



National Institute of Public Cooperation and Child Development
Regional Centre, Guwahati
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Advanced Diploma Course in Child Guidance and Counselling
(Affiliated to Gauhati University and recognised by RCI)

Admission Brochure
(Session 2024 – 2025)

Introduction:

NIPCCD is an autonomous Institute under the aegis of the Ministry of Women and Child Development (MWCD), Government of India. An apex Institution working towards delivering quality systems in training, counselling services and research in the areas of topical concerns related to Women and Child Development, NIPCCD has its Headquarters in New Delhi and five Regional Centres across the country. The Institute has a vision to become a Centre of Excellence in the field of Women and Child Development by developing partnerships and linkages with National and International Agencies as well as making its training and research activities relevant to the needs of the varying client groups.

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 is currently covering the states of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura.

Regional Centre, Guwahati has been providing counselling and child centric 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 and is approved by the Rehabilitation Council of India (RCI).** Admission into the said course is open for the Academic Session 2024 – 2025. The details of the course are given below:

Application Form and Fee:

The Application Form would 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 Application Fee of Rs.200/- (not refundable) should be submitted to the Institute on or before July 30, 2024 till 5.30 pm. The Application Fees should be paid online to NIPCCD, Regional Centre, Guwahati, Account No. 394602010002430, IFSC Code UBIN0539465, Union Bank of India .

Outstation candidates may submit the scanned copy of their filled admission form along with the online payment details to the email: adcgghynipccd@gmail.com.

Duration of the Course: One year

Total Seat: 25

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 2024. If the student could not clear the said exam, he/she will forfeit his/her admission.
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 30, 2024**
2. Date and Time of Written Entrance Exam: **August 7, 2024 (Tentative)**
3. Date of Declaration of Written Test Result: **August 9, 2024 (Tentative)**
4. Date and Time of Group Discussion and Personal Interview: **August 14, 2024 (Tentative)**
5. Announcement of Final list of Eligible candidates for admission: **August 16, 2024 (Tentative)**
6. Last Date for Admission: First round: **August 19 – 23, 2024**
Second round: **August 26 – 28, 2024**
Third round: **August 29 - 31, 2024**
7. Date for Commencement of classes: **September 2, 2024 (Tentative)**

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 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.
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.
7. The final selected candidates for admission into ADCGC session 2024 – 2025 will be displayed at the Notice Board of the Institute at Regional Centre, Guwahati and email would be sent to the selected candidates.

Group Discussion and Personal Interview:

1. The top 40 (forty) candidates in the Written Entrance Exam will be called for Group Discussion and Personal Interview.
2. The date and time for Group Discussion and Personal Interview will be communicated to eligible individual candidates through e-mail. 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:

The course being affiliated to Gauhati University is following the seat reservation pattern for the different categories of students as per norms of the Gauhati University.

Categories	Seats
Schedule Caste (7%)	2
Schedule Tribes (Plains) (10%)	3
Schedule Tribes (Hills) (5%)	1
OBC/MOBC (15%)	4
Differently Abled (3%)	1
EWS (10%)	3
General/Unreserved	11
Total Seats	25

Note: If the reserved seats under any of the categories as mentioned above are not filled, then the particular unfilled category shall be filled from the overall merit list. .

Fee Structure:

Fee category	Amount (Rs.)	Payable to
University Registration and Examination Fees	University Registration and Examination Fees as communicated to student by the University at the time of individual registration	Directly payable to 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:

1. List of Eligible/Successful candidates will be displayed on the Notice Board of the Institute at Regional Centre Guwahati and individual email will be sent to the successful candidates.
2. Eligible/Successful candidates should make online payment of the course fee first installment amount of Rs.28,000/- within the stipulated time.
3. In case any candidate fails to pay the first installment within the stipulated time, he/she will forfeit his/her admission.
4. 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. He/she will solely be responsible for the same.
5. Online payments are to be made to NIPCCD, Regional Centre, Guwahati, Account No. 394602010002430, IFSC Code UBIN0539465, Union Bank of India.

Withdrawal of Admission:

1. 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.
2. 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. Aadhar Card/ Identity Proof
2. 2 passport size and One thumb size passport photograph
3. Education Qualification supporting documents from HSLC to Post Graduation
4. Previous University Registration Certification
5. Migration Certificate (if available)
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

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Application Form
(Session 2024 – 2025)

Application Fee payment transaction details:.....

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

17. 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)

18. 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)

19. 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)

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

1. Aadhar Card/Identity Proof
2. 2 passport size and one thumb size passport photograph
3. Education Qualification supporting documents from HSLC to Post Graduation
4. Previous University Registration Certification
5. Migration Certificate (if available)
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: