

Appendix-I

Letter for Validation

Date: 18th April 2023.

To

Dear Sir/Madam,

I, the undersigned, am a doctoral student of Prof. Sujata Srivastava in the Department of Education at the M.S. University of Baroda. I am studying the "**Functioning of Guidance and Counselling Centres in Public Universities of Ghana.**" You are kindly requested to validate the attached tools below regarding language and relevance. Your feedback and suggestions are highly appreciated.

The objectives of the study are:

1. To examine the resources of guidance and counselling centres in public universities of Ghana in terms of the following:
 - (i) Human resources.
 - (ii) Financial resources.
 - (iii) Physical infrastructure resources.
2. To examine the functioning of guidance and counselling centres in public universities of Ghana.
3. To find out the problems facing guidance and counselling centres in public universities of Ghana.
4. To measure the perceptions of the teaching staff and students towards the functioning of guidance and counselling centres.

The tools focus on the following:

6. **Functioning of guidance and counselling centre:** refers to the availability and appropriate use of guidance and counselling centre resources in the functioning of online and face-to-face guidance and counselling practices in public universities of Ghana. It focuses on timing of guidance and counselling centres, counselling tools and techniques, the role of a counsellor, online counselling, record keeping of counselling services and funding.

7. **Vocational Guidance and Counselling:** It includes the assistance offered to the individual students to make rational, intelligent, and suitable occupational choices and adjustments based on individual potentialities, interests, capabilities, and achievements.
8. **Educational Guidance and Counselling:** It deals with academic progress and adjustment, knowledge and skills in selection of appropriate courses in line with an individual student's needs, interests, and abilities.
9. **Social/ Personal Guidance and Counselling:** It involves dealing with persons who show signs of personality maladjustments, unhappiness, annoyance, anger, inability to meet needs, failure to get aspirations to fruition, anxiety, distress, neurosis, excessive frustration, lack of knowledge, and partial or total disappointment.
10. **Human Resources:** Refers to the counsellors in the centre. It focuses on the availability, and qualification of counsellors.
11. **Financial Resources:** Involves the sources and the available funding in the guidance and Counselling centres in public universities of Ghana.
12. **Physical Infrastructures Resources:** Include the offices space furniture and equipment to facilitate guidance and counselling at the centres. It also involves using printed and non-printed documents, including daily newspapers, computers, printers, employment news, magazines, journals, telephone, the internet, facilities etc. at the guidance and counselling centres of public universities in Ghana.

I request your kind cooperation in this academic venture. An early response in this regard is highly appreciated.

Thank you.

Yours Sincerely,

Gabriel Amponsah Adu
(Ph.D. Student)

Appendix-II

List of Experts for Validation of Tools for Data Collection

Sr. No.	Name of the Expert	Designation & Official Address
1	Prof. Netranand Pradhand	Retd. Professor, Head of Department of Educational Administration Faculty of Education & Psychology, The Maharaja Sayajirao University of Baroda, Vadodara, Gujarat
2	Prof. S. Antwi-Danso	Counsellor, Clinical Psychologist and Educationist, Department of Counselling Psychology, University of Education Winneba, Ghana.
3	Prof. Paul Bedu Addo	Head of Department, Department of Counselling Psychology, University of Education Winneba, Ghana.
4	Dr. Jayshree Das	Department of Education, Faculty of Education & Psychology, The Maharaja Sayajirao University of Baroda, Vadodara, Gujarat
5	Dr. Gitanjali Roy	Department of Psychology, Faculty of Education & Psychology, The Maharaja Sayajirao University of Baroda, Vadodara, Gujarat
6	Dr. Mpuangnan Kofi Nkonkonya	Department of Curriculum Studies, University of Zululand South Africa.
7	Mrs. Christina Ammah	Department of Counselling Psychology, University of Education Winneba, Ghana.
8	Ms. Mansi Jadeja	Department of Psychology, Faculty of Education & Psychology, The Maharaja Sayajirao University of Baroda, Vadodara, Gujarat

Appendix-III

QUESTIONNAIRE FOR COUNSELLORS

Centre of Advanced Study in Education (CASE)

Faculty of Education and Psychology

The Maharaja Sayajirao University of Baroda,

Vadodara-390002



Phone: 0245722175

Date: 15th May 2023.

To,
The Counsellors,

.....

Subject: Request for providing data to 'Functioning of Guidance and Counselling Centres in Public Universities of Ghana'.

Dear Sir/ Madam,

I, the undersigned, a Doctoral student of the Department of Education, Faculty of Education and Psychology, The Maharaja Sayajirao University of Baroda, India. I am undertaking a study entitled 'Functioning of Guidance and Counselling Centres in Public Universities of Ghana'. The basic objective of the study is to find out the Functioning of Guidance and Counselling Centres in Public Universities of Ghana and suggest measures for their functioning. In this context, I need your co-operation to respond to a questionnaire developed for this purpose. The attached questionnaire is developed under different areas; your Demographic data, Human resources, Financial resources, Vocational guidance and counselling, Educational guidance and counselling, Social/Personal guidance and counselling, Timing of guidance and counselling centres, Counselling tools and techniques, Role of a counsellor, Online counselling, Recordkeeping of counselling services, Funding and Problems facing guidance and counselling centres. I request you respond to this questionnaire to the best of your knowledge. This exercise is purely for academic purposes, so whatever information you provide will be kept confidential. Your co-operation will be highly appreciated.

Yours Sincerely

Guide & Professor

Prof. Sujata Srivastava

Gabriel Amponsah Adu

(Ph.D. Student)

Instructions:-

Please read each question carefully and choose only statements that apply to you. You may select multiple options by ticking (√) the appropriate statements. If you want to add additional information, please specify it in the space below. This exercise is purely for academic purposes, so whatever information you provide will be kept confidential. Your cooperation will be highly appreciated.

SECTION A: DEMOGRAPHIC DATA

Please tick the option applicable to you

1. Name of University.....

2. Gender:

Male

Female

3. Age:

20 – 29 years

30 – 39 years

40 – 49 years

Above 50 years

SECTION B: HUMAN RESOURCES AVAILABILITY IN GUIDANCE AND COUNSELLING CENTRES OF GHANAIAAN PUBLIC UNIVERSITIES

I. Qualification

4. What is your highest academic qualification as a counsellor?

Ph.D.

Masters.

Bachelors.

5. What is your highest professional qualification as a counsellor?

a. PhD.

b. Masters.

c. Bachelors.

d. Diploma.

e. Other.

6. What is your experience (in years) as a Counsellor?
 - a. 1 – 5 years.
 - b. 6 – 10 years.
 - c. 11 – 15 years.
 - d. Over 15 years.
7. What is your field of specialisation?
 - a. Mental health.
 - b. Marriage.
 - c. Substance abuse disorders.
 - d. Rehabilitation.
 - e. School and careers.
 - f. Other.
8. Are you a permanent employee of the guidance and counselling centre?
 - a. Yes.
 - b. No.
9. Are you a lecturer counsellor?
 - a. Yes.
 - b. No.
10. How many counsellors are available at your centre?
 - a. 1.
 - b. 2.
 - c. 3.
 - d. 4.
 - e. Other.

SECTION C: FINANCIAL RESOURCES AVAILABILITY IN GUIDANCE AND COUNSELLING CENTRES OF GHANAIAN PUBLIC UNIVERSITIES

I. Sources of funding

11. Where does the counselling centre get its funding?
 - a. The university administration.
 - b. Government of Ghana.
 - c. Non-Governmental Organisations.
 - d. Any other.....

12. What percentage of the university budgetary provisions are allocated to the centre?

- a. 0 – 5%.
- b. 6 – 10%.
- c. 11 – 15%.
- d. 16 – 20%.
- e. Above 21%.

13. Do you consider this enough budgetary allocation for organising guidance and counselling services in your university?

- a. Yes.
- b. No.

14. How many times does the counselling centre fund career conferences?

- a. Once a year.
- b. Twice a year.
- c. Thrice a year.
- d. None of the above.
- e. Any other.....

15. How many times does the counselling centre fund career exhibitions?

- a. Once a year.
- b. Twice a year.
- c. Thrice a year.
- d. None of the above.
- e. Any other.....

16. How many times does the counselling centre fund career talks?

- a. Once a year.
- b. Twice a year.
- c. Thrice a year.
- d. None of the above.
- e. Any other.....

17. How many times does the counselling centre fund career visits?
- a. Once a year.
 - b. Twice a year.
 - c. Thrice a year.
 - d. None of the above.
 - e. Any other.....

18. How often does the counselling centre provide funds for physical infrastructure resources?
- a. Once a year.
 - b. Twice a year.
 - c. Thrice a year.
 - d. None of the above.
 - e. Any other.....

SECTION D: FUNCTIONING IN GUIDANCE AND COUNSELLING CENTRES OF GHANAIAAN PUBLIC UNIVERSITIES

I. Vocational Guidance and Counselling

19. Which areas do you provide vocational guidance and counselling?
- a. Career choice.
 - b. Student self-employment.
 - c. Developing career skills.
 - d. Career assessment
 - e. Any other.....

20. What assistance do you give your students concerning vocational guidance and counselling?
- a. Assistance in occupational choices.
 - b. Assistance with the latest and appropriate job information for students.
 - c. Assist students with the needed skills in applying for employment.
 - d. Any other.....

21. Does your centre organise vocational guidance programmes each year?
- a. Yes.
 - b. No.

22. Who administers the programmes at your centre?
- a. University Counsellors.
 - b. Lecturers.
 - c. Deans.
 - d. Head of Departments.
 - e. Any other.....
23. Does your centre provide final-year students with vocational counselling before leaving the university?
- a. Yes.
 - b. No.
24. Who administers it?
- a. University Counsellors.
 - b. Lecturers.
 - c. Deans.
 - d. Head of Departments.
 - e. Any other.....
25. What vocational orientation do you provide to your students?
- a. Provide students with knowledge in a specific career.
 - b. Provide entrepreneurial seminars to students.
 - c. Provide students with information on career choices.
 - d. Any other.....
26. How often does your centre organise vocational seminars for students?
- a. Once a year.
 - b. Twice a year.
 - c. Thrice a year.
 - d. None of the above.
 - e. Any other.....

II. Educational Guidance and Counselling

27. Which areas do you provide educational guidance and counselling?
- a. Choice of educational programmes.
 - b. Information on the availability of scholarships, stipends, loans, etc.
 - c. Developing good study habits.
 - d. Any other.....
28. What assistance do you give your students regarding educational guidance and counselling?
- a. Assist students with the prescribed curriculum.
 - b. Assist students in developing knowledge and skills necessary for further studies.
 - c. Assist students in getting information about further education.
 - d. Any other.....
29. Does your centre organise educational guidance programmes each year?
- a. Yes.
 - b. No.
30. Who administers the programmes at your centre?
- a. University Counsellors.
 - b. Lecturers.
 - c. Deans.
 - d. Head of Departments.
 - e. Any other.....
31. Does your centre provide academic counselling to first-year students when beginning university courses?
- a. Yes.
 - b. No.
32. Who administers it?
- a. University Counsellors.
 - b. Lecturers.
 - c. Deans.
 - d. Head of Departments.
 - e. Any other.....

33. How often does your centre organise educational seminars for students?
- a. Once a year.
 - b. Twice a year.
 - c. Thrice a year.
 - d. None of the above.
 - e. Any other.....

III. Social/Personal Guidance and Counselling

34. Which of the following areas do you give social/personal guidance and counselling?
- a. Assertiveness.
 - b. Personality development.
 - c. Safety issues.
 - d. Interpersonal skills.
 - e. Any other.....

35. What assistance do you give your teaching staff and students concerning social/personal guidance and counselling?
- a. Assistance to teaching staff and students to participate in co-counselling activities to develop social skills.
 - b. Assistance to teaching staff and students in studying different types of emotional problems.
 - c. Assistance to teaching staff and students in carrying out character-building activities.
 - d. Assists teaching staff and students in recognising their strengths and weakness.
 - e. Any other.....

36. Does your centre organise social/personal guidance programmes each year?
- a. Yes.
 - b. No.

37. Who administers the programmes at your centre?
- a. University Counsellors.
 - b. Lecturers.
 - c. Deans.
 - d. Head of Departments.
 - e. Any other.....

38. Does your centre give final-year teaching staff and students social/personal counselling when leaving the university?

- a. Yes.
- b. No.

39. Who administers it?

- a. University Counsellors.
- b. Lecturers.
- c. Deans.
- d. Head of Departments.
- e. Any other.....

40. What social/personal orientation do you provide to teaching staff and students?

- a. Successful adjustment to the environment to lead life.
- b. Solution to their emotional problems.
- c. Effective use of teaching staff and students leisure time.
- d. Cooperation with friends of the opposite sex effectively.
- e. Any other.....

41. How often does your centre organise social/personal seminars for teaching staff and students in each programme?

- a. Once a year.
- b. Twice a year.
- c. Thrice a year.
- d. None of the above.
- e. Any other.....

IV. Use of Time in Guidance and Counselling Centres

42. What time does your centre start work?

- a. 7:00 am.
- b. 8:00 am.
- c. 9:00 am.
- d. 10:00 am.
- e. Other.

43. What time do you come to work?
- a. 7:00 am.
 - b. 8:00 am.
 - c. 9:00 am.
 - d. 10:00 am.
 - e. Other.
44. What time does your centre close down?
- a. 2:00 pm.
 - b. 3:00 pm.
 - c. 4:00 pm.
 - d. 5:00 pm.
 - e. Other.
45. What time do you leave your working place?
- a. 2:00 pm.
 - b. 3:00 pm.
 - c. 4:00 pm.
 - d. 5:00 pm.
 - e. Other.
46. How many days does your counselling centre operates per week?
- a. 1.
 - b. 2.
 - c. 3.
 - d. 4.
 - e. 5.
47. Do you go to work every day?
- a. Yes.
 - b. No.
48. Do you give adequate time to your teaching staff and students during counselling sessions?
- a. Yes.
 - b. No.

49. Averagely, how many minutes/hours do you spend on a teaching staff and students in a counselling session?

- a. 30 minutes.
- b. 45 minutes.
- c. 1hr.
- d. 1hr 30 minutes.
- e. Other.

50. What proportion of your working time do you spend on counselling teaching staff and students in your centre?

- a. Half.
- b. More than half.
- c. Less than half.
- d. None of the above.
- e. Other.

V. Counselling Tools and Techniques

51. What medium of communication is often used during the counselling process?

- a. Non-verbal communication.
- b. Verbal communication.
- c. Video playbacks.
- d. Other.....

52. Which test do you use to collect data about your teaching staff and students?

- a. Intelligence tests.
- b. Achievement tests.
- c. Diagnostic tests.
- d. Personality tests.
- e. Aptitude test.
- f. Cognitive test.
- g. Other.

53. Which tools do you use in collecting data about your teaching staff and students?

- a. Interviews.
- b. Questionnaire.
- c. Observation.
- d. Sociometry.
- e. All the above.
- f. Other.

54. Your counselling techniques are based on which theories?

- a. Humanistic Theory.
- b. Cognitive Theory.
- c. Behavioural Theory.
- d. Psychoanalytic Theory.
- e. Rational Emotive Behavioral Theory.
- f. All the above.
- g. Other.

55. Which technique do you use in counselling?

- a. Direct Counselling.
- b. Non-Directive Counselling.
- c. Eclectic Counselling.
- e. All the above.
- f. Other.

56. Which technique is more effective in finding out the root cause of the problems?

- a. Direct Counselling.
- b. Non-Directive Counselling.
- c. Eclectic Counselling.
- d. Other.

VII. Services Provided by the Counsellor

57. How do you inform the teaching staff and students of the university's guidance and counselling centre?

- a. During orientation programmes for fresh teaching staff and students at the university.
- b. During University gatherings.

- c. At the university teaching staff and students facilitation centre.
 - d. Other.
58. Where do you meet your teaching staff and students for counselling sessions?
- a. Staff common room.
 - b. Guidance and counselling centre.
 - c. Classroom.
 - d. Other.
59. Which guidance services do you give to your teaching staff and students?
- a. Information Service.
 - b. Evaluation Service.
 - c. Orientation Service.
 - d. Follow-up services.
 - e. All the above.
 - f. Other.
60. How do you do your follow-up services?
- a. Online.
 - b. Face-to-face interview.
 - c. Questionnaire.
 - d. Discussion.
 - e. All the above.
 - f. Other.
61. Which of the following roles do you play as a counsellor?
- a. Create awareness of the guidance and counselling centre.
 - b. Resource person for the community.
 - c. As a liaison between the university and the community.
 - d. As a counsellor for the teaching staff and students.
 - e. All the above.
 - f. Other.

VIII. Online Counselling

62. Do your centre allows counsellors to conduct online counselling?

- a. Yes.
- b. No.

63. Which of the following mode do you prefer using for counselling?

- a. Face-to-face counselling.
- b. Online Counselling.
- c. Both.

64. Does your centre has reliable internet facilities for online counselling?

- a. Yes.
- b. No.

65. Which of the following devices do you use for online counselling?

- a. Desktop computer.
- b. Laptop.
- c. Tablet.
- d. Smartphone.
- e. All the above.
- f. Other.

66. Which of the following platforms do you use for online counselling?

- a. Microsoft Teams.
- b. FaceTime.
- c. WhatsApp.
- d. Skype.
- e. Zoom.
- f. Webex.
- g. All the above.
- h. Other.

67. Do your teaching staff and students benefit from online counselling?

- a. Yes.
- b. No.

68. If yes, which areas?
- a. Vocational.
 - b. Educational.
 - c. Social/personal.
 - d. All the above.
 - e. Other.

IX. Keeping Record of Counselling Sessions

69. Do you keep records after counselling work is over?
- a. Yes.
 - b. No.
70. If "yes", where do you keep your records?
- a. Guidance and Counselling room.
 - b. Storeroom.
 - c. Staff common room.
 - d. Counsellor office.
 - e. Other.
71. Which of the following notes do you keep?
- a. Session notes.
 - b. Progress notes.
 - c. All the above.
72. Do the university authorities check your records?
- a. Yes.
 - b. No.

X. Recording of Counselling Sessions

73. Do you record your teaching staff and students during counselling sessions?
- a. No.
 - b. Sometimes.
 - c. Always.

74. Which devices do you use for recording your teaching staff and students?
- a. Desktop computer.
 - b. Laptop.
 - c. Tablet.
 - d. Smartphone.
 - e. All the above.
 - f. None of above.
 - g. Other.

75. Which types of recording do your centre practice?
- a. Audio recording.
 - b. Visual recording.
 - c. Audio-visual recording.
 - d. All the above.
 - e. None of above.

SECTION E: PROBLEMS FACING GUIDANCE AND COUNSELLING CENTRES OF GHANAIAAN PUBLIC UNIVERSITIES

State the various problems facing in the following areas and give Suggestions.

Human Resources

- I.....
- II.....
- III.....
- IV.....
- V.....

Suggestions

- I.....
- II.....
- III.....

Financial Resources

- I.....
- II.....
- III.....
- IV.....
- V.....

Suggestions

- I.....
- II.....
- III.....

Physical Infrastructure Resources

- I.....
- II.....
- III.....
- IV.....
- V.....

Suggestions

- I.....
- II.....
- III.....

Online Counselling

- I.....
- II.....
- III.....
- IV.....
- V.....

Suggestions

- I.....
- II.....
- III.....

Others

I.....
II.....
III.....

Appendix-IV

OBSERVATION SCHEDULE

Instructions:-

The researcher has developed his observation schedule. The observation schedule will be used to observe the physical infrastructure resources in the public universities of Ghana.

The researcher will observe the physical infrastructure resources in the centre and tick (√) in his observation schedule. Whatever information you provide will be kept confidential. Your cooperation will be highly appreciated.

SECTION A: PHYSICAL INFRASTRUCTURE RESOURCES AVAILABILITY IN GUIDANCE AND COUNSELLING CENTRES OF GHANAIAIAN PUBLIC UNIVERSITIES

NAME OF UNIVERSITY.....

PHYSICAL INFRASTRUCTURE RESOURCES

Table. 1 Room

S/N	Infrastructures	Availability		Quantity	Adequacy			Remarks
		Yes	No		Less	Adequate	More	
1	Separate room(s) for testing							
2	Separate room(s) for interview							
3	Office for counsellor(s)							
4	Store for storage(s)							
5	Any other							

Table. 2 Furniture

S/N	Infrastructures	Availability		Quantity	Adequacy			Remarks
		Yes	No		Less	Adequate	More	
6	Tables							
7	Cabinets							
8	Shelves							
9	Chairs							
10	Cupboards							
11	Writing board							
12	Notice Board							
13	Any other							

Table. 3 ICT Equipment

S/N	Facilities	Availability		Quantity	Adequacy			Remarks
		Yes	No		Less	Adequate	More	
14	Printer							
15	Scanner							
16	Shelves							
17	Films							
18	Telephone							
19	Internet							
20	Computer							
21	Any other equipment							

Table. 4 Document /Materials

S/N	Materials	Availability		Quantity	Adequacy			Remarks
		Yes	No		Less	Adequate	More	
22	Daily Newspapers							
23	Employment News							
24	Magazines							
25	Journals							
26	Monographs							
27	Career information manuals							
28	Records/ file							
29	Charts							
30	Posters							
31	Any other materials							

Appendix-V

PERCEPTION SCALE FOR TEACHING STAFF

Centre of Advanced Study in Education (CASE)

Faculty of Education and Psychology

The Maharaja Sayajirao University of Baroda,

Vadodara-390002



Phone: +233245722175

Date: 15th May 2023.

To,

The Teaching Staff,

.....

Subject: Request for providing data to 'Functioning of Guidance and Counselling Centres in Public Universities of Ghana'.

Dear Sir/ Madam,

I, the undersigned, a Doctoral student of the Department of Education, Faculty of Education and Psychology, The Maharaja Sayajirao University of Baroda, India. I am undertaking a study entitled 'Functioning of Guidance and Counselling Centres in Public Universities of Ghana'. The basic objective of the study is to find out the Functioning of Guidance and Counselling Centres in Public Universities of Ghana and suggest measures for their functioning. In this context, I need your co-operation to respond to a questionnaire developed for this purpose. The attached questionnaire is developed under different areas; your Demographic data, Social/Personal guidance and counselling, Counsellors qualification, Timing of guidance and counselling centres, Role of a counsellor, Online counselling and Recordkeeping. I request you respond to this questionnaire to the best of your knowledge. This exercise is purely for academic purposes, so whatever information you provide will be kept confidential. Your co-operation will be highly appreciated.

Guide & Professor

Prof. Sujata Srivastava

Yours Sincerely

Gabriel Amponsah Adu

(Ph.D. Student)

Instructions:-

Please read each question carefully and provide the appropriate information by filling in the space provided. This exercise is purely for academic purposes, so whatever information you provide will be kept confidential. Your cooperation will be highly appreciated.

SECTION A: DEMOGRAPHIC DATA

Please tick the option applicable to you.

1. Name of University.....

2. Gender:

Male.

Female.

3. Age:

20 – 29 years

30 – 39 years

Above 40 years

4. Highest level of education?

Ph.D.

Masters.

Bachelors.

Other

SECTION B: PERCEPTION SCALE FOR TEACHING STAFF

Instructions:-

Please read each statement carefully and indicate how much you agree with your centre's guidance and counselling practices. Indicate your response by a tick (✓) against the appropriate responses. These alternatives range from 1 to 5 as Strongly Agree, Agree, Undecided, Disagree, And Strongly Disagree. Whatever information you provide will be kept confidential. Your cooperation will be highly appreciated.

PERCEPTION OF TEACHING STAFF TOWARDS TEACHING STAFF GUIDANCE AND COUNSELLING

Sr. No	Statement	SA	A	UD	DA	SD
DETAILS OF COUNSELLORS						
5	The centre does not have qualified counsellors.					
6	The centre has experienced counsellors.					
7	The centre has sufficient number of counsellors.					
FUNCTIONING GUIDANCE AND COUNSELLING						
I. Use of Time in Guidance and Counselling Centres						
8	Counsellors are always regular at work.					
9	Counsellors do not give adequate time to the teaching staff during counselling sessions.					
10	Counsellors do not give adequate time to the teaching staff during guidance sessions.					
II. Services Provided by the Counsellor						
11	Counsellors refer teaching staff whose issues are beyond them.					
12	Counsellors use appropriate counselling techniques.					
13	Counsellors lack confidentiality.					
14	Counsellors do not liaison between the university and the community.					
15	Counsellors use the latest psychological tests.					
16	Counsellors have a poor relationship with teaching staff.					
17	Effective counselling is provided to teaching staff.					
III. Online counselling						
18	The centre conducts effective online counselling for teaching staff.					
19	The centre has enough resources for online counselling.					
20	Beneficial online counselling is provided to teaching staff.					

IV. Keeping Records of Counselling Sessions						
21	The centre follows appropriate ethics in record keeping.					
22	The centre keeps updated records of teaching staff.					
SOCIAL/PERSONAL GUIDANCE AND COUNSELLING						
23	The centre conducts social/personal counselling for teaching staff frequently.					
24	The centre conducts social/personal guidance for teaching staff frequently.					
25	The centre always assists teaching staff with personal/social problems.					
26	The centre organises relevant orientation programmes on social issues for teaching staff.					

Appendix-VI

PERCEPTION SCALE FOR STUDENTS



Centre of Advanced Study in Education (CASE)
Faculty of Education and Psychology
The Maharaja Sayajirao University of Baroda,
Vadodara-390002

Phone: +233245722175

Date: 15th May 2023

To,
The Student,
.....

Subject: Request for providing data for 'Functioning of Guidance and Counselling Centres in Public Universities of Ghana'.

Dear Sir/ Madam,

I, the undersigned, a Doctoral student of the Department of Education, Faculty of Education and Psychology, The Maharaja Sayajirao University of Baroda, Vadodara, Gujarat, India. I am undertaking a study entitled 'Functioning of Guidance and Counselling Centres in Public Universities of Ghana'. The basic objective of the study is to find out the Functioning of Guidance and Counselling Centres in Public Universities of Ghana and suggest measures for their functioning. In this context, I need your co-operation to respond to a questionnaire developed for this purpose. The attached questionnaire is developed under different areas; your Demographic data, Vocational guidance and counselling, Educational guidance and counselling, Social/Personal guidance and counselling, Counsellors qualification, Timing of guidance and counselling centres, Role of a counsellor, Online counselling and Record keeping of counselling services. I request you respond to this questionnaire to the best of your knowledge. This exercise is purely for academic purposes, so whatever information you provide will be kept confidential. Your co-operation will be highly appreciated.

Guide & Professor

Prof. Sujata Srivastava

Yours Sincerely

Gabriel Amponsah Adu

(Ph.D. Student)

Instructions:-

Please read each question carefully and provide the appropriate information by filling in the space provided. This exercise is purely for academic purposes, so whatever information you provide will be kept confidential. Your cooperation will be highly appreciated.

SECTION A: DEMOGRAPHIC DATA

Please tick the option applicable to you.

1. Name of University.....

2. Gender:

Male.

Female.

3. Age:

15 – 20 years

21 – 25 years

26 – 30 years

31 - 35 years

Above 36 years.

4. Programme of study?

Ph.D.

Masters

Bachelors

Diploma

Other

SECTION B: PERCEPTION SCALE FOR STUDENTS

Instructions:-

Please read each statement carefully and indicate to what extent you agree with your centre's guidance and counselling practices. Indicate your response by a tick (✓) against the appropriate responses. These alternatives range from 1 to 5 as Strongly Agree, Agree, Undecided, Disagree, and Strongly Disagree. Whatever information you provide will be kept confidential. Your cooperation will be highly appreciated.

PERCEPTION OF STUDENTS TOWARDS STUDENT GUIDANCE AND COUNSELLING

Sr. No	Statement	SA	A	UD	DA	SD
DETAILS OF COUNSELLORS						
5	The centre does not have qualified counsellors.					
6	The centre has experienced counsellors.					
7	The centre has sufficient number of counsellors.					
FUNCTIONING GUIDANCE AND COUNSELLING						
I. Use of Time in Guidance and Counselling Centres						
8	Counsellors are always regular at work.					
9	Counsellors do not give adequate time to the students during counselling sessions.					
10	The centre helps students with relevant study skills.					
II. Services Provided by the Counsellor						
11	Counsellors refer students whose issues are beyond them.					
12	Counsellors use appropriate counselling techniques.					
13	Counsellors lack confidentiality.					
14	Counsellors do not liaison between the university and the community.					
15	Counsellors use the latest psychological tests.					
16	Counsellors have a poor relationship with students.					
17	Counsellors do not give adequate time to the students during guidance sessions.					
III. Online counselling						
18	The centre conducts effective online counselling for students.					
19	The centre has enough resources for online counselling.					
20	Beneficial online counselling is provided to students.					
IV. Keeping Record of Counselling Sessions						

21	The centre follows appropriate ethics in record keeping.					
22	The centre keeps updated records of students.					

SOCIAL/PERSONAL GUIDANCE AND COUNSELLING						
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23	The centre conducts social/personal counselling for students frequently.					
24	The centre conducts social/personal guidance for students frequently.					
25	The centre always assists students with personal/social problems.					
26	The centre organises relevant orientation programmes on social issues for students.					

VOCATIONAL GUIDANCE AND COUNSELLING						
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27	The centre conducts vocational counselling service for students frequently.					
28	The centre conducts vocational guidance service for students frequently.					
29	The centre assists students with relevant job information.					
30	The centre does not assist students often in developing career skills.					

EDUCATIONAL GUIDANCE AND COUNSELLING						
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31	The centre conducts educational counselling programmes for students frequently.					
32	The centre conducts educational guidance programmes for students frequently.					
33	The centre always assists students with the prescribed curriculum.					
34	The centre helps students with relevant study skills.					

Appendix-VII

Permission Letter for Data Collection



Centre of Advanced Study in Education (CASE)
Faculty of Education and Psychology
The Maharaja Sayajirao University of Baroda,
Vadodara-390002

Phone: +233245722175

Date: 15th May 2023.

To,
The Director
Guidance and counselling centre
.....

Ghana.

Subject: Grant permission to take data for 'Functioning of Guidance and Counselling Centres in Public Universities of Ghana' at your centre

Respected Sir/Madam,

With all respect, I am Gabriel Amponsah Adu, a Doctoral student of the Department of Education, Faculty of Education and Psychology, The Maharaja Sayajirao University of Baroda, Vadodara, Gujarat, India. I am undertaking a study entitled 'Functioning of Guidance and Counselling Centres in Public Universities of Ghana.' The study is under the guidance of Prof. Sujata Srivastava, Professor, Department of Education, Faculty of Education and Psychology, The Maharaja Sayajirao University of Baroda, Vadodara, Gujarat. The basic objective of the study is to find out the Functioning of Guidance and Counselling Centres in Public Universities of Ghana and suggest measures for their functioning. Kindly grant permission to take my data. As an investigator, I assure you that, this exercise is purely for academic purposes, so whatever information will be provided will be kept confidential.

Your co-operation is highly anticipated

Guide & Professor

Prof. Sujata Srivastava

Yours Sincerely

Gabriel Amponsah Adu
(Ph.D. Student)

Appendix-VIII

Coursework Certificate



THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA CERTIFICATE

[As per **O.Ph.D. 5** under UGC (Minimum Standards and Procedure for Awards of M.Phil./Ph.D. Degree) Regulation, 2016 for (8 to 16) Credits to be earned by Ph.D. Scholars]

This is to certify that **Gabriel Amponsah Adu**, Research Scholar, registered under UGC (Minimum Standards and Procedure for Awards of M.Phil./Ph.D. Degree) Regulation, 2016, vide Registration Certificate Number **284-1-250122-ICCR** dated **25/01/2022**, for pursuing Ph.D. on has undertaken and completed the course work with the Grade A.

STATEMENT OF CREDITS EARNED

Name of Research Scholar: **Gabriel Amponsah Adu**

Faculty/Institution: Faculty of Education and Psychology

Department: Department of Education

Paper Number	Course Title	Course Credits	Grade Earned	EGP
Core Courses – 06 Credits [Offered at University Level]				
I.	Research and Publication Ethics	2	C	14
II.	Fundamentals of Research Methodology	4	B	32
Departmental Courses – 06 Credits [Offered at Departmental Level]				
III	Conceptual and Theoretical Framework	3	A	27
IV	Review of Related Literature	3	A	27
Total Credits		12	Total EGP	100
CGPA		8.33	Equivalent Percentage	83.3%
Overall Grade			A	

UC: 3 – EX5/1537 (200923), 4 – Ex5/1810 (011123)
DC: FEP/388 (100124)

FOEDU/284-1-250122-ICCR

Date of Issue: 11-01-2024

Place: Vadodara



Registrar (Offg.)

