certificate (if available)
5. Permanent Residence Certificate
6. Experience Certificate (if applicable)

General Information:

1. *Students taking admission in the Institutes will be bound to abide by the Rules and Regulation of Gauhati University as well as National Institute of Public Cooperation and Child Development.*
2. *The admission of students shall be terminated if the student is found to be irregular, absent without prior permission and fails to attain 75% attendance in classes and 90% in fieldwork during the course.*
3. *Any litigation/dispute regarding the examination or admission will be settled subject to jurisdiction of the Gauhati High Court.*

Form No.....
(For Official use only)



Photograph

**National Institute of Public Cooperation and Child Development
Regional Centre, Guwahati**

**Advanced Diploma Course in Child Guidance and Counselling
(Affiliated to Gauhati University)**

**Application Form
(Session 2023 – 2024)**

Demand Draft No..... Date.....
Name of the Bank:.....

1. Name of Student (fill in Capital Letter):
2. Date of Birth:(Date/Month/Year)
3. Father's Name (fill in Capital Letter) :.....
4. Mother's Name (fill in Capital Letter):
5. Permanent Address:
6. Local/Correspondence/Guardian's Address:
7. Mobile No of Student:
8. Mobile/Telephone of Student's Parents:
9. Email :.....
10. Sex :.....
11. Aadhar Number (if any):.....
12. Religion:.....
13. Nationality:.....
14. Source of information about the course:.....

15. Category (*Tick where appropriate*)

- Scheduled Caste
- Scheduled Tribes (Plains)
- Scheduled Tribes (Hills)
- OBC/MOBC
- Differently Abled
- EWS
- Unreserved/General

(Original certificate will be verified at the time of personal interview)

16. Educational Qualification

Examination Passed	Name of Board/ University	Year of Passing	Subject	Marks (in percentage)	Name of School/College
HSLC					
HSSLC					
BA/BSc					
MA/MSc					
Others					

(Original certificate will be verified at the time of personal interview)

17. Length and nature of working experience in case of candidates with Bachelor's Degree

Sl. No.	Name of Organization/Institution	Designation	Duration (From)	Duration (To)	Nature of Work
1.					
2.					
3.					

(Original Experience certificate will be verified at the time of personal interview)

18. Documents to be enclosed (self-attested):

1. 4 passport size and One thumb size photograph
2. Education Qualification supporting documents from HSLC to Post Graduation
3. Previous University Registration Certification
4. Migration Certificate (if available)
5. Permanent Residence Certificate
6. Experience Certificate (if applicable)

I, hereby, declare that, the entries made by me in the Application Form are complete and true to the best of my knowledge. Further, I, hereby, undertake to present the original documents to the authorities of the Institute on the date of personal interview or whenever required.

Date:

Signature: