

PROGRAMME GUIDE

for

Bachelor's Degree in Social Work (BSWG)

Programme Details and Syllabi of Courses



School of Social Work

Indira Gandhi National Open University

New Delhi

Printed material is our backbone. Our study material is prepared by teams of experts keeping in view the interest of the learner group. Each Course has a Course Development Committee headed by the Vice-Chancellor and other distinguished academics and professionals involved in the course preparation. The course material is written in such a manner that the students can study it by themselves with a little assistance from our Counsellors at the Study Centres. Further, text books and reference books are available in the libraries attached to the Study Centres and Regional Centres. Therefore, students will have no need for any cheap or condensed guides for following courses of IGNOU. In fact these may harm them. Hence, the University strongly advise the students not to take recourse to such type of guides.

Please keep this Programme Guide safely till you complete the Programme. You will need to consult it throughout the duration of the Programme.

IMPORTANT INFORMATION

“The University sends study materials and assignments, wherever prescribed, to the students by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that.”

“In case a student wants to have assignments, he/she can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website - www.ignou.ac.in”

“The students are specifically instructed to send Examination Forms to concerned Regional Centres only and to no other place and they are also advised to submit the Registration/Re-registration Forms only at the respective Regional Centres and nowhere else. If any student sends the Registration/Re-registration Forms, Examination Forms at wrong places and thereby misses the scheduled date and consequently a semester/year he/she will have no claim on the University for regularization.”

“The policy of reservation for the OBCs/SCs & STs under the CEI Act is applicable to all programmes/courses of study at the undergraduate, graduate, postgraduate levels, etc. except courses or programmes at high levels of specialization including at the post-doctoral level within any branch of study which the Central Government in consultation with the appropriate statutory authority (UGC/BCI/MCI/AICTE/etc.) may specify” (As per clause 3 III of the OM No.1-1/2005-UIA/847 dated 20th April 2008).

Programme Coordinator

Dr. Sayantani Guin
Programme Coordinator
Block-15 (H), IGNOU, New Delhi

Print Production

Mr. Kulwant Singh
Assistant Registrar (P)
SOSW, IGNOU, New Delhi

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Further information about the School of Social Work and Indira Gandhi National Open University courses may be obtained from the University's Office at Maidan Garhi, New Delhi-110 068.

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Note

The University will keep changing fee for various items including the programme fee/examination fee/various documents etc. from time to time. You may find the latest information from IGNOU website.

1. THE UNIVERSITY

Indira Gandhi National Open University was established in September 1985 by an Act of Parliament, with a view to democratise education, so that it covers large segments of population, vocations and professions. The primary emphasis is on innovation, flexibility and cost effectiveness. Thus, it is a university with a difference.

The major objectives of the university are:

- to promote the educational well-being of the community
- to democratise higher education by providing easy access to all those who desire to improve their qualifications, skills and competence by taking education to the doorsteps of people living even in remote and rural areas,
- to disseminate learning and knowledge through an innovative multi-media teaching-learning system,
- to provide high quality education at all levels,
- to coordinate and determine the standards of Distance Education and Open University Systems throughout the country.

The salient features of this system of education are:

- study according to your own pace and convenience,
- study at your own chosen place,
- flexibility in choosing courses and combination of courses from a wide range of disciplines/subjects, and
- use of modern and appropriate educational and communication technology

Student support services are provided by the University through a network of study centres scattered all over the country. Study centres are the actual focal points to enable you to receive regular information and learning support. Each study centre provides you with library audio and video facilities to further help you in the learning process. Senior and experienced academics are engaged in face-to-face counseling at study centres. The study centres are generally located in existing educational institutions and normally function on all holidays and Sundays and also in the evenings on working days. Each study centre is supervised by a Coordinator. Regional centres have been set up in different parts of the country to coordinate the functioning of study centres.

2. THE SCHOOL OF SOCIAL WORK

The School of Social Work (SOSW) at IGNOU was established in 2007. It aims at providing quality education in the areas of social work, HIV/AIDS, Counselling, and family studies by offering programmes leading to the award of Certificates, Diplomas and Degrees.

Vision

To provide inclusive and quality education in social work across the country and beyond the borders.

Mission

To provide quality education through open and distance learning using multi-pronged strategies and services to reach the unreached with an emphasis on social work values and ethics whereby improving the services in social welfare sectors.

The SOSW at IGNOU is the first School of Social Work to be offering social work programme through ODL system. It is the first School of Social Work in India to take social work education to all the States and Union Territories in the country. It has indigenously developed high quality Self Instructional Materials (SIM) and uses multi-media approach for imparting social work teaching and training through its own (IGNOU's) TV and Radio channels both in English and Hindi. It offers social work programmes

to in-service candidates and engages a large number of practitioners for field supervision.

Objectives of SOSW

- To promote human resources aiming at improving the quality of life of poorest of the poor
- To meet the growing demand for professionally trained social workers across the country
- To provide social work education and training based on indigenous knowledge and uniform curriculum across the country
- To assist the learner to acquire professional skills and knowledge to help the clients to deal with their emotional and psychological problems.
- To encourage the learner to develop capacity in helping people to solve various social and economic problems.
- To guide the learner to develop required attitudes in understanding people's problem solving interventions.

3. SALIENT FEATURES OF BSWG PROGRAMME

Compared with BSWG offered by other Indian Universities, our programme is unique and innovative in many respects. The salient features of this programme are :

- Students with a qualification of 10+2 or its equivalent can seek admission.
- Student can study at his/her own pace and convenience over a period of 3 to 6 years.
- Student is not required to attend regular classes.
- Indigenously prepared self-instructional print materials are provided to students.
- Print materials are supported with audio and video programmes.
- Multi-media programme package is available both in English and Hindi.
- Every student of BSWG is placed under the supervision of a professionally qualified social worker for field work supervision.

All these aspects are explained in detail in the succeeding sections of this Programme Guide.

4. PROGRAMME STRUCTURE FOR BSWG

The University follows the credit system for its Bachelor's Degree Programme. Each credit amounts to 30 hours of study comprising all learning activities. Thus, a 6 credit course involves 180 study hours and a 10 credit course involves 300 study hours. **To successfully complete the BSWG programme, you will have to earn 132 credits over a period of 3 to 6 years depending on your convenience.**

The Bachelor's Degree Programme in BSWG has two major components:

1. Theory Courses	72 Credits
2.. Field Work	60 Credits
Total	<u>132 Credits</u>

4.1 LIST OF THEORY COURSES IN SOCIAL WORK DISCIPLINE

Course Code	Course Name	Credits
BSW-121	Professional Social Work and its Values	6
BSW-122	Society, Social Institutions and Social Problems	6
BSW-123	Community Organization and Communication	6
BSW-124	Human Growth, Behaviour and Counselling	6
BSW-125	Social Case Work and Social Group Work	6
BSW-126	Social Work in Family Setting	6
BSW-127	Public Health and HIV/AIDS	6
BSW-128	Social Policy and Social Development	6
BSW-129	Research Methods in Social Work	6
BSW-130	Prevention of Substance Abuse	6
BSW-131	Social Welfare Administration and Social Actio	6

4.2 Field Work Components

The second component of the BSWG programme is the field work practicum. The University has prepared six Field Work Journals for the 1st, 2nd, 3rd, 4th, 5th and 6th semester separately. In all the six semesters, you will have to complete 25 days of field work. **Field work has to be conducted under the guidance of a professionally qualified Social Worker. The Coordinator of the Study Centre will provide you with an approved guide.** Completion of Field Work in BSWG 1st semester is mandatory for starting field work practicum in 2nd semester. Similarly, completion of Field Work in BSWG 2nd semester is mandatory for starting field work practicum in 3rd semester and so on. You may appear for term-end examination without completing field work practicum.

List of Field Work Components

Course Code	Semester	Title	Credits
BSWL-104	1 st Semester	Social Work Practicum-IV	10
BSWL-105	2 nd Semester	Social Work Practicum-V	10
BSWL-106	3 rd Semester	Social Work Practicum-VI	10
BSWL-107	4 th Semester	Social Work Practicum-VII	10
BSWL-108	5 th Semester	Social Work Practicum-VIII	10
BSWL-109	6 th Semester	Social Work Practicum-IX	10

Upon completion of field work, the FieldWork Journals are to be submitted to the Coordinator of the Study Centre. The Coordinator will send the Journals by Registered Post to:

Registrar,
Student Evaluation Division
IGNOU, Maidan Garhi
New Delhi-110068

Your completed field Work Journals should reach the Student Evaluation Division latest by 30th November for December Term-end result and 30th May for June Term-end result.

Semester-wise Distribution of Courses

Semester	Course Code	Course Name	Credits
Semester I	BHDLA-135	Hindi Bhasha: Vivid Prayog	6
	OR	OR	OR
	BEGLA-135	English in Daily Life	6
	BSW-121	Professional Social Work and its Values	6
	BSWL – 104	Social Work Practicum – IV	10
	Total		22
Semester	Course Code	Course Name	Credits
Semester II	BSW-122	Society, Social Institutions and Social Problems	6
	BSW-123	Community Organization and Communication	6
	BSWL – 105	Social Work Practicum – V	10
	Total		22
Semester	Course Code	Course Name	Credits
Semester III	BSW-124	Human Growth, Behaviour and Counselling	6
	BSW-125	Social Case Work and Social Group Work	6
	BSWL – 106	Social Work Practicum – VI	10
	Total		22
Semester	Course Code	Course Name	Credits
Semester IV	BSW-126	Social Work in Family Setting	6
	BSW-127	Public Health and HIV/AIDS	6
	BSWL – 107	Social Work Practicum – VII	10
	Total		22

Semester	Course Code	Course Name	Credits
Semester V	BSW-128	Social Policy and Social Development	6
	BSW-129	Research Methods in Social Work	6
	BSWL-108	Social Work Practicum – VIII	10
	Total		22
Semester	Course Code	Course Name	Credits
Semester VI	BSW-130	Prevention of Substance Abuse	6
	BSW-131	Social Welfare Administration and Social Action	6
	BSWL- 109	Social Work Practicum - IX	10
	Total		22

Total Credits: 132

For electronic version of the prospectus
www.ignou.ac.in

For further information contact any IGNOU Regional Centre Or write to:

Dr. Sayantani Guin

SOSW, IGNOU

Maidan Garhi, New Delhi-110068

Email: bswinfo@ignou.ac.in, sosw@ignou.ac.in

ignou
 THE PEOPLE'S
 UNIVERSITY

Detailed Syllabus of BSWG Programme
BSWG Semester I Curriculum

BHDLA-135: Hindi Bhasha: Vivid Prayog

OR

BEGLA-135: English in Daily Life

BSW-121: Professional Social Work and its Values (6 credits)

Block 1: Introduction to Professional Social Work

- Unit 1 Introduction to Social Work Concepts – I
- Unit 2 Introduction to Social Work Concepts – II
- Unit 3 Emergence of Social Work Abroad
- Unit 4 Evolution of Social Work Tradition and Education in India

Block 2: Basics of Social Work

- Unit 1 Professional Social Work: Nature, Scope, Goals and Functions
- Unit 2 Professional Social Work: Generic Principles and their Application
- Unit 3 Voluntary Action and Social Work in India
- Unit 4 Social Work Ethics in Indian Context

Block 3 Values of Social Work I

- Unit 1 Service to Humanity as a value of Social Work
- Unit 2 Social Justice as a value of Social Work
- Unit 3 Importance of Human Relationships as a value of Social Work
- Unit 4 Dignity and Worth of the Person as a value of Social Work
- Unit 5 Integrity as a value of Social Work
- Unit 6 Competence as a value of Social Work

Block 4 Values of Social Work II

- Unit 1 Loyalty to Profession as a value of Social Work
- Unit 2 Patriotism as a value of Social Work
- Unit 3 Cultural Sensitivity as a value of Social Work
- Unit 4 Hardwork as a value of Social Work
- Unit 5 Responsibility and Commitment as a value of Social Work
- Unit 6 Teachership as a value of Social Work

BSWL-104: Social Work Practicum-IV

(10 credits)

BSWG Semester II Curriculum

BSW-122: Society, Social Institutions and Social Problems (6 credits)

Block 1: Introduction to Society

- Unit 1 Basic Sociological Concepts
- Unit 2 Evolution of Human Society: Nature and Characteristics
- Unit 3 Social Processes
- Unit 4 Social Change: Concept and Factors Involved in Social Change
- Unit 5 Social Control

Block 2: Social System and Social Sub-system

- Unit 1 Marriage and Family
- Unit 2 Society and Culture: Plurality of Culture in India
- Unit 3 Social Stratification
- Unit 4 The State as a Social Institution: Its Role and Impact on Other Institutions

Block 3: Social Institution of Marriage

- Unit 1 Marriage and Family: Choosing of Life Partner
- Unit 2 Marriage in India
- Unit 3 Society, Culture, Religion and Family Values
- Unit 4 Marital Life and Role Expectations

Block 4: Social Problems and Services

- Unit 1 Introduction to Social Problem
- Unit 2 Contemporary Social Problem-I
- Unit 3 Contemporary Social Problem-II
- Unit 4 Social Defense

BSW-123: Community Organization and Communication (6 credits)

Block 1: Community Organization

- Unit 1 Community Organization: Concept and Principles
- Unit 2 History of Community Organization
- Unit 3 Community Organization as a Method of Social Work
- Unit 4 Current Issues in Community Organization
- Unit 5 Role of Community Organizer in Different Settings

Block 2 Contemporary Methods

- Unit 1 Advocacy as a contemporary method of Social Work
- Unit 2 Networking as a contemporary method of Social Work
- Unit 3 Resource Mobilization as a contemporary method of Social Work
- Unit 4 Strength Based Practice as a contemporary method of Social Work
- Unit 5 Public Interest Litigation as a contemporary method of Social Work
- Unit 6 Awareness Campaign as a contemporary method of Social Work

Block 3: Basics of Communication

- Unit 1 Communication - Concepts, Types and Process
- Unit 2 Traditional and Modern Media of Communication
- Unit 3 Interpersonal, Group and Mass Communication
- Unit 4 Health Communication: Scope and Challenges

Block 4: General Areas of Social Work Practice

- Unit 1: Social Work with Family
- Unit 2: Social Work in Educational Settings
- Unit 3 Social Work in Health Care Sector
- Unit 4: Social Work in Industrial Sector
- Unit 5: Social Work among Communities
- Unit 6: Social Work in Correctional Settings

BSWL-105: Social Work Practicum (10 credits)

BSWG Semester III Curriculum

BSW-124: Human Growth, Behaviour and Counselling (6 credits)

Block 1: Process of Growing Up

- Unit 1 Male Reproductive System and Functioning
- Unit 2 Female Reproductive System and Functioning
- Unit 3 Early Stages of Human Growth: Biological, Social, Psychological and Developmental Aspects
- Unit 4 Later Stages of Human Growth: Biological, Social, Psychological and Developmental Aspects
- Unit 5 Youth and their Concerns

Block 2: Human Growth and Development

- Unit 1 Personality Development
- Unit 2 Determinants of Personality: Role of Heredity and Environment
- Unit 3 Different Stages of Human Development
- Unit 4 Theories of Personality
- Unit 5 Psychosexual Development: Freudian Concept

Block 3: Basics of Psychology for Social Worker

- Unit 1 Relevance of Psychology in Social Work Practice
- Unit 2 Basic Psychological Concepts in Human Behavior
- Unit 3 Defense Mechanisms
- Unit 4 Normality and Abnormality
- Unit 5 Basic Concepts of Social Psychology

Block 4: Basics of Counselling

- Unit 1 Introduction to Counselling
- Unit 2 Processes Involved in Counselling
- Unit 3 Supportive and Behavioural Techniques in Counselling
- Unit 4 Cognitive and Psychoanalytical Techniques in Counselling
- Unit 5 Practical Issues Involved in Counselling

BSW-125: Social Case Work and Social Group Work (6 credits)

Block 1: Basics of Social Case Work

- Unit 1: Introduction to Social CaseWork: Historical Development
- Unit 2: Basics of Social CaseWork
- Unit 3: Practice of Social CaseWork
- Unit 4: Interviewing in Social Case Work-I
- Unit 5: Interviewing in Social Case Work-II

Block 2: Selected Settings in Social Case Work

- Unit 1: Components of Social CaseWork
- Unit 2: Fields of Social CaseWork Practice
- Unit 3: Social Case Work in Educational Setting
- Unit 4: Social Case Work in Industrial Setting

Block 3: Social Work with Group

- Unit 1 Concept of Group
- Unit 2 Characteristics and Significance of Groups
- Unit 3 Group Formation: Stages of Development of Groups
- Unit 4 Leadership in Group

Block 4: Introduction to Social Group Work

- Unit 1 Social Group Work: Historical Development
- Unit 2 Principles, Skills, and Models of Group Work Practice
- Unit 3 The Social Worker's Role in GroupWork Process.

BSWL-106: Social Work Practicum (10 credits)

BSWG SEMESTER IV Curriculum

BSW-126: Social Work in Family Setting (6 cr edits)

Block 1: Education on Family

- Unit 1 Concept of Family Life
- Unit 2 Family Life Education - Concept and Meaning
- Unit 3 Importance of Family Life Education
- Unit 4 Role of Home, School and Religion in Imparting Family Life Education
- Unit 5 Development of Personality and Moral Values in Life

Block 2: Sexual Health Education

- Unit 1 Basic Concepts of Sexual Health Education
- Unit 2 Understanding Man and Woman
- Unit 3 Sexual Health Education: Objectives and Components
- Unit 4 Sexual Health Education: Role of Home, School and Media

Block 3: Programmes for Family Welfare

- Unit 1 Indian Family in Transition
- Unit 2 Family Planning and Parenting
- Unit 3 Family Planning Methods and Spacing between Live Births
- Unit 4 Medical Termination of Pregnancy and Issues Associated with It

Block 4: Major Problems in Marital Life

- Unit 1 Psycho-social Effects of Divorce, Separation and Migration
- Unit 2 Dowry Demands and Dowry Deaths
- Unit 3 Legal Issues Involved in Marriage
- Unit 4 Domestic Violence: Its Causes and Impact

BSW-127: Public Health and HIV/AIDS (6 credits)

Block 1: Public Health and HIV/AIDS

- Unit 1 Introduction to Public Health
- Unit 2 Components of Public Health
- Unit 3 What, Why and How of HIV/AIDS
- Unit 4 Misconceptions about HIV/AIDS/ STDs
- Unit 5 History of HIV/AIDS

Block 2: HIV Transmission and Testing Issues

- Unit 1 Transmission of HIV through Sex
- Unit 2 Transmission of HIV through Blood
- Unit 3 Mother to Child Transmission of HIV
- Unit 4 HIV Testing and Issues Involved
- Unit 5 Moral Issues on HIV Testing

Block 3 : HIV/AIDS Prevention and Care

- Unit 1 How to Prevent and Control HIV/AIDS
- Unit 2 Continuum of Care
- Unit 3 Societal Influence on HIV/AIDS Transmission and Prevention
- Unit 4 HIV/AIDS and Ethical Issues
- Unit 5 Life Skills in the Context of Adolescent Health

Block 4: HIV/AIDS and Vulnerable Population

- Unit 1 HIV/AIDS and Women
- Unit 2 HIV/AIDS and Children
- Unit 3 HIV/AIDS and Substance Abuse
- Unit 4 STDs and their management
- Unit 5 Sexual Minorities and HIV/AIDS

BSWL-107: Social Work Practicum (10 credits)

BSWG Semester V Curriculum

BSW-128: Social Policy and Social Development (6 credits)

Block 1: Social Development and Social Policy

- Unit 1 Development and under Development
- Unit 2 Concept and Dynamic of Social Development
- Unit 3 Concept and Type of Economic Systems
- Unit 4 Social Planning and Social Policy
- Unit 5 Human Development

Block 2: Health Information for Social Workers

- Unit 1 Concepts of Health and Hygiene: Community Health and Systems of Medicine
- Unit 2 Major Health Problems: Communicable and Non-Communicable Diseases
- Unit 3 Mental Health and Disorders
- Unit 4 Health Care Services: Institutional and Non-Institutional and Systems of Medicines
- Unit 5 Social, Economic and Psychological Factors Involved in Health Care Service

Block 3: Empowerment of Women

- Unit 1 Situational Analysis of Women in India
- Unit 2 Developing a Framework for Gender-Aware Social Work Intervention
- Unit 3 Women's Development Initiatives in Health
- Unit 4 Women's Development Initiatives in Education
- Unit 5 Women's Empowerment and Social Legislation
- Unit 6 Women's Development Initiatives in Political System

BSW-129: Research Methods in Social Work (6 credits)

Block 1: Social Research and Social Work Research

Unit 1: Basic Tenets of Research

Unit 2: Social Work Research: Meaning, Scope And Uses

Unit 3: Types of Research

Block 2: Approaches to Social Work Research

Unit 1: Qualitative Approach and Methods I

Unit 2: Qualitative Approach and Methods II

Unit 3: Quantitative Approach and Methods I

Unit 4: Quantitative Approach and Methods II

Unit 5: Integrated Approach and Methods

Block 3: Social Work Research Process

Unit 1: Stages in Research

Unit 2: Research Design

Unit 3: Methods and Types of Sampling

Unit 4: Methods and Tools of Data Collection

Block 4: Data Processing and Tabulation

Unit 1: Editing, Coding, Processing and Tabulation of Data

Unit 2: Data Analysis, Interpretation and Report Writing

Unit 3: Basics of Statistical Techniques

BSWL-108: Social Work Practicum (10 credits)

BSWG Semester VI Curriculum

BSW-130: Prevention of Substance Abuse (6 credits)

Block 1: Factual Information on Substance Abuse

- Unit 1 Relevance of Substance Abuse and HIV/AIDS
- Unit 2 Commonly used Drugs and Target Groups
- Unit 3 Extent of Prevalence of Substance Abuse and Trafficking in India
- Unit 4 The Drug Scenario: Global, Regional and National

Block 2: Substance Abuse and Its Implications

- Unit 1 Link between Alcohol, Drugs, STIs and its Relevance in the Present Day Context
- Unit 2 Consequences of Substance Abuse on the Individual
- Unit 3 Impact of Substance Abuse on Family and on National Development
- Unit 4 The Narcotic Drugs and Psychotropic Substance Act 1985 (NDPS Act, 1985)
- Unit 5 Drug Demand and Supply Reduction

Block 3: Prevention and Treatment of Alcohol and Drug Dependence

- Unit 1 Treatment of Alcohol and Drug Dependence
- Unit 2 Empowering through Education, Counseling, Referral Services and Community Responses
- Unit 3 Role of NGOs, National and International Bodies on Prevention and Control of Substance Abuse
- Unit 4 Developing Skills and Competencies for Intervention Strategies

Block 4: Counselling in HIV and Family Matters

- Unit 1 STD and HIV/AIDS Counselling
- Unit 2 Family and Pre-marital Counselling
- Unit 3 Counselling on Sexuality and Sensitive Issues
- Unit 4 Existing Trends in Counselling Services in India

BSW-131: Social Welfare Administration and Social Action (6 credits)

Block 1: Social Welfare Administration

- Unit 1 Social Welfare Administration: Concept, Nature and Scope
- Unit 2 Types and Purpose of Social service Organization
- Unit 3 POSDCoRBEF
- Unit 4 Procedure for Establishing and Running Social Service Organization
- Unit 5 Social Welfare Administration as a Method of Social Work

Block 2: Social Action for Social Change

- Unit 1 Social Action : Concept and Principles
- Unit 2 Strategies and Tactics Employed in Social Action
- Unit 3 Models of Social Action
- Unit 4 Social Action in Relation to Community Work and Social Movement
- Unit 5 Social Action as a Method of Social Work

Block 3: Basics of Legal Literacy

- Unit 1 Indian Constitution
- Unit 2 Indian Legal System and its Relevance for Marginalized and Disadvantaged Groups
- Unit 3 Public Interest Litigation (PIL)
- Unit 4 Basic Understanding of Criminal Procedures
- Unit 5 Social Legislation and Role of Social Worker in Legal Assistance

BSWL-109: Social Work Practicum (10 cr edits)

5. SCHEME OF STUDY

Semester-wise Scheme of Study

Semester of Courses	Theory in Social Work	Field Work Practicum	Total credits
First Semester	12 Credits	10	22
Second Semester	12 Credits	10	22
Third Semester	12 Credits	10	22
Fourth Semester	12 Credits	10	22
Fifth Semester	12 Credits	10	22
Sixth Semester	12 Credits	10	22
Total	72 Credits	60 Credits	132

After the first semester, whether you pass/attempt the first semester examinations or not, you can seek admission for the second semester by submitting the course registration form with requisite programme fee within the re-registration schedule as notified by the university. Similarly, at the end of the second semester, irrespective of the fact that you have passed the second semester or not, you can seek admission to third semester by submitting the course registration form for the third semester along with the third semester programme fee. The same will be applicable for subsequent semesters.

Note: Even if the university does not send any communication for re-registration in IInd semester & subsequent semesters, you are advised to make use of the Course Registration form printed in this programme guide.

How to Decide Your Time Schedule?

The University offers a lot of flexibility and openness in the courses and duration for the completion of programmes. You should take full advantage of this flexibility. As indicated earlier you can complete this programme in 3 years. If you are not able to complete it within this period you can take a maximum of 6 years to complete it. It would be better if you plan it in a systematic way. Completion of a course would involve studying the course, completing the assignments and field work practicum and appearing in term end examination. If you are busy elsewhere and not able to fully devote yourself to the programme, you should fix your target every semester. Assignments can be downloaded from IGNOU website. Always attempt the latest assignment uploaded in the IGNOU website. By a proper planning every semester, you can complete this programme according to your convenience. As mentioned earlier, completion of field work practicum of previous semester is mandatory for beginning field work practicum in subsequent semesters.

6. FEE STRUCTURE AND SCHEDULE OF PAYMENT

The University keep revising the fee structure which will be communicated through its study centres, Regional Centres and Website (www.ignou.ac.in).

BSWG programme fee is Rs.16200/-.In the first year registration fee of Rs.200/- is charged. Fee is to be paid per year at the rate of Rs.5400/-.

Learners are advised to submit the Re-registration (RR) forms 'Online' only on the web portal www.ignou.ac.in as per schedule being notified by the University from time to time for respective semesters. If the Re-registration of the programme is not available online or for any other reason as specified by the University, learners should submit their RR forms at the respective Regional Centre ONLY and nowhere else. If any student submits the 'Offline' Re-registration Form at any other Regional Centre than the allocated Regional Centre, and consequently misses the scheduled date and a semester/year, he/she will have no claim on the University for regularization.

Schedule for Re-registration*

	For July Session	Late Fee
1.	1st February to 31st March	NIL
2.	1st April to 30th April	Rs. 200.00
3.	1st May to 31st May	Rs. 500.00
4.	1st June to 20th June	Rs. 1000.00

* As and when it is necessary the University can revise the programme fee and the revised fee shall be apayable by you as per schedule of payment notified by the University.

Timely payment of programme fees is the responsibility of the students. Students are expected to remit fee as early as possible without waiting for the last date. In case, you fail to remit the fee as per above schedule, you will have to wait for next cycle of fee payment schedule. Non-payment of fee results in discontinuation of the despatch of study material. Such students will not be permitted to write the examinations. In case any student wilfully appears in the examination without proper registration for a course(s), disciplinary action shall be taken against him as per rules of the University. Fee once paid is not refundable.

7. MEDIUM OF INSTRUCTION

The Bachelor's Degree in Social Work is offered by the university through the medium of both Hindi and English. You have to give your option for the medium of instruction. Printed course material and assignments are sent to you in the medium of your option. Similarly, you have to submit the assignments and attempt the term-end examinations in the language you have opted for. Audio-Video programmes and counselling are also provided through the medium you prefer.

8. INSTRUCTIONAL SYSTEM

The methodology of instruction in this University is different from that in the conventional universities. The Open University System is more learner-oriented, and the student is an active participant in the teaching-learning process. Most of the instruction is imparted through distance rather than face-to-face communication.

The University follows a multi-media approach for instruction. It comprises:

- Self-instructional print material
- Audio-video programmes transmitted through Gyan DarshanTV, Gyan Vani FM Radio and web cast of the same
- Teleconferencing
- Interactive Radio Counselling
- YouTube videos through Egyankosh IGNOU
- Face-to-face counselling at Study Centres by academic counsellors
- Assignments
- Practicals

8.1 Print Material

Print material is the primary form of instructional material, although there will be a few audio-video-programmes and counselling sessions. Therefore, you have to concentrate mainly on the printed materials that we send you periodically. The printed material would be sufficient to write assignment responses and prepare for the term end examinations.

How to use Print Material

The print material prepared by the University is self instructional in nature. Each course has been divided into a number of Blocks, generally 4 to 6 Blocks for a 6 credit course. Each Block consists of a number of Units (lessons). Normally, all the Units covered in one Block have a thematic unity. The first page of each Block indicates the contents of each Block i.e., the number and titles of the Units covered in that Block. This is followed by a brief introduction to the Block. This Block introduction explains the total coverage of the Block as a whole as well as the coverage of each Unit in that Block.

Each Unit is structured to facilitate self study for you. The section on **Objectives** briefly states what we expect you to attain when you have completed the Unit. In **Introduction**, there is an attempt to forge a link with the topics of the previous Units and the topic to be covered in the present Unit. This is followed by the main body of the Unit, which is divided into various sections and subsections. In the main body there are a few self-check exercises under the caption **Check Your Progress**. Enough space is given for you to write your answers to the questions set in the self-check exercises. Answers to these exercises are given in the section **Answers to Check Your Progress Exercises** at the end of the Unit.

The section **Let Us Sum Up** summarises what has been said in the whole Unit. This summary enables you to recall the main points covered in the Unit. To facilitate comprehension, important words/terms covered in the Unit are explained in the section **Key Words**. Some books for additional reading are suggested in the

section **Further Readings and References**. For your reference purpose some of these books may be available in the study centre. The section Terminal Questions/Exercises is intended to give you an idea about the nature of question that may be asked in term end examinations. These question and **Check Your Progress Exercises are for your practice only, and you should not submit answers to these questions to the University for assessment**

Read the Units carefully and note down the important points. You can use the space in the margin of the printed pages for making notes and writing your comments. While reading the Units mark the words that you do not fully understand. Look for the meaning of such words under the section Key Words or in a dictionary. Read the Unit again and again until you have understood the point. You may also try to find it in earlier Units as it may be explained there. However, if you still do not understand something, consult your counsellor during the face-to-face sessions at the Study Centre for clarification.

Try to answer 'Check Your Progress' questions. These exercises will help you to reinforce the information/knowledge you gain through your first reading of the text. Proper comprehension of the units and the points/notes made by you while reading through the Units would help you in answering the Check Your Progress Exercises given in the Units.

8.2 Audio-Video Material

In addition to the print material, audio and video programmes have been prepared for each course. The audio- video material is supplementary to the printed material. Hence, we advise you to make use of it, as that will help you to understand the subject better. The students can get all information regarding Audio-Video materials from IGNOU's website www.ignou.ac.in by going to Electronic Media Production Centre's page. The information can also be availed at your regional and study centres.

The catalogue of the Audio-Video material is available for download at the following link:- <http://www.ignou.ac.in/userfiles/AUDIO%20VIDEO%20CATALOGUE,%20JUNE%202019.pdf>

Students desirous of buying the audio-video CDs/DVDs can procure them from: Marketing Unit, Electronic Media Production Centre, IGNOU, Maidan Garhi, New Delhi-110 068.

8.3 Gyan Vani FM Radio

Conceived in 2001 as a network of educational FM Radio Channels GyanVani FM operates from various cities. With an aim to enhance and supplement the teaching-learning process, each GV Station has a range of about 60 kms and covers an entire city/town including the adjoining rural areas. GyanVani serves as an ideal medium for niche audience addressing the local educational, developmental and socio-cultural requirements of the people. The flavor of the channel is by and large local and the medium is English, Hindi or language of the region, but overall content pertains to Primary and Secondary Education, Adult Education, Technical and Vocational Education, Higher Education, Distance Education and Extension Education etc. For information on the schedules of the various Gyan Vani Stations, You can check out on IGNOU's website under Electronic Media Production Centre at the link <http://ignou.ac.in/ignou/aboutignou/icc/empc/gyanvani>.

8.4 Interactive Radio Counselling

The University conducts regular Interactive Radio Counselling (IRC) through the GyanVani FM network all over India. This facility is being provided by GV Stations to enable students to interact with the faculty

academic counselors and student support staff. Gyan Vani Delhi IRC sessions can also be listened from Gyandhara webcast at the link <https://www.ignouonline.ac.in/gyandhara/>. The schedule of the running month is also made available at the same link. Students can put across their questions to the experts by using the telephone or chat box through Gyandhara. Other GV stations IRC telephone numbers are announced by respective Radio Stations during broadcast.

8.5 Gyan Darshan

Gyan Darshan (GD) channel is a joint venture of the Ministry of Human Resource Development (MHRD), Ministry of Information & Broadcasting (I & B Ministry), Prasar Bharati and IGNOU serving as the nodal agency. Launched in the year 2000, GD is a 24-hour educational channel which offers the best of educational programmes covering a variety of subjects and catering to a wide range of viewers. It is available on all major DTH networks. Gyan Darshan is also now a part of Swayam Prabha and can be watched on MHRD Channel no.25.

Gyan Darshan is also simultaneously webcast and can be accessed through the website www.ignouonline.ac.in/gyandarshan. The monthly schedule of Gyan Darshan channel can be accessed through IGNOU's website under Electronic Media Production Centre's page.

8.6 Teleconferencing

Gyan Darshan TV channel conducts two hours of live Teleconferencing sessions daily (on Weekdays) to build interactivity in the ODeL system. Teachers/resource persons and Operational Divisions/Centres such as RSD, SSE interact with students and also RC staffs, field level functionaries respectively for academic and administrative matters. It is a one-way video and two way audio facility

You can put your problems and questions to these experts through the telephone numbers scrolled on the TV screen. These will help in resolving your queries related to courses and other general information pertaining to programmes of study. The schedule of the Teleconferencing sessions are available on IGNOU's website www.ignou.ac.in under Electronic Media Production Centre's page at the link <http://ignou.ac.in/ignou/aboutignou/icc/empc/teleconference-session>

8.7 Counselling

In distance education, face-to-face contact between the learners and their tutors/counsellors is an important activity. The purpose of such a contact is to answer some of your questions and clarify your doubts which may not be possible through any other means of communication. It is also intended to provide you an opportunity to meet fellow students. There are experienced academic counsellors at the Study Centres to provide counselling and guidance to you in the courses that you have chosen for study. The counselling sessions for each of the courses will be held at suitable intervals throughout the academic session. **The counselling sessions are not compulsory.** However, they may be very useful in certain respects such as: to share your views on the subject with teachers and fellow participants, comprehend some of the complex ideas or difficult issues, and get clarifications for many doubts which you would not otherwise try to raise, and consult academic counsellors for selecting courses of study

Face-to-face counselling will be provided to you at the study centre assigned to you. You should note that the counselling sessions will be very different from the usual classroom teaching or lectures. Counsellors will

not be delivering lectures or speeches. They will try to help you to overcome difficulties (academic as well as personal) which you face while studying for this programme. In these sessions you must look into the subject-based difficulties and any other issues arising out of such difficulties. Besides, some of the audio and video cassettes that are available at that time will be played in the counselling sessions.

Before you go to attend the counselling sessions, please go through your course material and note down the points to be discussed. Unless you have gone through the Units, there may not be much to discuss. You should concentrate on the relevant and the most important issues. Also try to understand each other's points of view. You may also establish personal contact with your fellow participants to get mutual help for academic purposes. Try to get the maximum possible help from your counsellors.

8.8 Study Centres

To provide effective student support, we have set up a number of Study Centres all over the country. You will be allotted one of these Study Centres taking into consideration your place of residence or work. However, each Study Centre can handle only a limited number of students and despite our best efforts, it may not always be possible to allot the Study Centre of your choice. The particulars regarding the Study Centre to which you are assigned will be communicated to you.

Every Study Centre will have:

- A Coordinator who will coordinate different activities at the centre.
- An Assistant Coordinator and other supporting staff appointed on a part-time basis.
- Counsellors in different courses to provide counselling and guidance to you in the courses you have chosen.

A Study Centre will have six major functions:

- 1) **Counselling:** Face-to-face counselling for the courses will be provided at the Study Centres. The detailed programme of the counselling sessions will be sent to you by the Coordinator of your Study Centre.
- 2) **Evaluation of Assignments:** Tutor Marked Assignments (TMA) will be evaluated by the Counsellors appointed for different courses at the Study Centre. These assignments will be returned to you with tutor comments and marks obtained. These comments will help you in your studies.
- 3) **Library:** For each course some of the books suggested under 'Some Useful Books' will be available in the Study Centre Library. All audio and video tapes are also available in the library.
- 4) **Information and Advice:** At the Study Centre you get relevant information regarding the courses offered by the University, counselling schedules, examination schedule, etc. You will also get guidance in choosing your elective and application-oriented courses.

- 5) **Audio-Video Facilities:** This practice of making audio-video cassettes available at Study centres is discontinued as it is now made available through other means.
- 6) **Interaction with Fellow-Students:** In the Study Centres you get an opportunity to interact with fellow students.
- 7) **Facilitating students for Field Practicum** The study centre will facilitate you for the field practicum by allotting a qualified field work supervisor

Please bring all your Units and your folder of corrected assignments with you when you come to the counselling session.

9. SUPERVISED SOCIAL WORK PRACTICUM (FIELDWORK)

BSWG will have six components of FieldWork comprising of 25 days of supervised field work practice under the guidance of a field work supervisor. There will be one field work practicum in each semester

A brief of each is given below:

Semester	Orientation Meeting (Compulsory)	Concurrent FieldWork (Compulsory)	Individual Conference (Compulsory)	Total
I BSWL-104	20	NIL	5	25
II BSWL-105	5	15	5	25
III BSWL-106	5	15	5	25
IV BSWL-107	5	15	5	25
V BSWL-108	5	15	5	25
VI BSWL-109	5	15	5	25

Successful completion of field work practicum in the first semester (BSWL-104) is a necessary condition to take up field work practicum in the second semester (BSWL-105). Similarly successful completion of field work practicum in the second semester (BSWL-105) is a necessary condition to take up field work practicum in the third semester (BSWL-106), and so on. Details are given in the FieldWork Journal in respective semesters. FieldWork Journal for each semester provides space for writing reports of various activities such as:

Orientation Visits: 20 in First Semester and 5 in Semesters II to VI (compulsory)

Concurrent Field visits: 15 (compulsory in Semesters II to VI) (Nil in First Semester)

Individual Conference with FWS: 5 (compulsory)

9.1 Field Work Placement: Why and How

Why?:

- Field work gives an opportunity for learning from the other: Service users, social work colleagues and other workers besides gaining practice skills from prior learning.
- A trainee gets to work alongside professionals, taking greater responsibility
- To understand and address social issues in a practical way: 'doing the real thing'

How?

- It is done in partnership with social work agencies under the supervision of Field Work Supervisor (FWS).
- Field Work Supervisor identifies agency and/or community according to students learning needs and areas of interest.
- FWS has to be sensitive in addressing the specific needs of the learners including those registered from far-flung remote areas.
- If a permission/request letter is required by the agency the FWS or the Coordinator at the Study Centre may issue such letters .
- Students use social work theory and research findings in their practice & demonstrate a commitment to professional values and ethics.
- Students, supervisors, academic counsellors review a learning agreement for each placement and how this learning is facilitated and evaluated.

9.2 Concerns in Placement

- Being diligent/ industrious.
- Keeping in touch with FWS is compulsory, being regular and punctual.
- Dress code which are culturally and socially acceptable to local environment.
- Fieldwork supervisor should be MSW/M.A (Social Work). Only an approved FWS/Academic counselor is eligible to supervise fieldwork practicum. Journals will be returned back if found supervised by faculty from any other discipline.

9.3 Guidelines for Learner

- It is compulsory to attend Induction Meeting at one's Study Centre.
- Orientation Visits as mentioned in Fieldwork Journal are to be undertaken.
- Concurrent field visits as mentioned.
- Attend ICs regularly – Minimum 5. (compulsory)
- Stay in touch with FWS so that periodic evaluation of fieldwork reports by FWS is carried out.
- Face sheet, pre-term assessment form, post-term assessment, self-evaluation, summary should be

completed before submission of the journal for evaluation.

- Face sheet and in the award list the supervisor's (at study centre) name should be written clearly with address, email address and contact number and it should be duly signed by the fieldwork supervisor at study centre along with their seal/seal of study centre coordinator
- Action will be taken by the university against learners who indulge in malpractices including copying, impersonation etc.
- The fieldwork journal after evaluation should be mailed directly by the study centre to Registrar (SED) and **NOT** by the individual students.
- A student should collect an acknowledgement slip while submitting the completed journal to the supervisor/study centre.
- Collect experience certificate from the agency where you have done placement. Keep it safe till you complete the BSWG programme. You need to paste xeroxed copy of certificate in the journal.
- Before submitting for evaluation, keep a xerox copy of journal (to be used in case of any loss). Only in case of any loss of field work journal, xerox copy may be submitted duly attested by the FWS and study centre co-ordinator
- A student may be permitted to do concurrent field visits in an agency where he/she works only for the first semester. For fieldwork practicum for subsequent semesters he/she must be placed in other agencies or open community setting.
- A BSWG student gets 3 to 6 years to complete all the field practicum journals along with the theory component.
- A student is not allowed to undertake field practicum for a particular semester before completing and submitting the journal of the previous semester

9.4 Report Writing

WHAT?

- Read field work journal and programme guide carefully
- Make a field diary note down work done, observations etc. in rough and then write in the journal neatly.
- Use of one medium: either Hindi or English.
- Follow the format for report writing mentioned for each activity in the journal. For eg: concurrent visit reports should reflect work done, observation, analysis, learning, social work skills and intervention etc.
- Do not copy from brochures/pamphlets/books on different social issues to write in journal.
- Reports should be based on your work done in the field.

9.5 Other Useful Information

- For all queries regarding study materials, please contact Regional Centre/Registrar (MPDD).
- After the expiry of the maximum period of six years, one can take re-admission for two more years by paying pro-rata fee (See ignou website, www.ignou.ac.in).
- For results, kindly see the ignou website and if not satisfied, contact Office of Registrar, SED.
- Faculty including the Program Coordinator may be contacted only with regard to the problems faced in teaching materials. (For example: printing error, missing pages etc.)
- Enquiry regarding status of projects/Fieldwork Journal may be made with Project Section in Student Evaluation Division: 01129571324
- For change of Study Centre/ Regional Centre etc, contact Regional Centre.
- For problems being faced from the Study Centre, please contact IGNOU Regional Centre.

10. EVALUATION

- 1) The performance of the students will be assessed under 'Numerical Marking Scheme'. Evaluation Methodology has following components:

Theory Courses: i) Continuous Evaluation through assignments carries 30% weightage and ii) Term-end examination carries 70% weightage.

Social Work Practicum: i) Evaluation done by supervisor carries 50% (100 out of 200 marks) weightage, & ii) External evaluation carries 50% (100 out of 200 marks) weightage. However, student needs to pass separately by both supervisors.

- 2) Minimum 35% marks are required separately in continuous evaluation and term-end examination to complete each theory course.

Minimum 35% marks are required separately in each component of Social Work practicum. In case you fail to secure minimum 35% in either of the components in Social Work Practicum, you will have to repeat the Practicum.

- 3) Depending on the percentage of marks secured by a candidate, the divisions will be awarded as follows:

Ist Division	-	60% and above
IInd Division	-	50% but below 59.9%
IIIrd Division	-	35% but below 49.5%
Unsuccessful	-	Below 35%

4) The notional correlates of the letter grades and percentage of marks are as under:

Letter Grade	Qualitative Value	Point Grade
A	Excellent	5
B	Very Good	4
C	Good	3
D	Satisfactory	2
E	Unsatisfactory	1

5. Students who do not qualify in the term-end examination are also allowed to take up the term-end examination of courses in the next semester. It means you can take the term-end examination of the first semester courses in the second semester of study. Similarly the first and second semester courses can be carried over to the third semester and so on.

10.1 Assignments – Instructions

Assignments constitute the continuous evaluation. The submission of assignments is compulsory. The marks that you get in your assignments will be counted in your final result. Assignments of a course carry 30% weightage while 70% weightage is given to the term-end examinations. Therefore, you are advised to take your assignments seriously. A simple omission on your part may cause loss to you and inconvenience at all levels in the University.

You have to complete the assignment within the due dates specified in the assignments booklet or within one month of the date of receipt of assignments whichever is later. You will not be allowed to appear for the term-end examination for any course if you do not submit the specified number of assignments in time for that course. If you appear in term-end examination, without submitting the assignments the result of term-end examination would be liable to be cancelled.

You will not be allowed to appear for the term-end examination for any course if you do not submit the specified number of assignments in time for that course.

The main purpose of assignment is to test your comprehension of the learning materials you receive from us and also to help you get through the courses. The evaluators/counsellors after correcting the assignments send them back to you with their comments and marks. The comments guide you in your study and help in improving it. The content provided in the printed course materials should be sufficient for answering the assignments. Please do not worry about the non-availability of extra reading materials for working on the assignments. However, if you have easy access to other books, you may make use of them. The assignments are designed in such a way as to help you concentrate mainly on the printed course materials and exploit your personal experience.

There is only one Tutor Marked Assignment (TMA) which will be evaluated by the counsellor. For 6 credit course, there is only one tutor marked assignment.

Whenever you receive a set of material and assignments, check them immediately and ask for

missing pages, if any, from Material Production and Distribution Division, (IGNOU, Maidan Garhi, New Delhi – 110068). Assignment can also be downloaded from the assignment section of IGNOU website (www.ignou.ac.in)

The assignment responses should be complete in all respects. Before submission you should ensure that you have answered all the questions in all assignments. Incomplete answer sheets bring you poor grades.

The University/Co-ordinator of the Study Centre has the right to reject the assignments submitted after the due date. You are, therefore, advised to submit the assignments before the due date.

For your own record, retain a copy of all the assignment responses which you submit to the Coordinator. If you do not get back your duly evaluated tutor marked assignments along with a copy of assessment sheet containing comments of evaluator on your assignment within a month after submission, please try to get it personally from your study centre. This may help you to improve upon future assignments. Also maintain an account of the corrected assignment responses received by you after evaluation. This will help you to represent your case to the University in case any problem arises.

In case of tutor-marked assignments, you have to submit your response sheets to the Coordinator of the Study Centre assigned to you. After evaluation these tutor marked assignments will be sent back to you with comments and marks (grade).

Do not forget to get back your duly evaluated tutor marked assignments along with a copy of the assessment sheet containing comments of the evaluator on your performance. This may help you to improve future assignments.

If you do not get pass grade in any assignment, you have to submit it again. However, once you get the pass grade in an assignment, you cannot re-submit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any committed by the evaluator. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of the Study Centre, so that the correct score is forwarded by him to the Student Evaluation Division at Headquarters. Score communicated by the study centre through any mode other than the award list will not be acceptable to the university for taking your score of assignments on your record.

In case you find that the score indicated in the assignment sheet of your tutor marked assignment has not been correctly reflected or is not entered in your grade card, you are advised to contact the coordinator of your study centre with a request to forward correct award list to the Student Evaluation Division at the Headquarters.

Do not enclose or express doubts for clarification if any about study material or assignment along with the assignment. Send your doubts in a separate cover to the Director of the concerned School at IGNOU, Maidan Garhi, New Delhi - 110068. Give your complete enrolment number, name, address, title of the course, and the number of the Unit or the assignment, etc. on top of your letter

SPECIFIC INSTRUCTIONS FOR TUTOR MARKED ASSIGNMENTS (TMAs)

- 1) Write your Enrolment Number, Name, Full Address, Signature and Date on the top right hand corner of the first page of your response sheet.
- 2) Write the Programme Title, Course Code, Course Title, Assignment Code and Name of your Study Centre on the left hand corner of the first page of your response sheet.

Course Code and Assignment Code may be reproduced from the assignment.

The top of the first page of your response sheet should look like this:

	ENROLMENT NO.:	
PROGRAMME TITLE:	NAME:	
COURSE CODE:	ADDRESS:	
COURSE TITLE:		
ASSIGNMENT CODE:	SIGNATURE:	
STUDY CENTRE:	DATE:	

All Tutor Marked Assignments are to be submitted at the study centre assigned to you.

- 3) Read the assignments carefully and follow the specific instructions, if any given on the assignment itself about the subject matter or its presentation.
- 4) Go through the Units on which assignments are based. Make some points regarding the question and then rearrange those points in a logical order and draw up a rough outline of your answer. While answering an essay type question give adequate attention to introduction and conclusion. The introduction must offer your brief interpretation of the question and how you propose to develop it. The conclusion must summarise your response to the question. Make sure that the answer is logical and coherent, and has clear connections between sentences and paragraphs. The answer should be relevant to the question given in the assignment. Make sure that you have attempted all the main points of the question. Once you are satisfied with your answer write down the final version neatly and underline the points you wish to emphasise. While solving numericals, use proper format and give working notes wherever necessary.
- 5) Use only foolscap size paper for your response and tie all the pages carefully. Avoid using very thin paper. Allow a 4 cm margin on the left and at least 4 lines in between each answer. This may facilitate the evaluator to write useful comments in the margin at appropriate places.
- 6) Write the responses in your own hand. Typed assignments are also acceptable. Do not copy your answers from the Units/Blocks sent to you by the University. If you copy you will get zero marks for the respective question.
- 7) Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
- 8) Write each assignment separately. All the assignments should not be written in continuity.
- 9) Write the question number with each answer.
- 10) The completed assignment should be sent to the Coordinator of the Study Centre allotted to you. Under any circumstances do not send the tutor marked response sheets to the Student Evaluation Division at Head Quarters for evaluation.
- 11) After submitting the assignment at the Study Centre get the acknowledgement from the Coordinator on the prescribed assignment remittance-cum-acknowledgement card.

- 12) In case you have requested for a change of Study Centre, you should submit your Tutor Marked Assignments only to the original Study Centre until the change of Study Centre is notified by the University.
- 13) If you find that there is any factual error in evaluation of your assignments e.g. any portion of assignment response has not been evaluated or total of score recorded on assignment response is incorrect you should approach the coordinator of your study centre for correction and transmission of correct score to headquarters.
- 14) While submitting assignments and field work journals to the study centre, you must ensure that each time an acknowledgement receipt is taken from the study centre. If the academic counsellor refuses to provide acknowledgement receipt, the matter must be reported to the study centre co-ordinator. If the co-ordinator also refuses to provide the acknowledgement receipt the matter must be reported to the programme co-ordinator by e-mail or telephone call followed by a written complaint to Director, SOSW, IGNOU, Maidan Garhi, New Delhi-110068

10.2 Term-end Examinations

As stated earlier, term-end examination is the major component of the evaluation system and it carries 70% weightage in the final result.

The University conducts term-end examination twice a year i.e., in June and December. You can take the examination only after completion of the course. The term end examination will be conducted semesterwise. Whenever you are repeating examination you can appear either in June & December

In case you fail to get a pass score in the Term-end Examination, you will be eligible to reappear at the next Term-end Examination for that course as and when it is held, within the total span of the programme.

Eligibility for Examination

To be eligible to appear at the Term-end Examination in any course, you are required to fulfil the following four conditions.

- 1) You should have paid the registration fee for that semester
- 2) You should have opted and pursued the prescribed course.
- 3) You should complete the submission of assignments for the respective course.
- 4) You should submit the examination form in time (which is explained later).

Examination Date Sheet

Examination date sheets (Schedule which indicates the date and time of examination for each course) are sent to all the Study Centres approximately 5 months in advance. The same is also notified through IGNOU News Letter from time to time. Thus, normally, the date sheet for June examinations is sent in the month of January/February and for December examination in the month of July/August. You are advised to see whether there is any clash in the examination dates of the courses you wish to take i.e. examination of any two courses you wish to take are scheduled on the same day at the same time. If there is any clash, you are advised to choose one of them in that examination and the other course in the next examination (i.e., June or December as the case may be).

Examination Form

It is an essential pre-requisite for you to submit the Examination Form for taking examination in any course. Copies of the examination forms are available at Study Centres/Regional Centres/Student Evaluation Division at Headquarters. A copy is also printed here in this Programme Guide. You can take photocopy of this form and use it. Only one form is to be submitted for all the courses in one term-end examination. You need not pay any separate fee for the examinations.

• Date of Submission of Examination Forms

Dates for Submission of Exam Forms				
FOR JUNE TEE	LATE FEE	FOR DEC. TEE	LATE FEE	SUBMISSION OF EXAM FORM
1 March to 31 March	NIL	1 September to 30 September	NIL	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS
1 April to 20 April	₹ 300/-	1 October to 20 October	₹ 300/-	
21 April to 30 April	₹ 500/-	21 October to 31 October	₹ 500/-	
1 May to 15 May	₹ 1000/-	1 November to 15 November	₹ 1000/-	

To avoid discrepancies in filling up examination form/hardship in appearing in the term-end examination students are advised to:

- 1) remain in touch with your Study Centre/Regional Centre/SED Division for change in schedule of submission of examination form fee if any;
- 2) fill up the examination form for next term-end examination without waiting for the result of the previous term-end examination and also filling up the courses, for which result is awaited;
- 3) fill up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form;
- 4) retain proof of mailing/submission of examination form till you receive examination hall ticket.

Admit Card

After receiving the examination forms from you, the University will send admit card to you before the commencement of examination. If you do not receive the admit card 15 days before the commencement of examinations, you may contact your Study Centre or Regional Centre or Student Registration and Evaluation Division at the Headquarters. If your name is registered for examinations in the list sent to the Study Centre, even if you have not received admit card or misplaced it, you can take the examination by showing your Identity Card (Student Card) to the examination centre superintendent.

Every student must bring identity card for appearing in term end examination along with the admit card.

Examination Centre

Your Study Centre is normally your examination centre. The University at its discretion may allot you any examination centre other than your study centre. Change of examination centre is not generally permitted. In exceptional cases change of centre may be considered. For this students should apply one month in advance to Registrar SED at IGNOU.

Your enrolment number is your Roll Number for examinations. Be careful in writing it. Any mistake in writing the Roll Number will result in non-declaration of your result.

Declaration of Result

It is your duty to check whether you are registered for that course and whether you are eligible to appear for that examination or not. If you neglect this and take the examination without being eligible for it, your result will be cancelled.

Although all efforts are made to declare the result in time, there will be no binding on the University to declare the results of the last examination before commencement of next examination. You are therefore, advised to fill up the form without necessarily waiting for the result and get it cancelled at a later date if so required.

No student is allowed to reappear in an examination or submitting assignments for improving the marks/grade after successfully passing it.

Study Centre is the contact point for you. The University cannot send communication to all the students individually. All the important communications are sent to the Coordinators of the Study Centres and Regional Directors. The Coordinators would display a copy of such important circular/notification on the notice board of the Study Centre for the benefit of all the Students. You are, therefore, advised to get in touch with your Coordinator for day-to-day information about assignments, submission of examination forms, date-sheet, list of students admitted to a particular examination, declaration of result, etc.

While communicating with the University regarding examination, please clearly write your enrolment number and complete address. In the absence of such details, we will not be able to attend to your problems.

11. OTHER USEFUL INFORMATION

IGNOU Newsletter

The University publishes newsletter two times in a year in English as well as in Hindi. It is mailed to the students free of cost. All the important information relevant to the students is published in the newsletter.

Reservation of Seats

The University provides reservation of seats for scheduled castes, scheduled tribes, other backward classes, wards of defence personnel who lost their lives or were seriously injured and physically handicapped students as per the Government of India rules.

Scholarships and Reimbursement of Fees

Reserve categories viz., scheduled caste/scheduled tribe other backward classes and physically handicapped students, have to pay the fees at the time of admission to the University along with other students.

Physically Handicapped students admitted to IGNOU are eligible for Government of India scholarships. They are advised to collect the scholarship forms from the Directorate of Social Welfare or Office of the Social Welfare Officer of the concerned State Government and submit the filled-in forms to them through the concerned Regional Director of IGNOU.

Scholarship scheme of National Centre for Promotion of Employment of Disabled People (NCPEDP) for Post Graduate level programmes is applicable to the students of this University also. Such students are advised to apply to awarding authority .

Provisional Certificate

On request from the student a provisional certificate will be issued on completion of 32/64 credits courses prescribed and opted by the student in the Ist/IIInd year respectively for provisional certificate you have to write to the Registrar SED, IGNOU, New Delhi 110 068, in prescribed form as contained in this Programme Guide.

Change of Medium of Instruction

Change of Medium is permitted within one month of the first receipt of study material on payment of relevant fee for per course by demand draft drawn in favour of IGNOU and payable at Delhi. The Change of medium shall be effective for subsequent dispatch of course materials. For replacement of course material sent the books already received to the Registrar, MPDD along with the copy of letter from SRD, admitting the change of medium retaining a photocopy of it for further reference and record.

For change of medium, you should address your form (given in this programme guide) to concern Regional Director along with the draft for requisite fee.

Change or Correction of Address

There is a printed card for the change/correction of address. This card is normally sent to you along with the study material a copy of the same is given in this programme guide. In case there is any correction or change in your address, you are directed to make use of that printed card addressed to Registrar, SRD, IGNOU, Maidan Garhi, New Delhi-110 068. You are advised not to write letter to any other officer in the University in this regard. Normally it takes four to six weeks to effect the change. Therefore, you are advised to make your own arrangements to redirect the mail to the changed address during this period.

Change of Study Centre

The candidates are required to opt only such study centres which are activated for the programme. As far as possible the university will allot the study centre opted by the candidate. However, the university may change the study centre at its convenience without concurrence of the student at any time.

For the purpose of change of Study Centre you have to send request to the Director of your Regional Centre. A copy of the same may be sent to SRD at the headquarters.

Counselling facilities for a programme may not be available at all the Centres. As such you are advised to make sure that counselling facilities are available for the programme you have chosen, at the new Centre opted for. As far as possible the request for change of Study Centre is considered favourably. However, the allotment of new Study Centre is subject to availability of seats for the programme at the new Centre asked for.

Course Registration (II semester/III semester/IV semester)

You have to submit the Registration form, for II semester/III semester/IV semester, V semester and VI semester only at your respective Regional Centre. If any student sends the Registration/Re-registration Forms, Examination Forms at wrong places and thereby misses the scheduled date and consequently a semester/year, he/she will have not claim on the University for regularization.

Change of Regional Centre

When you want transfer from one Region to another Region, you have to write to that effect to the Regional Centre from where you seek a transfer marking copies to the Regional Centre where you would like to be transferred to and also to Registrar (SRD), New Delhi. Further, you have to obtain a certificate from the Coordinator of the Study Centre from where you are seeking transfer regarding

the number of assignments submitted. The Regional Director from where you are seeking the transfer will transfer all records to the Regional Centre where you seek transfer under intimation to you and Registrar (SRD). The records are normally sent by Registered Post to guard against loss in the postal transit.

Issue of Duplicate Grade Card/Mark sheet

A duplicate Grade Card is issued after a request is made on the prescribed form alongwith a draft of relevent fee to be paid in favour of IGNOU, New Delhi. The form for the purpose is given in this Programme Guide.

Re-admission

If you are not able to complete the programme in a maximum of 6 years, University has made a special provision for re-admission. The form and the guidelines are available in this Programme Guide. Kindly fill and submit it as per instructions.

Simultaneous Registration

Students who are already enrolled in a programme of one year or longer duration can also simultaneously register themselves for any certificate programme of 6 months duration. However, if there is any clash of dates of counselling or examination schedule between the two programmes taken. University will not be in a position to make adjustment.

Official Transcripts

The University provides the facility of official transcripts on request made by the learners on plain paper addressed to Registrar (SED), IGNOU, Maidan Garhi, New Delhi-1 10068. A prescribed fee per transcript payable through DD in favour of IGNOU is charged for this purpose. The students are required to pay additional fee in case of request for sending transcript outside India. The amount may change from time to time when the University revises its fee structure.

Improvement in Division/Class

Keeping the interest of students who have completed their Bachelor's / Master's Degree programme, but falling short of 2% marks for securing 1st and 2nd Division the University has made a provision for allowing such students to improve their performance. The improvement is permissible only in theory papers and the student may apply for improvement of their performance on the prescribed application format alongwith relevent fee per course, a bank draft drawn in favour of IGNOU payable at New Delhi and submit the application and fee to the Registrar, Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi – 110068.

Early Declaration of Result

The student can apply for early declaration of Term-End-Examination result with relevent fee per course. **The application for early declaration of result shall be entertained only if the student has been selected for any post or applied for further studies .** The student must compulsorily submit documentary evidence (proof) in support of the reason for early declaration of result to the concerned Evaluation Centre whose details are available on the University website.

Early Declaration is permissible in Term-End-Examination only This facility is not applicable for Lab/ Practical courses, Project, Assignment, Workshop, Seminar etc. based courses. The Application for Early Declaration of result shall be entertained for final year

Re-evaluation of Term-End-Examination

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University to re-evaluate their Answer Scripts on payment of relevant fee per course. The request for re-evaluation by the student must be made within one month from the date of declaration of result to the concerned Evaluation Centre in the prescribed format along with relevant fee per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Re-evaluation form. Format is available in the Programme Guide or IGNOU website: www.ignou.ac.in

Obtaining Photocopy of Answer Scripts

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University for obtaining Photocopy of Answer Scripts on payment of Rs.100/- per course. The request for obtaining Photocopy of Answer Scripts by the student must be made within 45 days from the date of declaration of result to the concerned Evaluation Centre in the prescribed format along with relevant fee per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Photocopy form. Format is available in the Programme Guide or IGNOU website: www.ignou.ac.in.

Refund of Fees

Fee once paid will not be refunded under any circumstances programme fee may however be refunded if admission is not offered by IGNOU for any reason.

Migration Certificate

For Migration Certificate, requisition may be sent to the Regional Director along with the following documents:

- 1) Application (can be obtained from the Head Office or photocopy of the one given in programme guide could be used.)
- 2) Attested copy of the marksheet.
- 3) Relevant fee in the form of demand draft drawn in favour of IGNOU payable at the city where Regional Centre is located.

Samples of various forms currently used in the University are provided in this Programme Guide. Whenever you need any of these please take a photocopy, fill it and send it to us.

CREDIT TRANSFER

Definitions

“Credit transfer” means allowing a student of another university to get admitted to IGNOU for completing any equivalent degree/diploma programme on the basis of credits obtained by him/her from that University. A student thus admitted need to write IGNOU examinations for such courses which are found equivalent to and for which appropriate credits would be deemed to have been acquired for and purposes for fulfilling the IGNOU requirements for award of a degree/diploma.

Eligibility

The credit transfer scheme is applicable only to those candidates who have not completed their degree from any other recognized university yet willing to complete through IGNOU as per rule. provided.

Disputes on Admission and other University Matters

The place of jurisdiction for filling of a Suit if necessary will be only at New Delhi/Delhi.

How to Approach the University

During the course of your study you might require some further information or knowledge about rules and regulations. You must know whom to contact for a specific information. We are providing information about these matters below under the heading Some Useful Addresses.

The information about the suitable forms for specific purpose is also provided in this programme guide. Whenever you need take a copy of the relevant form and send as per instructions given in the form.

12. SOME USEFUL ADDRESSES

- | | |
|---|--|
| 1) Academic Matters | Dr. Sayantani Guin
School of Social Work
Indira Gandhi National Open University Maidan Garhi
New Delhi 110 068; <u>E-mail</u> : bswinfo@ignou.ac.in |
| 2) Non-receipt of study material, assignments and for fresh assignments | Registrar (MPDD)
IGNOU, Maidan Garhi, New Delhi – 110 068
E-mail: registrarmpdd@ignou.ac.in |
| 3) Change of course/programme, Examinations Centres, results, and other exam related matters. | Registrar (SED)
IGNOU, Maidan Garhi
New Delhi – 110 068; E-mail: registrarsed@ignou.ac.in |
| 4) Change of course/programme, Admissions, fees, scholarships, exam. schedule, Migration certificate and change of address. | Regional Director of your Region |
| 5) Counsellors and other problems relating to study centres | Assistant Director (Student Affairs)
Regional Services Division
IGNOU, Maidan Garhi, New Delhi – 110 068 |
| 6) Purchasing of Audio/Video CDs/DVDs | Marketing Unit
EMPC, IGNOU, Maidan Garhi
New Delhi-110 068 |

You are advised to get in touch with the co-ordinator of your study centre for timely information.

13. SOME FORMS FOR YOUR USE

In this Section we are enclosing the sample of some forms which are useful to you. Whenever you have to correspond with the University please get the photocopy of the relevant form, fill it carefully and send as per instructions therein. The detailed instructions for all these forms are provided in this programme guide in different sections. The following forms are enclosed:

- 1) Application for credit transfer and instructions in Bachelors Degree Programme.
- 2) Assignment remittance-cum-acknowledgement form/change/correction of address/study centre.
- 3) Change of medium/courses/programme of study
- 4) Requisition for fresh set of assignments and instructions.
- 5) Term-end examination form and instructions.
- 6) Non-receipt of study material/assignments.
- 7) Application form for re-evaluation of answer script.
- 8) Form for duplicate grade card/Mark-sheet.
- 9) Migration certificate form and instructions.
- 10) Form for provisional certificate.
- 11) Application form for obtaining photocopy of the answer script.
- 12) Application form for early declaration of term-end-examination.
- 13) Re-admission form and guidelines.
- 14) Application form for improvement in Division/Class.
- 15) Application form for issue of official transcript.



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INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi-1 10 068

Please see instructions overleaf

Application for Credit Transfer in Bachelor Degree Programme

Enrolment No.

--	--	--	--	--	--	--	--	--	--

Programme of Study :

--

Name & Address _____

Details of Credit Transfer Fee paid :

D.D.No. _____ Date _____ Amount _____

Drawn on (Bank & Branch) _____

Payable in favour of IGNOU, New Delhi (fee is Rs. 100/- per course or a part thereof)

Details of courses applied for Credit Transfer :					IGNOU Credit Equivalence desired									
S. No.	Subject (s) Qualified	Maximum Marks	Percentage of Marks	Marks Obtained	Year of Passing	Course Code	Course Title	Credits						
All of the Information provided above is true to the best of my knowledge														
(For Office use only)														
Recommendations of Schools :														
Credit Transfer recommended for the following														
Course Code	Course Title	Credits	Marks	Percentage	Signature of Director of School	Credit Transfer for the following courses not recommended								
						Course Code	Course Title	Credits	Reasons for Rejection	Signature of Director of School				

Student Signature & Date :

INSTRUCTIONS FOR SUBMISSION FOR APPLICATION FOR CREDIT TRANSFER

1. Read the instructions given in your Programme Guide carefully
2. For BSWG Credit Transfer is allowed only for foundation courses and language age courses.
3. Enclose the attested copies of the following alongwith the form :
 - 1 Marks lists issued by the accredited Institute /University.
 - 1 Syllabus of accredited Institute/University.
 - 1 Prospecuts issued by the accredited Institute/University .
4. Pay the credit transfer fee at the rate of Rs. 100/- per course or part thereof through a crossed Demand Draft in favour of 'India Gandhi National Open University' payable at New Delhi.
5. Submit the filled in Credit Transfer Form to the following address:

Registrar (SR Division)
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110 068



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Enrolment No.:	<input type="text"/>	Programme :	<input type="text"/>
Name :	<input type="text"/>		
Course Code :	<input type="text"/>	Medium :	<input type="text"/>
S.No.	Assignment No.	For Office Use Only	
		Sr. No. :	<input type="text"/>
		Date of Receipt :	<input type="text"/>
		Name of Evaluator :	<input type="text"/>
		Date of despatch to the Evaluator :	<input type="text"/>
		Date of receipt from Evaluator :	<input type="text"/>
Sig. of dealing Accountant	<input type="text"/>		
Date :	<input type="text"/>		

INDIRA GANDHI NATIONAL OPEN UNIVERSITY			
ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM			
Enrolment No.:	<input type="text"/>	Programme :	<input type="text"/>
Name :	<input type="text"/>		
Course Code :	<input type="text"/>	Medium :	<input type="text"/>
S. No.	Assignment No.	FOR OFFICE USE ONLY	
		Sr. No. :	<input type="text"/>
		Signature of the receiver	<input type="text"/>
		Date :	<input type="text"/>
Signature of the Student	<input type="text"/>		
Date :	<input type="text"/>		
			Seal <input type="text"/>

Notes : 1. Submit this form to the coordinator of your study centre alongwith the assignment.

2. When you submit the assignment by post, enclose a self-addressed stamped envelop along with this.

CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

If you change your address please complete the form using block capitals and indicating :

Programme of Study

Enrolment Number

Name

New or Corrected Address including Pin

New Study Centre Code

Choice for Medium of Study

Date of Change

For change/correction of address and or change of study centre the form should be mailed to the Director of your concerned Regional Centre.

NOTE : TWO FORMS ARE PRESENTED IN THIS PAGE, USE THE RELEVANT FORM ONLY.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM

Enrolment Number	<input type="text"/>	Programme Code	<input type="text"/>
Date Change effective from	<input type="text"/>		
Name	<input type="text"/>		
New Address	<input type="text"/>		
Town	<input type="text"/>	Existing Study Centre Code	<input type="text"/>
State	<input type="text"/>	Pin	<input type="text"/>
State Code	<input type="text"/>	(See Code List 2 of Guide to Applicant)	<input type="text"/>
Signature :	<input type="text"/>	Date:	<input type="text"/>
		New Study Centre Code :	<input type="text"/>

To,
Regional Director

Change of Programme: Rs.500/- + Rs.300/- for 2-4 credit and Rs.600/- for 8 credit per course
 Change of Medium : Rs.300/- + Rs.300/- for 2-4 credit and Rs.600/- for 6-8 credit per course
 Change of Courses: Rs.300/- for 2 or 4 credit per course Rs.600/- for more than 4 credit per course.
 This is permitted within 30 days from receipt of first set of course material.

- SUB:**
- 1. CHANGE OF PROGRAMME OF STUDY**
 - 2. CHANGE OF MEDIUM OF STUDY**
 - 3. CHANGE OF COURSES OF STUDY**

Enrolment No.

--	--	--	--	--	--	--	--	--	--

1. Change of Programme : From to
2. Change of Medium : From to
3. Change of courses of study as per following details:

Courses Offered	From	To
Foundation Courses		
Elective Courses		
Application Oriented Courses		

Fee Details : Demand draft is to be made in the name of IGNOU payable at Delhi

Demand Draft No Dated

Amount Rs. Drawn on

Signature

Name

Address

.....

.....

Please read the Instructions overleaf before filling up this form.



**Indira Gandhi National Open University
New Delhi**

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment Number

Study Centre Code

Write in BLOCKCAPITAL LETTERS only.

Name Shri/Smt./Km.....

Please indicate course code, assignment code and course title for which you need the assignments in the following columns. The assignments of the course which you have already passed should not be mentioned.

Sl. No.	Course Code	Assignments Code	Course Title	Medium
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Reasons for request for fresh set of assignments

(Please Tick (✓) whichever is applicable)

1. Assignments not received at all earlier
2. Assignments were received after the due dates prescribed for their submission.
3. Assignments submitted but could not secure minimum qualifying score.
4. Assignments responses submitted after due dates were rejected by the Study Centre.
5. Assignments responses submitted after due dates were rejected by the Study Centre.
6. Failed to secure over-all qualifying grade in course(s) mentioned above and wish to improve over-all qualifying grade only by attempting one assignments.

Name and Address

 Pin

Signature
 Date

For Official Use Only :

Date of Despatch of Assignments to the student

INSTRUCTIONS FOR DOING ASSIGNMENTS

1. Read instructions for submission of assignments given in your Programme Guide carefully
2. Assignments should be demanded only if your registration for that course (subject) is valid.
3. Please ensure that you have mentioned your correct Enrolment No. (it consists of 9 digits), Name, Course Code, and Course Title, Semester/year, wherever applicable, and Study Centre Code on your assignment responses before submitting to the concerned authorities.
4. Submission of assignments within due dates is a pre-requisite for appearing in the term-end examination. You are, therefore, advised to submit your TMAs at your Study Centre and within the prescribed dates. Assignments received after due dates will be summarily rejected.
5. In case you have failed to get the overall qualifying grade for a course; you may choose to either appear in the term end examination or attempt the assignments for that course again.
6. Assignments should not be demanded to improve your score if you have secured minimum qualifying score in a course (subject).
7. Please do not submit your assignment responses twice either at the same Study Centre or at different Study Centres for evaluation.

Please mail this form to :

The Assistant Registrar (Despatch) (MPDD)
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110 068



Serial No. []

Control No.

[]

INSTRUCTIONS

- 1. Please submit your exam form at the concerned Regional Centre under which your examination centre falls.
2. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the sample below.

0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Programme Code [] Regional Centre Code [] Study Centre Code []

Enrolment No. [] Exam Centre Code (Where you wish to appear in Exam) []

Name of the Candidate: (Leave one box empty between First Name, Middle Name and Surname) []

Address for Correspondence (Do not give Post Box No. Leave box blank between each unit of address like House No., Street Name, PO, etc.)

[]

City [] District []

State [] Pin Code []

MOBILE NO. [] E-MAIL []

COURSE OPTION:

Course codes for which appearing for the first time OR failed in the earlier TEEs including Practical Courses for BCA, MCA, BIT / ADIT / PGDLAN / BLIS Programmes FEE @ Rs. 60/- PER COURSE (Demand draft in favour of IGNOU and payable at Regional Centre under which your exam centre falls.)

Table with 4 columns: S.No., Course Code, S.No., Course Code. Rows 1-16.

FEE DETAILS (Please write your Name & Enrolment No. at the back of the Draft)

Table with 2 main columns: Total No. of, Total Amount. Rows for Courses, Practical Courses, Late Fee, and TOTAL.

1. Draft No. [] Amount []
2. Draft No. [] Amount []
Date [] / [] / []

SIGNATURE OF THE STUDENT (within the Box only) []

Issuing Branch [] Payable at (Regional Centre under which your exam centre falls)

ISSUING BANK []

Dates for Submission of Exam Forms				
FOR JUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE	Submission of Exam Form
1 March to 31 March	NIL	1 Sept. to 30 Sept.	NIL	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS
1 April to 20 April	₹ 300/-	1 Oct. to 20 Oct.	₹ 300/-	
21 April to 30 April	₹ 500/-	21 Oct. to 31 Oct.	₹ 500/-	
1 May to 15 May	₹ 1000/-	1 Nov. to 15 Nov.	₹ 1000/-	

Before submitting the examination form please ensure that:

- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI...etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee 60/- per course has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through demand draft please ensure that the **demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.**
- The enrolment number, programme code, course code are correctly filled in the examination form.

In case of non-compliance of any of the above conditions candidature for appearing in the Term-end Examination will not be considered and no Hall Ticket will be issued.

PLEASE NOTE :

- Examination fee per course is - ₹ 60/- (Examination fee once paid will not be refunded/adjusted in any case)
- Examination form to be submitted at - Regional Centre under which your examination centre falls
- Demand draft to be made in favour of - IGNOU and payable at the city where submitting the exam form

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM

1. Please fill in the course(s) only for which the assignments have been submitted by you within the scheduled time. No Hall Ticket will be issued in case the assignments for the course(s) have not been submitted.
2. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination (For example ECO-01/MS-02).
3. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.
4. Examination form should be submitted only once for each Term-end Examination.
5. Please send the examination form by Registered/Speed Post and retain the proof of its mailing till you receive the Hal Ticket;
6. Term-end Examination result is also available on the University website (www.ignou.ac.in). Please see the result status before filling examination form.
7. It is advised to enclose/forward only the Examination Fee along with this form. Any other fee (registration/re-registration) forwarded with this form will result in rejection of the examination form.
8. Examination form received without examination fee or late fee (if applicable) will similarly be rejected.
9. Students of BA/B.Com./BCA/BTS Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.
10. Normally the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre the code of your chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated you will be allotted another Examination Centre under the same Region.
11. **In case you fail to receive Examination Intimation Slip/Hall Ticket one week before the commencement of examination you may visit our website (www.ignou.ac.in) and download the Hall Ticket and report at the Examination Centre with your Identity Card.**
12. Change of Examination Centre, once allotted, is not permissible under any circumstances.

DECLARATION

I hereby declare that I have read and understood the instructions given above. I also affirm that I have submitted all the required number of assignments as applicable for the course(s) filled in the examination form and my registration for the course(s) is valid and not time barred. If any of my statements is found to be untrue, I will have no claim for taking examination. I undertake that I shall abide by the rules and regulations of the University.

Date _____

(Signature of the student)

Phone No. (R) _____ Mobile No. _____ Email Id _____

Phone No. (O) _____

(with STD code)

**AUTHENTICATION BY CO-ORDINATOR/INCHARGE OF
STUDY CENTRE/PROGRAMME STUDY CENTRE/PARTNER INSTITUTION/
COMMUNITY COLLEGE**

It is to certify that the student has submitted all the assignment(s) for the course(s) filled in the examination form.

Centre Code _____

Date _____

(Signature & Stamp of Co-ordinator/Incharge)
Study Centre/PSC/PI/Community College

The Registrar
 Materials Production and Distribution Division
 Indira Gandhi National Open University
 New Delhi-110 068

SUB : NON-RECEIPT OF STUDY MATERIAL & ASSIGNMENTS

Enrolement No.

Programme

Medium of Study

I have not received the study Materials/Assignment is respect of the following.:

Sl. No.	Course Code	Blocks	Assignments
---------	-------------	--------	-------------

I have remitted all the dues towards the course fee and there is No change is may address given as follows

Name and Address :

Signature :

Date :

For Official Use

Date of despatch of study material/assignments to students



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RULES & REGULATIONS FOR RE-EVALUATION OF ANSWER SCRIPTS

1. The request for re-evaluation by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later
2. The date of declaration of result will be calculated from the date on which the result are placed on the IGNOU website.
3. After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
4. The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also be made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
5. Re-evaluation is permissible in TEE only and not in the Project Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.
6. On the top of the envelope containing the prescribed application form. 'Please mention **APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS**'
7. Application form must reach within the prescribed dates at the following address:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-110068	All Examination Centres within Delhi, Faridabad, Gurgaon, Noida and Ghaziabad
2.	Dy. Registrar Evaluation Centre and Periyar Thidal No.50, EVK Sampath Road Vepery, Chennai -600 007	All Examination Centres in Andhra Pradesh, Kerala, Karnataka, Tamil Nadu (area under Madurai RC), Maharashtra (area under Pune RC), Andaman & Nicobar Islands
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Bismaun Tower, W. Gandhi Maidan, Patna-800001	All Examination Centres in Orissa, West Bengal, Jharkhand, Chhattisgarh , Uttar Pradesh (area under the jurisdiction of Lucknow RC), Bihar (area under Darbhanga RC)
4.	Dy. Registrar Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow-226 024	All Examination Centres in Himachal Pradesh, Uttarakhand, J&K, Uttar Pradesh (areas under Varanasi & Aligarh RCs) Chandigarh, Haryana, Punjab, Bihar (areas under Patna RC) Assam
5.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 1st Floor, MSFC Building 270, Senapati Bapat Road Pune-410 016	All Examination Centres in Gujarat, Madhya Pradesh, Mumbai, Maharashtra (areas under Mumbai and Nagpur RCs) Rajasthan, Tamil Nadu (area under Chennai RC), Goa
6.	Dy. Registrar Evaluation Centre IGNOU Regional Centre H/No.71, GMC Road, Christian Basti, Guwahati -78 605	All Examination Centres in Tripura, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Meghalaya



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/ MARKSHEET

Name

Enrolment No.

--	--	--	--	--	--	--	--	--	--

Address

.....
.....
.....
.....

Pin

--	--	--	--	--	--

Programme

Month and Year of the Exam.

Centre from where appeared at
last examination

Bank Draft / IPO No.

for Rs. 150/- in favour of IGNOU, New Delhi

Dated

.....

Signature

Dated

Note : Fee for duplicate grade card Rs.150. The duplicate grade card/mark sheet will be sent by Registered post.

The filled in form with the requisite fee is to be sent to :

The Registrar (SED)
Indira Gandhi National Open University
Maidan Garhi,
New Delhi-110 068



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UNIVERSITY



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted at the concerned Regional Director)

APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

1. Name
2. Father's Name
3. Address Pin
4. Particulars of last examination.....

Examination Passed (Programme)	Year of Passing	Enrolment No.	Marks Obtained	Grades Obtained

5. Name of the Regional centre and study Centre of which the Candidate attached

6. Name of the University of which the candidate wants to migrate

Draft Details

Amount Rs. _____ D.D. No. _____ Date _____

Bank Name & _____ Place of Issue _____

1. I hereby declare that the information provided is correct to the best of my knowledge and I have paid all the fee due to the University.
2. I have not taken any migration certificate from the University before this.
3. I further certify that I have not enrolled with any other University/Institution after passing out from IGNOU up to this date.
4. In the event of any of the above information being found incorrect, the Certificate shall be liable for cancellation by the University.

Signature of the Applicant

(To be filled in by the Admissions Division)

1. The information furnished by Shri/Smt. Km. _____ is correct as per scholar register.
2. He/She may be issued the Migration Certificate applied for _____

Date..... Dealing Assistant..... Section Officer.....

INSTRUCTIONS

1. A fee of Rs. 300/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at New Delhi.
2. At the time of submission of the application for issue Migration Certificate the applicant should attach xerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issue on payment of Rs. 300/- only in case the same has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

“I, _____ son/daughter of _____ resident of

_____ hereby solemnly declare that the

Migration Certificate No. _____ dated _____ issued

to me by the _____ to enable me to join _____ University has been lost and I did not join any other University of the basis of the same nor have I submitted the same for joining any other University”.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
SED
Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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Programme Title

Regional Centre

Name

Father's Name

Month and year of last examination in which you have completed the Programme

Mailing Address

(Please enclose a copy of your complete grade card.)

Filled in Application Form should be sent to :

Registrar (SED)
IGNOU
Maidan Garhi,
New Delhi-110 068

Date.....

.....
Signature



Blank

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UNIVERSITY



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

MAIDAN CARRI, NEW DELHI-110068

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

(Rules & regulations are mentioned on the reverse side of this form. Please go through them carefully before filling up the form).

Prescribed dates for submission of form:- 1st March to 15th April for June Term-end Exam.
1st September to 15th October for December Term-end Exam.

1. Name

2. Programme: Enrolment No:

3. Address :

.....

Pin Code

4. Detail of the course(s), for which photocopy of the answer script(s) is/are required:

(a) Term-end examination: June/December

(b) Exam Centre Code:

(c) Exam Centre Address :

(d) Course(s)

5. Fee details:-

(The fee for this purpose is Rs. 100/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at the City of Evaluation Centre).

No. of Course(s) : X Rs. 100/- Total Amount:

Demand Draft No. : Date :

Issuing Bank :

6. Self attested photocopy of the Identity Card : Issued/Not attached issued by the University

UNDERTAKING

I hereby undertake that the answer script(s), for which photocopy(ies), applied for, belongs to me. For this purpose, I am enclosing self attested photocopy of my Identity Card issued by the University. In case, my statement is found false, the University may take action against me as deemed fit.

Date :

Signature

Place :

Name :

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

1. Photocopy(ies) of the answer script(s) shall be provided to the students from December-2008 term-end examination (TEE), onwards.
2. The fee for photocopy of the answer script shall be Rs. 100/- (Rupees One Hundred Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of IGNOU and payable at New Delhi.
3. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
4. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Authority (as mentioned below in the last para) alongwith the prescribed fee within 45 days from the date of declaration of results. The date of receipt of application for June term-end examination shall be by 15th October and for December term-end examination by 15th April or within 45 days from the date of declaration of result on the University's website, whichever is later.
5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
7. The application form duly filled-in may be sent to the following address except CPE & DPE programmes:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-110068	All Examination Centres within Delhi, Faridabad, Gurgaon, Noida and Ghaziabad
2.	Dy. Registrar Evaluation Centre and Periyar Thidal No.50, EVK Sampath Road Vepery, Chennai -600 007	All Examination Centres in Andhra Pradesh, Kerala, Karnataka, Tamil Nadu (area under Madurai RC), Maharashtra (area under Pune RC), Andaman & Nicobar Islands
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower, W. Gandhi Maidan, Patna-800001	All Examination Centres in Orissa, West Bengal, Jharkhand, Chhattisgarh , Uttar Pradesh (area under the jurisdiction of Lucknow RC), Bihar (area under Darbhanga RC)
4.	Dy. Registrar Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow-226 024	All Examination Centres in Himachal Pradesh, Uttaranchal, J&K, Uttar Pradesh (areas under Varanasi & Aligarh RCs) Chandigarh, Haryana, Punjab, Bihar (areas under Patna RC) Assam,
5.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 1st Floor, MSFC Building 270, Senapati Bapat Road Pune-410 016	All Examination Centres in Gujarat, Madhya Pradesh, Mumbai, Maharashtra (areas under Mumbai and Nagpur RCs) Rajasthan, Tamil Nadu (area under Chennai RC), Goa
6.	Dy. Registrar Evaluation Centre IGNOU Regional Centre H/No.71, GMC Road, Christian Basti, Guwahati -78 605	All Examination Centres in Tripura, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Meghalaya

8. For the photocopy(ies) of the answer script(s) of CPE & DPE programmes, the application form may be sent to the Regional Centre concerned.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Student Evaluation Division

APPLICATION FORM FOR EARLY DECLARATION OF TERM-END EXAMINATION

1. Name: _____

2. Programme: Enrolment No:

3. Address:
.....
.....Pin

4. Reason for early declaration of result: _____

(Enclose a copy of the documentary evidence specifying the reason for early declaration)

5. Courses(s) detail for early evaluation:-

S. No.	Course Code	Date of Examination
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

6. Exam. Centre details, from where you have to appear/appeared a term-end Examination:-

Exam. Centre Code: Address of Exam. Centre _____

7. Fee Details:

(The fee for early declaration of result is Rs. 700/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)

No. of Course(s)X Rs. 700/- = Total Amount :.....

Demand Draft No. Date

Issuing Bank

Date:

Signature of the student

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

1. Request for early declaration of results will be entertained for final semester/year or maximum of 4 backlog courses only, subject to the following conditions:-
 - (i) The student has been selected for higher study/employment and statement of marks/grade card is required to be produced to the institute by a particular date, which is before the prescribed dates of declaration of the University's results.
 - (ii) The student has completed all the other prescribed components except the term-end examination of the courses, for which early evaluation has been sought.
2. Application for early declaration, for the reasons such as to apply for recruitment/higher study/post and promotion purpose etc. will not be entertained.
3. Application without enclosing documentary evidence specifying the reason for early declaration will not be entertained.
4. Application form must reach at the following address before the date of the examination for the course(s) for which early evaluation is sought:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-110068	All Examination Centres within Delhi, Faridabad, Gurgaon, Noida and Ghaziabad
2.	Dy. Registrar Evaluation Centre and Periyar Thidal No.50, EVK Sampath Road Vepery, Chennai -600 007	All Examination Centres in Andhra Pradesh, Kerala, Karnataka, Tamil Nadu (area under Madurai RC), Maharashtra (area under Pune RC), Andaman & Nicobar Islands
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Bismaun Tower, W. Gandhi Maidan, Patna-800001	All Examination Centres in Orissa, West Bengal, Jharkhand, Chhattisgarh, Uttar Pradesh area under the jurisdiction of Lucknow RC), Bihar (area under Darbhanga RC)
4.	Dy. Registrar Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow-226 024	All Examination Centres in Himachal Pradesh, Uttaranchal, J&K, Uttar Pradesh (areas under Varanasi & Aligarh RCs) Chandigarh, Haryana, Punjab, Bihar (areas under Patna RC) Assam,
5.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 1st Floor, MSFC Building 270, Senapati Bapat Road Pune-410 016	All Examination Centres in Gujarat, Madhya Pradesh, Mumbai, Maharashtra (areas under Mumbai and Nagpur RCs) Rajasthan, Tamil Nadu (area under Chennai RC), Goa
6.	Dy. Registrar Evaluation Centre IGNOU Regional Centre H/No.71, GMC Road, Christian Basti, Guwahati -78 605	All Examination Centres in Tripura, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Meghalaya



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110068

Date of submission : 1st Aug to 31st Oct. or 1st Feb. to 30th April
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STUDENT REGISTRATION AND EVALUATION DIVISION

RE- ADMISSION FORM FOR ALL PROGRAMMES

(other than MP & MPB)

1. Name & Address of the student _____

E-mail ID : _____ Mobile No. _____

2. Programme Code

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3. Enrol. No.

--	--	--	--	--	--	--	--	--	--

4. Regional Centre Code :

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5. Study Centre Code

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6. Details of course(s) not completed for which re-admission is sought (please enclosed a separate annexure, if the table below is found insufficient).

S. No.	Course Code	Title fo the Coruse	Credits	Course Fee (Rs.)
Total Rs.				

7. Details of re-registration for the missed year(s)/semester(s), if any:

Year(s) semester(s)	Course Code(s) of the missed year(s)/semester(s)	Re-registration fee a per current rate (Rs.)

8. Toal Fee (col. no. 6+7) Rs. _____ enclosed vide Demand Draft No. _____
 Date _____ of _____ (Name of Bank)
 (DD should be drawn in favour of "IGNOU" payable at New Delhi)

Main this Re-admission Form along with DD to Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi-110 068 on or before the last date mentioned above.
--

Signature of the student

Note : Please retain a copy of this form for any future reference.

RULES & GUIDELINES FOR RE-ADMISSION

- Re-admission is permissible in the following cases:
 - Students who failed to complete the requirements in full or in part within the maximum span period prescribed.
 - Students who failed to complete the requirement of attendance in practicals as prescribed in Programme curriculum within the maximum span period prescribed.
- Students who did not register for all years/semesters of a Programme and fail to pay the prescribed full Programme fee during the maximum duration of the Programme are also eligible for Readmission, provided they pay full fee for the missed year(s)/ semester(s) as per rate applicable for the session for which they seek re-admission, in addition to the *pro-rata course fee for re-admission* as per rate given in Table-A for each of the course(s) they failed to successfully complete within the maximum period prescribed.
- Course fee paid for re-admission would be valid for a period of **six months/one year/two consecutive academic years or four consecutive semesters** only, as given below:
 - Six months - for all Certificate Programmes of six months duration**
 - One year - for all Diploma / PG Dip. / PG Certificate Prog. of one year duration (including BLIS, MLIS, MADE, ADITetc.)**
 - Two years for all undergraduate and post-graduate programmes whose minimum duration is of 2 years and above.**
- The additional period indicated at point no.3 above will commence from the date of completion of the maximum duration of the Programme for which the registration was done initially, even if the re-admission is sought at a later date.
- Students shall not be on rolls of the university beyond the additional period indicated at point no.3 above.
- The credit earned by the student towards his/her courses and assignments successfully completed shall be retained for the revalidated period, provided the syllabus and methodology now in vogue are similar to the course(s) successfully completed earlier.
- No study material will be supplied on re-admission. If the earlier study material is replaced, the student will be required to buy changed course material.
- The students will be allowed to take re-admission in the old course(s) as long as the examination in the old course(s) is conducted by the University and subject to validity of re-admission period indicated at point number 3 above.
- For the Programmes containing practical component, the norms of fee payable will be as decided by the respective Schools.
- Students are required to pay the *pro-rata Re-admission fee as per details given in Table-A, in lump-sum, for all the courses they failed to successfully complete earlier. Fee once paid will not be refunded under any circumstances.* Students of *BCA-MCA Integrated Programme* should pay the *pro-rata re-admission fee, in lump-sum*, for all those courses of SeA & Me A not successfully completed during the max. duration of 8 years.
- Pro-rata fee* for Re-admission would be changed as and when the University revises the Programme fee for various Programmes.
- Other conditions as prescribed by the University relating to the admission and re-admission shall remain the same.
- The Demand Draft for Re-admission fee together with the re-registration fee of the missed year(s)/semester(s), if any, should be drawn in favour of IGNOU payable at New Delhi. Please write your Enrol. No., Name and Programme code and also the words '*Re-admission*' on the reverse of the DO.

P.S.

- As per policy decision taken by the Academic Council at its 40th meeting held on 17.05.2007, BCA students registered in the pre-revised syllabus in Jan.1996, Jan.1997 & Jan. 1998 batches are allowed to complete all the requirements for the award of BCA Degree by Dec. 2010 Term-end examination due to winding up of BCA (old syllabus); subject to remittance of pro-rata fee once again.
- Similarly, students of stand alone MCA pre-revised syllabus and B.Sc. (Nursing) old syllabus are also allowed to complete all the requirements for the award of the respective Degree by Dec.2010 Term-end examination because of winding up of these programme; subject to remittance of pro-rata fee once again. However, MLIS old syllabus students would be allowed to complete all the requirements for the award of Degree by Dec. 2009 TEE.
- Besides above, BCA (revised syllabus) students admitted in July 1998 and up to Jan. 2002 batches, either in stand alone BCA programme or under Integrated MCA Programme are also eligible to complete all the requirements for the award of Degree of BCA and/or MCA; subject to revalidation of the left-over courses up to Dec.2010 by remitting the pro-rata fee once again, in lump-sum.
- No term-end examination will be conducted after Dec.2010 TEE for the courses of BCA (old syllabus) as well as MCA(old syllabus).



INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

(Rules & regulations are mentioned on the reverse side of this form. Please go through them carefully before filling up the form).

Prescribed dates for submission of form: 1st to 30th April for June Term-end Exam.

1st to 31st October for December Term- end Exam.

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

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4. Term-end examination, in which programme completed June and December

Total marks/Overall point grade obtained Percentage obtained

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(Please enclosed photocopy of the statement of marks/grades card)

5. Courses(s), in which improvement is sought:

	COURSE CODE	COURSE CODE
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1. _____ 4. _____

2. _____ 5. _____

3. _____

6. **Fee details:**

(The fee for Improvement in Division/Class is Rs. 500/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at New Delhi)

No. of Course(s): X Rs500/- = Total Amount:

Demand Draft No.: Date:

Issuing Bank:

7. Term-end examination, in which you wish to appear:- June/December

8. Examination centre details, where you wish to appear in term-end examination:-

Exam. Centre Code City/Town

.....

UNDERTAKING

I hereby undertake that I shall abide by the rules & regulations prescribed by the University for improvement in Division/Class

Date:.....

Signature.....

Place:

Name:.....

RULES & REGULATION FOR IMPROVEMENT IN DIVISION/CLASS

1. The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have completed the programme. The eligibility is as under:-
 - a) The students of Bachelor's/Master's Degree Programmes who fall short of 2% marks to secure 2nd and 1st division.
 - b) The students of Master's Degree Programmes only, who fall short of 2% marks to secure overall 55% marks.
2. Only one opportunity will be given to improve the marks/grade.
3. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/Lab courses, Projects, Workshops and Assignments etc.
4. Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted.
5. Students wishing to improve the marks will have to apply within six months from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/course being applied for improvement, is valid till the next term-end examination in which they wish to appear for improvement.
6. No student will be permitted to improve if maximum duration to complete the programme, including the re-admission period, has expired.
7. After appearing in the examination for improvement, better of the two examinations, i.e. marks/grade already awarded and the marks/grade secured in the improvement examination will be considered.
8. In case of improvement, the month and year of completion of the programme will be changed to the term-end examination, in which students appeared for improvement.
9. Students will be permitted for improvement of marks/grades provided the examination for the particular course, in which they wish to improve, is being conducted by the University at that time.
10. On the top of the envelope containing the prescribed application form, **Please mention "APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS."**
11. Application form must reach within the prescribed dates at the following address:-

**The Registrar,
Student Evaluation Division,
Indira Gandhi National Open University
Maidan Garhi,
New Delhi-110068**



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION**

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. Name :
2. Programme: Enrolment No:

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3. Address:
.....
..... Pin

--	--	--	--	--	--
4. Purpose for which:
transcript is required
5. **Fees detail:**
Fees for the official transcript:-
Rs. 200/- per transcript, if to be sent to the student/Institute in India.
Rs. 400/- per transcript, if required to be sent to the Institute outside India by the University
(The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of transcript(s): X Rs. 200/ Rs. 400/- = Total Amount: Rs.....required

Demand Draft No.: Date:

Issuing Bank:
6. Whether the transcripts to be mailed by the University: Yes/No (please tick)
7. Name & address of the University/Institute/Employer in capital letters to whom transcript is required to be sent (attached a separate list, if required)
.....
.....
.....

Date:.....

(Signature of the student)

The filled in form with the requisite fees is to be sent to:-

**The Registrar,
Student Evaluation Division,
Indira Gandhi National Open University
Maidan Garhi,
New Delhi-110068.**

Note: The students are required to enclose same number of legible photocopies of both sides of the statement of marks/grade card issued to them, as the number of transcripts required.

IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

In compliance with the guidelines of the Supreme Court, IGNOU has adopted a policy that aims to prevent/prohibit/ punish sexual harassment of women at the workplace. Academic/non-academic staff and students of this University come under its purview

Information on this policy , rules and procedures can be accessed on the IGNOU website (www.ignou.ac.in). Incidents of sexual harassment may be reported to the Regional Director of the Regional Centre you are attached to or to any of the persons below:

Apex Committee Against Sexual Harassment (ACASH)

Prof. Jaswant Sokhi, Chairperson, SOS	011-29572850	jsokhi@ignou.ac.in
Dr. Zeba Khan, Dy. Director, EMPC	011-29573294	zkhan@ignou.ac.in
Ms Ghazala Parveen, Prod. Asstt., EMPC	011-29573286	ghazala.syed.mail@gmail.com
Ms. Rachna Johri, External Member		rachnajohri@gmail.com

IGNOU Committee against Sexual Harassment (ICASH)

Prof. Gayatri Kansal, Chairperson, SOET	011-29572321	gayatrik@ignou.ac.in
Dr. Smita Patil, Asstt. Prof., SOGDS	011-29571618	samitampatil@ignou.ac.in
Ms Mridula Rashmi Kindo, Asstt. Prof., SOH	011-29572772	mridulak@ignou.ac.in
Dr. Monika Mishra, Asstt. Prof., SOSS	011-29572781	monikamishra@ignou.ac.in
Ms. Renu Katyayal, AR, SOA	011-29572977	renu@ignou.ac.in
Ms. Rajni A. Jeet AR, RSD	011-29572416	rajniajeet@ignou.ac.in
Ms. Sunita Chhabra, Makeup Artist, EMPC	011-29573248	c.sunita@gmail.com
Mr. Upender Babu, Sr. Asstt., SOPVA	011-29571660	upenderbabu@ignou.ac.in
Dr. Meenakshi Malhotra, External Member	9871270024	meenakshi.chat@gmail.com
Dr. Deepti Malhotra, External Member	9711793492	deeptipm@gmail.com
Ms. Shikha Chandra, SOMS, Ph.D. Candidate	9310733970	shikhashailank@yahoo.com

Regional Services Division Committee against Sexual Harassment (RSDCASH)

Dr. Indrani Lahiri, Chairperson, RSD	011-29572408	indranilahiri@ignou.ac.in
Dr. Seema Chandok, Dy. Librarian, L&D Div.	011-29571909	schandok@ignou.ac.in
Ms. Nishi Saxena, AR, NCIDE	011-29572969	nishi@ignou.ac.in
Ms. Neeru Sayal, EA, RSD	011-29572417	
Ms. Mridula Tandon, (NGO-Sakshi), External Member	9810115972	mridulatandon@yahoo.com

RCCASH for Regional Centres

Members of RSDCASH will recommended the panel of names for RCCASH for each Regional Centre, and nominated by the Vice Chancellor.