



National Institution 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 2021 – 2022)

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 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 is starting a One Year Advanced Diploma in Child Guidance and Counselling from the Academic Session 2021 – 2022. The course is affiliated to Gauhati University. A similar course is being run by the Institute at NIPCCD, Headquarters, New Delhi for the past 15 years.

Duration of the Course: One year

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/- drawn in favour of NIPCCD, Regional Centre, Guwahati should be submitted to NIPCCD, Regional Centre, Jawaharnagar, Khanapara, Guwahati, Assam, Pin- 781022. Phone: (0361) 2301519, 2303049, 2301697 on or before **September 24, 2021**.

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.

Eligibility Criteria for the Course:

1. Any recognized Master's Degree in Social work /Sociology/ Psychology / Child Development /Community Resource Management / Development Studies/ Education/ Extension Education / Nursing / Special Education. Or,
2. M.Ed. from recognized University. Or,
3. Any recognized Bachelor's Degree in Social work / Sociology/ Psychology / Child Development / Community Resource Management / Development Studies/ Education/ Extension Education / 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 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.
4. All the students shall be required to submit a Medical Certificate indicating fitness from Government Hospital at the time of admission.

Important Dates for Admission:

1. Last Date of receipt of Application Form at NIPCCD, Regional Centre, Guwhati: **September 24, 2021**
2. Tentative Date and Time of Written Entrance Exam: **September 28, 2021 (10.00 am – 12.00 pm)**
3. Tentative Date of Declaration of Written Test Result: **September 29, 2021**
4. Tentative Date and Time of Group Discussion and Personal Interview: **September 30, 2021 (10.00 am – 2.00 pm)**
5. Tentative announcement of Final list of Eligible candidates for admission: **October 1, 2021**
6. Tentative Last Date for admission: **October 8, 2021**
7. Tentative Date for Commencement of classes: **October 20, 2021**

Note: The documents/testimonials of the eligible candidates shall be verified at the time of personal interview.

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, 2303049, 2301697
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-five 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.

Total Seat: 20**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
EWS (10%)	2
General/Unreserved	11
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 the general and other categories.

Admission:

1. List of Eligible/Successful candidates will be uploaded on the Institute's website (www.nipccd.nic.in) and Notice Board of the Institute at Regional Centre Guwahati.
2. Eligible/Successful candidates should pay the first installment of the course fee of an amount of Rs.22,500/- by Demand Draft or Cheque on or before **October 8, 2021**. Second installment of Rs.22,500/- will be payable in the beginning of the second term. All payments need to be made by Demand Draft or Cheque drawn in favour of NIPCCD, Regional Centre, Guwahati.
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.

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.

Hostel Facility:

Hostel Facility will be available to both male and female students. Students availing hostel facility will have to pay Rs.3000/- per month towards lodging. Mess facility will be available to the students on their demand which will be met through the Caterer of the Institute on payment basis. However, students who do not want to avail mess facility, will be allowed to make their own cooking arrangement in the hostel as per the terms and conditions of the Institute.

Fee Structure:

Fee category	Amount (Rs.)
University Fee (Registration Fees, Examination Fees)	15,000
Tuition Fee	40,000
Student Welfare	1,000
Security Deposit (Refundable)	4,000
Total	60,000

Note:

1. According to Integrated University Management System, Gauhati University guidelines, all students are required to register in the University through Online mode. Therefore, students will pay Registration fees and Examination Fees directly to Gauhati University. Hence, the Institute will not collect the University Fees.
2. Fees amounting to Rs.45,000/- will be payable in two instalments (1st Instalment = Rs.22,500/- payable at the time of admission and 2nd Instalment = Rs.22,500/- payable in the beginning of the second term)
3. Security deposit is refundable to students on completion of the course.

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 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)



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

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

Photograph

**Application Form
(Session 2021 – 2022)**

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' 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. Category (*Tick where appropriate*)
 - Scheduled Caste
 - Scheduled Tribes (Plains)
 - Scheduled Tribes (Hills)
 - OBC/MOBC
 - EWS

(Original certificate to be provided at the time of personal interview for verification)

15. 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 to be provided at the time of personal interview for verification)

16. 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)
1.				
2.				
3.				
4.				

(Experience certificate to be provided at the time of personal interview for verification)

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: