

VAC042	BASIC CERTIFICATE COURSE IN GUIDANCE AND COUNSELING
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This Basic Certificate Course in Guidance and Counseling is designed to introduce participants to the fundamental concepts and skills needed to provide guidance and counseling support to individuals. Participants will explore the key principles, techniques, and ethical considerations in the field of guidance and counseling.

Course Objectives

The course will enable the students to:

- Understand the roles and responsibilities of a guidance and counseling practitioner.
- Develop active listening and communication skills to establish rapport with clients.
- Gain knowledge of counseling theories and techniques.
- Learn to assess and address the diverse needs of clients.
- Explore ethical and legal guidelines in counseling practice.
- Develop self-awareness and cultural competence.
- Apply basic counseling techniques in real-life scenarios.

Course Outcomes

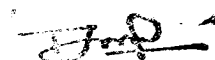
On completion of this course, students will be able to:

- CO 1: Describe the roles and responsibilities of a guidance and counseling practitioner.
- CO 2: Apply active listening and communication skills to establish rapport with clients.
- CO 3: Utilize various counseling theories and techniques to support individuals.
- CO 4: Assess and address the diverse needs and challenges faced by clients.

Course Content

Module 1: Introduction to Guidance and Counseling

2 hours



- Understanding Guidance and Counseling
- Historical Development and Significance
- The Role of a Guidance and Counseling Practitioner

Module 2: Effective Communication and Active Listening

3 hours

- Principles of Effective Communication
- Active Listening Techniques
- Building Rapport with Clients
- Non-verbal Communication

Module 3: Counseling Theories

4 hours

- Introduction to Major Counseling Theories (e.g., Person-Centered, Cognitive-Behavioral)
- Techniques and Approaches in Counseling
- Integrative Counseling

Module 4: Assessment and Needs Identification

4 hours

- Assessing Client Needs and Challenges
- Identifying Emotional and Psychological Issues
- Ethical Considerations in Assessment
- Goal Setting in Counseling

Module 5: Ethical and Legal Issues in Counseling

3 hours

- Ethical Principles and Guidelines
- Informed Consent and Confidentiality
- Legal Responsibilities in Counseling
- Boundary Issues

Module 6: Self-awareness and Cultural Competence

3 hours

- Self-reflection and Self-awareness
- Recognizing Bias and Stereotypes
- Cultural Competence in Counseling
- Diversity and Inclusion

Module 7: Basic Counseling Techniques

4 hours

- Building and Maintaining Therapeutic Relationships
- Active Problem Solving and Decision Making
- Crisis Intervention



- Practical Counseling Scenarios

Module 8: Practicum and Role-Playing

3 hours

- Application of Counseling Skills in Role-Playing
- Feedback and Evaluation
- Developing a Personal Counseling Style
- Reflection on Practicum Experience

Practicum

The course includes a practicum where participants will engage in role-playing exercises to apply the counseling techniques they have learned. They will work with fellow students to simulate counseling scenarios and receive feedback on their counseling skills.

Textbooks

1. Corey, G., Corey, M. S., & Corey, C. (2018). Groups: Process and Practice. Cengage Learning.
2. Gladding, S. T. (2020). Counseling: A Comprehensive Profession. Routledge.
3. Egan, G. (2017). The Skilled Helper: A Problem-Management and Opportunity-Development Approach to Helping. Brooks/Cole.

Reference Books

1. Ivey, A. E., Ivey, M. B., & Zalaquett, C. P. (2019). Intentional Interviewing and Counseling: Facilitating Client Development in a Multicultural Society. Cengage Learning.
2. Gysbers, N. C., & Henderson, P. (2016). Developing and Managing Your School Guidance and Counseling Program. American Counseling Association.
3. Kottler, J. A., & Shepard, D. S. (2016). Introduction to Counseling: Voices from the Field. Cengage Learning.
4. Neukrug, E. S. (2019). The World of the Counselor: An Introduction to the Counseling Profession. Cengage Learning.

	Evaluation Component	Weightage (%)
1	Activities	20
2	Project	20
3	Attendance	10



K.R. MANGALAM UNIVERSITY
EDUCATION FOR LIFE
(Recognized by UGC and a member of AIU)

Ref.No.:KRMU/Admin./Notice/2020-21/ 1926(A) Dated: 12th August, 2020

NOTICE

This is to put for information that School of Humanities is offering Value-Added Course (VAC) for all interested students during Odd Semester as per the following specifications.

Course Code	Course Title	Coordinating Department / School	Duration
VAC042	Basic Certificate Course in Guidance and Counseling	SOHS	30 Hrs.
VAC043	Public Speaking and Presentation Mastery	SOHS	30 Hrs.

- a) *Maximum 100 seats are available for the course.*
- b) *Course Start Date: 03 September 2020*
- c) *Couse End Date: 01 November 2020*

All interested students are required to confirm their registration with the Dean-School of Humanities latest by **27th August,, 2020.**

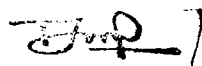


Registrar

Copy to:

- Vice Chancellor
- Dean (Academics Affairs)
- Controller of Examinations
- All Deans/ School Coordinators
- All Faculty Members/ Mentors
- Notice Board
- Office Copy

For kind information



Registrar
K.R. Mangalam University
Sohna Road, Gurugram (Haryana)



ATTENDANCE SHEET

VAC COURSE FOR ACADEMIC YEAR 2020-21

COURSE CODE: VAC042

COURSE TITLE: BASIC CERTIFICATE COURSE IN GUIDANCE AND COUNSELING

ROLL NO	NAME	PROGRAMME	SEMESTER	3-Sep-20	4-Sep-20	5-Sep-20	6-Sep-20	7-Sep-20	8-Sep-20	11-Sep-20	13-Sep-20	14-Sep-20	17-Sep-20
008790013	CHANDNI VIJ	B.A. (H) Psychology	Semester I	P	P	P	P	P	P	P	P	P	P
008790014	MANSI THAKRAN	B.A. (H) Psychology	Semester I	P	P	P	P	P	P	P	P	P	P
008790015	RITU ANAND	B.A. (H) Psychology	Semester I	P	P	A	P	P	P	P	P	P	P
008790016	HIMANI	B.A. (H) Psychology	Semester I	A	P	P	P	P	P	P	P	P	P
711260001	GEETIKA VARMA	B.El.Ed.	Semester VII	P	P	P	P	P	P	P	P	P	P
711260002	SHIKHA KHATRI	B.El.Ed.	Semester VII	A	P	P	P	P	P	P	P	P	P
711260003	NIMISHA KHANEJA	B.El.Ed.	Semester VII	P	P	A	P	P	P	P	P	P	P
711260004	NEHARIKA	B.El.Ed.	Semester VII	P	P	P	P	P	P	P	P	A	A
711260005	CHHAVI SHARMA	B.El.Ed.	Semester VII	P	A	A	P	P	P	P	P	A	P
711260006	KANAK CHAUDHARY	B.El.Ed.	Semester VII	P	P	P	P	P	P	P	P	P	P
711260007	AARTI CHAUHAN	B.El.Ed.	Semester VII	P	P	P	P	P	P	P	P	P	P
711260008	TANIYA VATS	B.El.Ed.	Semester VII	P	P	P	P	P	P	P	P	A	P
711260009	KIRAN	B.El.Ed.	Semester VII	P	P	P	P	P	P	P	P	P	P
711260010	DOLLY	B.El.Ed.	Semester VII	P	P	P	P	P	P	P	P	P	P
711260011	MANSI KHANNA	B.El.Ed.	Semester VII	P	P	P	P	P	P	P	P	P	P
711260012	KHYATI SINGH	B.El.Ed.	Semester VII	P	P	P	P	P	P	P	P	P	P

Kamran

COURSE INCHARGE

Dr. J. J.

Registrar

K.R. Mangalam University
Sohna Road, Gurugram, (Haryana)

DEAN - SOHS
K.R. Mangalam University
Sohna Road, Gurugram, Haryana-131033

Dr. P. Singh



ATTENDANCE SHEET

VAC COURSE FOR ACADEMIC YEAR 2020-21

COURSE CODE: VAC042

COURSE TITLE: BASIC CERTIFICATE COURSE IN GUIDANCE AND COUNSELING

ROLL NO	NAME	20-Sep-20	20-Sep-20	22-Sep-20	24-Sep-20	26-Sep-20	28-Sep-20	1-Oct-20	3-Oct-20	4-Oct-20	8-Oct-20	9-Oct-20	10-Oct-20	11-Oct-20	13-Oct-20	15-Oct-20
08790013	CHANDNI VIJ	P	P	A	P	P	P	P	A	P	P	P	A	P	P	P
08790014	MANSI THAKRAN	P	P	A	P	P	P	A	P	P	P	P	A	P	P	P
08790015	RITU ANAND	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
08790016	HIMANI	P	P	A	P	P	A	P	P	P	P	A	P	P	P	P
11260001	GEETIKA VARMA	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P
11260002	SHIKHA KHATRI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11260003	NIMISHA KHANEJA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
11260004	NEHARIKA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12600005	CHHAVI SHARMA	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P
12600006	KANAK CHAUDHARY	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P
12600007	AARTI CHAUHAN	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P
12600008	TANIYA VATS	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P
12600009	KIRAN	A	P	A	P	P	P	P	P	P	P	A	A	P	A	A
12600010	DOLLY	P	P	P	P	P	P	P	A	P	A	P	P	A	P	P
12600011	MANSI KHANNA	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
12600012	KHYATI SINGH	A	P	A	P	P	P	P	A	P	P	A	P	P	P	A

Kanika

COURSE INCHARGE

JD

Registrar

K.R. Mangalam University

Sohna Road, Gurugram, (Haryana)

DEAN - SOHS
K.R. Mangalam University
Sohna Road, Gurugram, Haryana-122106AN

Deep Singh



ATTENDANCE SHEET
VAC COURSE FOR ACADEMIC YEAR 2020-21
COURSE CODE: VAC042
COURSE TITLE: BASIC CERTIFICATE COURSE IN GUIDANCE AND COUNSELING

ROLL NO	NAME	16-Oct-20	20-Oct-20	19-Oct-20	22-Oct-20	23-Oct-20	24-Oct-20	26-Oct-20	29-Oct-20	30-Oct-20	1-Nov-20	Total	Present	Percentage
008790013	CHANDNI VIJ	P	P	P	P	P	P	P	A	P	P	35	31	88.57
008790014	MANSI THAKRAN	P	A	P	A	P	P	P	A	P	P	35	29	82.86
008790015	RITU ANAND	P	P	P	P	P	A	P	A	P	P	35	32	91.43
008790016	HIMANI	P	A	P	A	P	P	P	P	A	P	35	28	80.00
111260001	GEETIKA VARMA	P	P	P	P	P	A	P	P	P	P	35	32	91.43
111260002	SHIKHA KHATRI	P	P	P	P	P	P	A	P	P	P	35	31	88.57
111260003	NIMISHA KHANEJA	P	P	P	P	P	P	P	P	P	P	35	33	94.29
111260004	NEHARIKA	P	P	P	P	P	P	P	P	P	P	35	28	80.00
111260005	CHHAVI SHARMA	P	P	P	P	P	P	P	P	P	P	35	30	85.71
111260006	KANAK CHAUDHARY	P	P	P	P	P	P	A	P	A	P	35	32	91.43
111260007	AARTI CHAUHAN	P	P	P	P	P	P	P	P	A	P	35	30	85.71
111260008	TANIYA VATS	P	P	P	P	P	A	P	P	P	P	35	32	91.43
111260009	KIRAN	A	P	P	P	P	A	P	P	P	P	35	30	85.71
111260010	DOLLY	P	A	P	A	P	P	P	P	P	P	35	28	80.00
111260011	MANSI KHANNA	P	P	P	P	P	P	P	A	P	P	35	30	85.71
111260012	KHYATI SINGH	P	P	P	P	A	P	P	A	P	P	35	32	91.43
												35	29	82.86

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COURSE INCHARGE



K.R. MANGALAM UNIVERSITY
THE COMPLETE WORLD OF EDUCATION

VALUE ADDED COURSE (VAC)

ACADEMIC YEAR 2020-21

COURSE CODE: VAC042

COURSE TITLE: BASIC CERTIFICATE COURSE IN GUIDANCE AND COUNSELING

COURSE OFFERED BY: SCHOOL OF HUMANITIES (SOHS)

LIST OF STUDENTS COMPLETING THE COURSE

S.NO	SESSION	ROLL NO	NAME	PROGRAMME	SEMESTER	COURSE C	COURSE TITLE	SCHOOL
1	2020-21	2008790013	CHANDNI VIJ	B.A. (H) Psychology	Semester I	VAC042	BASIC CERTIFICATE COURSE IN GUIDANCE AND COUNSELING	SCHOOL OF HUMANITIES (SOHS)
2	2020-21	2008790014	MANSI THAKRAN	B.A. (H) Psychology	Semester I	VAC042	BASIC CERTIFICATE COURSE IN GUIDANCE AND COUNSELING	SCHOOL OF HUMANITIES (SOHS)
3	2020-21	2008790015	RITU ANAND	B.A. (H) Psychology	Semester I	VAC042	BASIC CERTIFICATE COURSE IN GUIDANCE AND COUNSELING	SCHOOL OF HUMANITIES (SOHS)
4	2020-21	2008790016	HIMANI	B.A. (H) Psychology	Semester I	VAC042	BASIC CERTIFICATE COURSE IN GUIDANCE AND COUNSELING	SCHOOL OF HUMANITIES (SOHS)
5	2020-21	1711260001	GEETIKA VARMA	B.El.Ed.	Semester VII	VAC042	BASIC CERTIFICATE COURSE IN GUIDANCE AND COUNSELING	SCHOOL OF EDUCATION (SOED)
6	2020-21	1711260002	SHIKHA KHATRI	B.El.Ed.	Semester VII	VAC042	BASIC CERTIFICATE COURSE IN GUIDANCE AND COUNSELING	SCHOOL OF EDUCATION (SOED)
7	2020-21	1711260003	NIMISHA KHANEJA	B.El.Ed.	Semester VII	VAC042	BASIC CERTIFICATE COURSE IN GUIDANCE AND COUNSELING	SCHOOL OF EDUCATION (SOED)
8	2020-21	1711260004	NEHARIKA	B.El.Ed.	Semester VII	VAC042	BASIC CERTIFICATE COURSE IN GUIDANCE AND COUNSELING	SCHOOL OF EDUCATION (SOED)
9	2020-21	1711260005	CHHAVI SHARMA	B.El.Ed.	Semester VII	VAC042	BASIC CERTIFICATE COURSE IN GUIDANCE AND COUNSELING	SCHOOL OF EDUCATION (SOED)
10	2020-21	1711260005	CHHAVI SHARMA	B.El.Ed.	Semester VII	VAC042	BASIC CERTIFICATE COURSE IN GUIDANCE AND COUNSELING	SCHOOL OF EDUCATION (SOED)
11	2020-21	1711260006	KANAK CHAUDHARY	B.El.Ed.	Semester VII	VAC042	BASIC CERTIFICATE COURSE IN GUIDANCE AND COUNSELING	SCHOOL OF EDUCATION (SOED)
12	2020-21	1711260007	AARTI CHAUHAN	B.El.Ed.	Semester VII	VAC042	BASIC CERTIFICATE COURSE IN GUIDANCE AND COUNSELING	SCHOOL OF EDUCATION (SOED)
13	2020-21	1711260007	AARTI CHAUHAN	B.El.Ed.	Semester VII	VAC042	BASIC CERTIFICATE COURSE IN GUIDANCE AND COUNSELING	SCHOOL OF EDUCATION (SOED)
14	2020-21	1711260008	TANIYA VATS	B.El.Ed.	Semester VII	VAC042	BASIC CERTIFICATE COURSE IN GUIDANCE AND COUNSELING	SCHOOL OF EDUCATION (SOED)
15	2020-21	1711260009	KIRAN	B.El.Ed.	Semester VII	VAC042	BASIC CERTIFICATE COURSE IN GUIDANCE AND COUNSELING	SCHOOL OF EDUCATION (SOED)
16	2020-21	1711260010	DOLLY	B.El.Ed.	Semester VII	VAC042	BASIC CERTIFICATE COURSE IN GUIDANCE AND COUNSELING	SCHOOL OF EDUCATION (SOED)
17	2020-21	1711260011	MANSI KHANNA	B.El.Ed.	Semester VII	VAC042	BASIC CERTIFICATE COURSE IN GUIDANCE AND COUNSELING	SCHOOL OF EDUCATION (SOED)
18	2020-21	1711260012	KHYATI SINGH	B.El.Ed.	Semester VII	VAC042	BASIC CERTIFICATE COURSE IN GUIDANCE AND COUNSELING	SCHOOL OF EDUCATION (SOED)

[Signature]

Registrar

K.R. Mangalam University
Gurgaon Road, Gurgaon (Haryana)



K. R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **CHANDNI VIJ**, University Enrolment No **2008790013** of **B.A. (H) Psychology** programme has successfully qualified **VALUE ADDED COURSE VAC042** (Basic Certificate Course in Guidance and Counseling) during Academic Session 2020-21 (Odd Semester).

Date: 25.03.2021

hachajan

Controller of Examination

Registrar

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This is to certify that **MANSI THAKRAN**, University Enrolment No **2008790014** of **B.A. (H) Psychology** programme has successfully qualified **VALUE ADDED COURSE VAC042 (Basic Certificate Course in Guidance and Counseling)** during Academic Session **2020-21 (Odd Semester)**.

Date: 25.03.2021

h. mahajan

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This is to certify that **RITU ANAND**, University Enrolment No **2008790015** of **B.A. (H) Psychology** programme has successfully qualified **VALUE ADDED COURSE VAC042 (Basic Certificate Course in Guidance and Counseling)** during Academic Session **2020-21 (Odd Semester)**.

Date: 25.03.2021

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This is to certify that **HIMANI**, University Enrolment No **2008790016** of **B.A. (H) Psychology** programme has successfully qualified **VALUE ADDED COURSE VAC042** (Basic Certificate Course in Guidance and Counseling) during Academic Session **2020-21** (Odd Semester).

Date: 25.03.2021

h. mahajan

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J. J.

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This is to certify that **GREETIKA VARMA**, University Enrolment No **1711260001** of **B.El.Ed.** programme has successfully qualified **VALUE ADDED COURSE VAC042 (Basic Certificate Course in Guidance and Counseling)** during Academic Session **2020-21 (Odd Semester)**.

Date: 25.03.2021

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Registrar

K. R. Mangalam University
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This is to certify that **SHIKHA KHATRI**, University Enrolment No **1711260002** of **B.El.Ed.** programme has successfully qualified **VALUE ADDED COURSE VAC042 (Basic Certificate Course in Guidance and Counseling)** during Academic Session **2020-21 (Odd Semester)**.

Date: 25.03.2021

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This is to certify that **NIMISHA KHANEJA**, University Enrolment No **1711260003** of **B.El.Ed.** programme has successfully qualified **VALUE ADDED COURSE VAC042 (Basic Certificate Course in Guidance and Counseling)** during Academic Session **2020-21 (Odd Semester)**.

Date: 25.03.2021

hahajan

Controller of Examination

Prof

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K.R. Mangalam University
GATEWAY TO KNOWLEDGE



K. R. MANGALAM UNIVERSITY

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This is to certify that **NEHARIKA**, University Enrolment No **1711260004** of **B.El.Ed.** programme has successfully qualified **VALUE ADDED COURSE VAC042 (Basic Certificate Course in Guidance and Counseling)** during Academic Session **2020-21 (Odd Semester)**.

Date: 25.03.2021

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THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **CHHAVI SHARMA**, University Enrolment No **1711260005** of **B.El.Ed.** programme has successfully qualified **VALUE ADDED COURSE VAC042 (Basic Certificate Course in Guidance and Counseling)** during Academic Session **2020-21 (Odd Semester)**.

Date: 25.03.2021

h. mahajan

Controller of Examination

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CERTIFICATE OF COMPLETION

This is to certify that **KANAK CHAUDHARY**, University Enrolment No **1711260006** of **B.El.Ed.** programme has successfully qualified **VALUE ADDED COURSE VAC042 (Basic Certificate Course in Guidance and Counseling)** during Academic Session **2020-21 (Odd Semester)**.

Date: 25.03.2021

Kanak Chaudhary

Controller of Examination

[Signature]

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Sohna Road, Gurugram, (Haryana)



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This is to certify that **AARTI CHAUHAN**, University Enrolment No **1711260007** of **B.El.Ed.** programme has successfully qualified **VALUE ADDED COURSE VAC042 (Basic Certificate Course in Guidance and Counseling)** during Academic Session **2020-21 (Odd Semester)**.

Date: 25.03.2021

hachajan

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K. R. Mangalam University
Sonapat Road, Gurugram, (Haryana)



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CERTIFICATE OF COMPLETION

This is to certify that **TANIYA VATS**, University Enrolment No **1711260008** of **B.El.Ed.** programme has successfully qualified **VALUE ADDED COURSE VAC042 (Basic Certificate Course in Guidance and Counseling)** during Academic Session **2020-21 (Odd Semester)**.

Date: 25.03.2021

h. mahajan

Controller of Examination

[Signature]

Registrar

K. R. Mangalam University
Sole Proprietor, Gurugram, (Haryana)



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This is to certify that **KIRAN**, University Enrolment No **1711260009** of **B.El.Ed.** programme has successfully qualified **VALUE ADDED COURSE VAC042 (Basic Certificate Course in Guidance and Counseling)** during Academic Session **2020-21 (Odd Semester)**.

Date: 25.03.2021

h. mahajan

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[Signature]

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K. R. Mangalam University
Sethi Road, Gurugram, Haryana



K. R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **DOLLY**, University Enrolment No **1711260010** of **B.El.Ed.** programme has successfully qualified **VALUE ADDED COURSE VAC042 (Basic Certificate Course in Guidance and Counseling)** during Academic Session **2020-21 (Odd Semester)**.

Date: 25.03.2021

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Sole Proprietor, (Haryana)



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THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **MANSI KHANNA**, University Enrolment No **1711260011** of **B.El.Ed.** programme has successfully qualified **VALUE ADDED COURSE VAC042 (Basic Certificate Course in Guidance and Counseling)** during Academic Session **2020-21 (Odd Semester)**.

Date: 25.03.2021

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Sohna Road, Gurgaon



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CERTIFICATE OF COMPLETION

This is to certify that **KHYATI SINGH**, University Enrolment No **1711260012** of **B.El.Ed.** programme has successfully qualified **VALUE ADDED COURSE VAC042 (Basic Certificate Course in Guidance and Counseling)** during Academic Session **2020-21 (Odd Semester)**.

Date: 25.03.2021

h. mahajan

Controller of Examination

Indu

Registrar

K.R. Mangalam University
Sohna Road, Gurugram, (Haryana)