

(d) Needs of guidance service for the school administrators/Principals:

- i. to understand the role of the administrator or the Principal
- ii. to enhance the image of the school in the community
- iii. to understand how to conduct evaluation effectively
- iv. to understand how to develop a practical school guidance programme that helps the students and builds up a positive school climate

Moreover, guidance service is beneficial and hence needed by the business, industry and the labour market as well. Because organized system of guidance service can provide the potential for a well-informed workforce, with positive attitudes and the necessary skills. Such a programme can increase opportunities for business, industry and labour force to participate actively in the total school program. Hence, guidance as an important service is developing very rapidly around the World.

Principles of organizing guidance service:

Guidance is an inseparable part of the general life of the school. It is an integral part of every school activity and all teachers are responsible for providing some form of guidance. Therefore, guidance is a shared responsibility and should be organized and administered accordingly. The basic principles of organizing guidance service may be summarized as the *five P's* of guidance. They are as follows:

The five 'P's of organizing guidance:

1. **Personal:** There should be adequate number of personnel or guidance worker with proper qualification, training and up-to-date knowledge.
2. **Programme Planning:** Guidance programme must be based on proper planning. Planning should be cooperative involving all concerned. There should be a committee with Principal as the President, Counsellor as the Secretary and all teachers as members.
3. **Proper Budgeting:** There should be proper budgeting of time and money; care should be taken to see that funds provided for guidance is not diverted.
4. **Physical facilities:** There should be rooms permitting privacy, space for keeping records and workers to work, occupational information room, facilities for psychological testing, reading etc.
5. **Public support:** Local public and other organizations should be involved in the programme of school guidance.

Besides these five P's following principles are also important:

- Guidance programme must be organized viewing it as a holistic programme. It must be visualized as a programme for total development of the students.
- While planning to organize a scheme of guidance, it must be remembered that it must be carried out a continuous programme.
- Guidance programme should be based upon the goals or aims of the program. The objectives of organizing guidance should be well-formulated in view of the goals,

need and requirements of the students.

- The goals and objectives of the guidance programme must be reflective of the school's vision and mission providing a favourable situation for its wise implementation.
- After fixing the aims and objectives of the guidance programme, a detailed plan of action should be prepared for the effective implementation of the programme. An outline of functions of the guidance programme should also be prepared in view to the formulated objectives.
- Guidance programme must be planned and implemented as a cooperative venture. All concerned people should be involved in the programme and the responsibilities of the guidance workers should be decided and laid down clearly. There should be joint responsibilities of the guidance workers.
- There should be proper co-ordination and conduct of activities within an administrative framework.
- Organization of guidance programme and its implementation necessitates an able leader to co-ordinate, supervise and direct activities.
- Authority and line of responsibility must be clearly defined using an organizational structure.
- Duties and responsibilities of the staff should be allocated and communicated. A clear definition of the job description of the all staff must be included the structure.
- Various guidance personnel must work as a team.
- It should be based on adequate educational, occupational and client information.

- It has to be well prepared to meet the needs of the clients. In the needs analysis survey, the community, the parents, the students and the teachers should be involved.
- There should be proper provision of adequate essentials including physical infrastructure.
- Adequate provision should be made for testing tools.
- One of the most important principles of organizing guidance is to evaluate the functioning and execution of guidance programme in the light of the objectives.
- There should a system of feedback to evaluate the effective of the programme.
- Guidance programme should be aimed at improving pupils' self-knowledge and self-direction.
- There should be a well-organized plan for following in individuals after they leave the school.