

# **PROGRAMME GUIDE**

**for**

**Bachelor's Degree in Social Work (BSW)**

**Programme Details and Syllabi of Courses  
( Foundation and Elective 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 advised 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](http://www.ignou.ac.in)”

“The students are specifically instructed to send Examination Forms to Registrar (SED) 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.”

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*Further information about the School of Health Sciences 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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# CONTENTS

<b>PROGRAMME DETAILS</b>	<b>Page No.</b>
1. The University .....	5
2. The School of Social Work .....	5
3. Salient Features of BSW Programme .....	6
4. Programme Structure for BSW .....	6
5. Scheme of Study .....	9
6. Fee Structure and Schedule of Payment .....	11
7. Medium of Instruction .....	11
8. Instructional System.....	11
9. Evaluation .....	15
10. Other Useful Information.....	21
11. Some Forms for Your Use .....	26
12. Details of Foundation Courses .....	57
13. Course Structure of Electives in Social Work .....	64

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## 1. THE UNIVERSITY

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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.

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## 2. THE SCHOOL OF SOCIAL WORK

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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 programmes 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 help the learner acquire professional skills and knowledge to help the clients to deal with their emotional and psychological problems.
- To help the learner acquire professional skills and develop capacity in helping people to solve various social and economic problems.
- To help the learner to develop required attitudes in understanding people's problem solving interventions.

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## 3. SALIENT FEATURES OF BSW PROGRAMME

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

- Students without a formal qualification of 10+2 or its equivalent can also seek admission by doing BPP of IGNOU.
- Student can study at his/her own pace and convenience over a period of 3 to 6 years.
- Student can study at his/her own chosen pace and 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 BSW 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.

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## 4. PROGRAMME STRUCTURE FOR BSW

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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 4 credit course involves 120 study hours and an 8 credit course involves 240 study hours. **To successfully complete the BSW programme, you will have to earn 96 credits over a period of 3 to 6 years depending on your convenience.** However, you will not be allowed to earn more than 32 credits in a year.

The Bachelor's Degree Programme in BSW has three major components:

1. Foundation Courses	24 Credits
2. Elective Courses	48 Credits
3. Field Work	24 Credits
<b>Total</b>	<u>96 Credits</u>

## 4.1 Foundation Courses

Foundation Courses are compulsory for all students who want to obtain BSW degree. You have to earn 24 credits of foundation courses. The list of foundation courses is given below.

### LIST OF FOUNDATION COURSES

Course Code	Course Title	Credits
<b>Compulsory Courses</b>		
BSHF-101	Foundation Course in Humanities and Social Sciences	8
FST-1	Foundation Course in Science and Technology	8
FEG-1	Foundation Course in English-1	4
	Or	
FHD-2	Foundation Course in Hindi-2	4

**And any one of the following courses in Modern Indian Language (MIL)**

Course Code	Course Title	Credits
FEG-2	Foundation Course in English –2	4
BHDF-101	Foundation Course in Hindi-1	4
FAS-1	Foundation Course in Assamese	4
FBG-1	Foundation Course in Bengali	4
FGT-1	Foundation Course in Gujarati	4
FKD-1	Foundation Course in Kannada	4
FML-1	Foundation Course in Malayalam	4
FMT-1	Foundation Course in Marathi	4
FOR-1	Foundation Course in Oriya	4
FPB-1	Foundation Course in Punjabi	4
FTM-1	Foundation Course in Tamil	4
FTG-1	Foundation Course in Telugu	4
FUD-1	Foundation Course in Urdu	4
BSKF-1	Foundation Course in Sanskrit	4
BBHF-1	Foundation Course in Bhojpuri	4

**To earn 24 credits in foundation courses, you have to compulsorily take BSHF-101, FST-1, FEG-1 or FHD-2 and any one of the courses in Modern Indian Languages. Of these FST-1 would available in IInd year.**

\* Foundation course in Modern Indian Languages will be despatched by concerned Regional Centres as follows : Assami - Guwahati, Bangla - Calcutta, Gujarati - Ahmedabad, Kannada -Bangalore, Malyalam - Cochin, Marathi - Pune, Oriya - Bhubaneswar, Punjabi - Khanna, Tamil - Chennai, Telegu - Hyderabad, Urdu - Lucknow. For non receipt of these you should write to concerned Regional Director. Foundation course in English and Hindi will be despatched by MPDD, Delhi.

If you do not get material in time write to **Registrar, MPDD, IGNOU, Maidan Garhi, New Delhi-110068.**

## 4.2 Elective Courses in Social Work

The elective courses are basically discipline oriented courses. Under the category of elective courses, you have to earn 48 credits.

### LIST OF ELECTIVE COURSES IN SOCIAL WORK DISCIPLINE

Course Code	Course Title	Credits
BSWE-001	Introduction to Social Work	8
BSWE-002	Social Work Intervention with Individuals and Groups	8
BSWE-003	Social Work Intervention with Communities and Institutions	8
BSWE-004	Introduction to Family Education	8
BSWE-005	Introduction to HIV/AIDS	8
BSWE-006	Substance Abuse and Counselling	8

## 4.3 Field Work Components

The third component of the BSW programme is the Field Work Practicum. The University has prepared three Field Work Journals for the 1st, 2nd and 3rd year separately. Each year you are expected to successfully complete 8 credits of Field Work Practicum under the guidance of a professionally qualified Social Worker. The Coordinator at the Study Centre will provide you with an approved guide. Successful completion of Field Work in BSW 1st year is mandatory for appearing in the second year Term-End Examination. Similarly, successful completion of Field Work in the second year is mandatory for appearing in the third year. You can appear for Term-end examination without completing BSWL-001, BSWL-002 and BSWL-003.

### List of Field Work Components

Course Code	Year	Title	Credits
BSWL-001	1st year	Social Work Practicum-I	8
BSWL-002	2nd year	Social Work Practicum-II	8
BSWL-003	3rd year	Social Work Practicum-III	8

### Year-wise Distribution of Courses

#### First year

##### Course

1. Foundation Course in Humanities and Social Sciences (BSHF-101) 8
2. Foundation Course in English 1 or Hindi 2 (FEG-1 or FHD-2) 4
3. Foundation Course in English or Foundation Course in Hindi (FEG-2 or BHDF-101 or Modern Indian Language [MIL]: anyone) 4
4. Introduction to Social Work (BSWE-01) 8
5. Social work Practicum-1 (BSWL-01) 8



## II<sup>nd</sup> year

1. Foundation Course in Science and Technology (FST-01) 8
2. Social Work Intervention with individuals and groups (BSWE-02) 8
3. Social Work Practicum-II (BSWL-02) 8
4. Introduction to Family Life Education (BSWE-04) 8

## III<sup>rd</sup> Year

1. Social Work intervention with communities and institutions (BSWE -03) 8
2. Social Work Practicum-III (BSWL -03) 8
3. Introduction to HIV/ AIDS (BSWE-05) 8
4. Substance Abuse and Counselling (BSWE-06) 8

Total credits:  $32 \times 3 = 96$

For electronic version of the prospectus

[www.ignou.ac.in](http://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

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## 5. SCHEME OF STUDY

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In order to enable you to complete BSW Programme within the minimum period of three years, you are allowed to take 32 credits worth of courses in each year. **In the first year** of study you should take 16 credits in Foundation Courses (BSHF-101, FEG-1 or FHD-2 and FEG-2 or BHDF-101 or any one of MILs), 8 credits of Elective Course in BSW namely, BSWE-001 and 8 credits of Field Work Practicals namely, BSWL-001. **In the second year** you should take 8 credits in Foundation Course (FST-01) and 16 credits of Elective Courses in Social Work namely, BSWE-002 and BSWE-004 and 8 credits of Field Work Practicals namely, BSWL-002. **In the third year** you should take 24 credits in Elective Courses in Social Work namely, BSWE-003, BSWE-005 and BSWE-006 and 8 credits of Field Work Practicals namely, BSWL-003.

### Year-wise Scheme of Study

Year of Study	Foundation Courses	Elective Courses in Social Work
1st Year	16 Credits	8 Credits (Theory) 8 Credits (Practicals)
Second Year	8 Credits	16 Credits (Theory) 8 Credits (Practicals)
Third Year	—	24 Credits (Theory) 8 Credits (Practicals)
<b>Total</b>	<b>24 Credits</b>	<b>72 Credits</b>

After the first year, whether you pass/attempt the first year examinations or not, you can seek admission for the second year 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 year, irrespective of the fact that you have passed the second year or not, you can seek admission to third year by submitting the course registration form for the third year along with the third year programme fee.

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

## 5.1 How to Choose Courses?

We have explained above the number of credits to be obtained in various categories of courses, viz. Foundation and Elective courses. We discuss below the choices available in all these groups.

### Foundation Courses

All the foundation courses of 24 credits are compulsory. You might have indicated your choice for the foundation courses. In first year you have to opt foundation courses of 16 credits only.

1. BSHF-101 8 Credit
2. FEG-1 or FHD-2 4 Credits
3. FEG-2 or BHDF-101 or/any one of the Modern Indian Language (MIL) 4 Credits
4. The balance 8 credits foundation course FST-1 would be available in IInd Year.

If you want to make any change in the choice of MIL number 3 stated above, you can do it within one month of the receipt of study material according to the procedure explained under section 9 of this programme guide.

## 5.2 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 year if you clear 32 credits of courses every year. 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. For first three years you will receive study material and assignments according to your options but it is upto you to decide which courses you will complete in a particular year. Completion of a course would involve studying the course, completing the assignments 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 targets every year. If you feel that instead of 32 credits you would do only 24 or 16 credits plan it from the beginning of the year, study only these courses, do the assignments for them and appear for term end examination in these courses. Carry over the rest to next year. Again next year, decide your goals for that year. **Whenever you decided to do the previous year's course ask for fresh assignments in the month of November/December from Jt. Registrar, Material Production and Distribution Division at the Headquarters in the prescribed forms printed in this programme guide, and submit them according to the schedule and appear in the term end examination.** By a proper planning every year, you can complete this programme according to your convenience. As mentioned earlier, completion of field work practicum of previous year is mandatory for appearing in second and third year Term-End Examination respectively.

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## 6. FEE STRUCTURE AND SCHEDULE OF PAYMENT

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The University will keep changing the fee from time to time and one will have to find out the details from the study centre/regional centre. Programme fee is to be paid in lump sum at the time of registration along with the filled in application form. You have to pay programme fee three times i.e., 1<sup>st</sup> year, 2<sup>nd</sup> year and 3<sup>rd</sup> year as per the schedule without waiting for any communication from the university. For the first year you have already paid the fee at the time of admission. For second and third year, concerned Regional Directors will send you Course Registration Form along with proper guidelines in the month of July. If you do not get the form, you may contact your Regional Centre before 30<sup>th</sup> September. Copies of the forms for registration in 2<sup>nd</sup> and 3<sup>rd</sup> years are printed in this programme guide. You can take photocopies and use them when needed.

The programme fee should be paid only by means of **demand draft drawn in favour of IGNOU and payable at the city where your Regional Centre is situated** (to identify your Regional Centre, please see the list printed in this programme guide. Please write your name (in Capitals) and programme code and period for which fee is paid at the back of your demand draft to ensure proper credit to your fee account. Admission and Re-registration forms along with the draft are to be submitted at Regional Centres and NOT at headquarter.

Timely payment of programme fees is your responsibility. You are expected to remit fee as early as possible without waiting for the last date. Late payments will not be entertained. In case you fail to remit the fee as per above schedule you will have to wait for next cycle of admission after a year. Non-payment of fee results in discontinuation of the despatch of study material. Such students will not be permitted to write the examinations and their admission may be cancelled. In case any student willfully appears in an examination without proper registration for a course, disciplinary action shall be taken against him as per rules of the University. Fee once paid is not refundable.

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## 7. MEDIUM OF INSTRUCTION

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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.

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## 8. INSTRUCTIONAL SYSTEM

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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 and video-cassettes
- audio-video programmes transmitted through Doordarshan and Radio
- Teleconferencing
- face-to-face counselling at Study Centres by academic counsellors

- gyan darshan channel
- 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 6 to 8 Blocks for an 8 credit course and 4 or 5 Blocks for a 4 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. Once you have written the answer in the blank space provided for each question, you can compare your answers with the answers given in the section '**Answers to Check Your Progress Exercises**'.

## 8.2 Audio-Video Material

In addition to the print material, audio and video tapes 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 take all information regarding Doordarshan programme through sending emails : gyandarshan@ignou.ac.in, gyanvani@ignou.ac.in. All the programme details can be taken out from IGNOU website i.e. www.ignou.ac.in. The information will also be available at your regional and study centres. **The schedule of transmission is communicated to you through the IGNOU Newsletter.**

Audio programmes are broadcast in some select states also through Radio stations. Information about these would be available at your Regional Centre.

The telecast schedule for transmission of programmes through Gyan Darshan is communicated through a monthly booklet. Audio-video material will not be supplied individually but will be made available to you at the Study Centres. You can watch these programmes during counselling sessions. Students desirous of buying the audio-video tapes can procure them from: **Director, Electronic Media Production Centre, IGNOU, Maidan Garhi, New Delhi-110 068.**

## 8.3 Interactive Radio Counselling

The University has started interactive counselling through AIR network all over India. You can participate in it by tuning in to your area Radio station. Experts from various discipline areas are available for this counselling. Students can put across their questions to these experts by using the telephone. The telephone numbers are announced by respective Radio Stations. This counselling is available on every Sunday between 4 and 5 in the evening.

## 8.4 Gyan Darshan

IGNOU in collaboration with Doordarshan now has an exclusive Educational TV Channel of India called Gyan Darshan. It is available through cable TV network. The channel telecasts educational programmes for 24 hours every day. Apart from programmes of IGNOU it will have educational programmes produced by various national education institutions. You should try to get access to it through your cable operator. The schedule of programmes with time and date is sent to all study centers one month in advance. Please obtain it from there.

## 8.5 Teleconferencing

To reach our students spread in different parts of the country we take the help of teleconferencing. These sessions are conducted from Delhi. The students can attend these at the regional centres and specified study centres of IGNOU. It is a one way video and two way audio facility. You will be sent a schedule with topics in advance through your study centres. The faculty at Delhi and other experts as resource persons participate in these sessions. You can put your problems and questions to these experts through the telephone available at receiving centres. These will help in resolving your queries related to courses and other general information pertaining to programmes of study.

## 8.6 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. Try to 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.

Generally there will be 10 counselling sessions for an 8 credit course and 5 sessions for a 4 credit course. For Field Work guidance, details are given in the Field Work Journal.

## 8.7 Social Work Practicum (Field Work)

As mentioned earlier successful completion of Field Work Practicum is a necessary condition for appearing in the Term-End Examination of successive years. Details are given in the Field Work Journal for 1st, 2nd and 3rd year respectively. Field Work Journal provides space for writing reports of various activities.

You are expected to complete all the components in Field Work Journal before submitting it to the Study Centre. The Study Centre will forward BSWL-001, BSWL-002 and BSWL-003 to Registrar (SED) for evaluation by faculty.

For field work (Social Work Practicum) each student is to be guided by a professionally qualified supervisor having MSW or M.A. in Social Work.

The Study Centre Co-ordinator will provide you a supervisor who has the required qualification. If you do not get one, please contact the programme coordinator.

## 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 list of Study Centres is provided in section 14 of this Programme Guide. 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. Generally, as stated earlier, there will be 10 counselling sessions for an 8 credit course and 5 sessions for a 4 credit course. 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:** The Centres are equipped with audio-video facilities to help you make use of the audio and video cassettes prepared for different courses. Media notes of these audio-video programmes will also be available at the Study Centre. This will help you to know the contents of each programme.
- 6) **Interaction with Fellow-Students:** In the Study Centres you get an opportunity to interact with fellow students.

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

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## 9. EVALUATION

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- 1) The Evaluation for each course covers two aspects :
  - a) Continuous evaluation through assignments (Tutor Marked Assignment (TMAs))
  - b) Term-end examinations.

In the final results all the assignments of a course carry 30% weightage while 70% weightage is given for term-end examination.
- 2) All the assignments and term-end examinations will be scored as a numerical marking scheme. Any component, which has not been attempted would be treated as having a score of 0 (zero) marks
- 3) To claim BSW degree, the requirement for pass would be at least 35% marks (Grade D) in both continuous evaluation (assignments) as well as term-end examination of each course. The scores of continuous evaluation and term-end examination are not complementary to each . The above condition is mandatory for all courses of BSW.
- 4) 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% and 59.9%
Pass	-	35% to 49.9%
Unsuccessful	-	Below 35%

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 year. It means you can take the term-end examination of the first year courses in the second year of study. But you can appear in examination for not more than 48 credits in one examination. Similarly the first and second year courses can be carried over to the third year.

### 9.1 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 8 credit course, there is only one tutor workd 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).**



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 alongwith 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. To get fresh assignments you should write to Registrar, MPDD, IGNOU, Maidan Garhi, New Delhi-110068. 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 SE Division at the Headquarters.

**Do not enclose or express doubts for clarification if any about study material or assignment alongwith 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:

---

	<b>ENROLMENT NO.:</b>	
<b>PROGRAMME TITLE:</b> .....	<b>NAME:</b> .....	
<b>COURSE CODE:</b> .....	<b>ADDRESS:</b> .....	
<b>COURSE TITLE:</b> .....		
<b>ASSIGNMENT CODE:</b> .....	<b>SIGNATURE:</b> .....	
<b>STUDY CENTRE:</b> .....	<b>DATE:</b> .....	

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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

## **9.2 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. In the first year you can take the examination of the foundation courses in June and for the elective courses in December, failing which you can take the same in June or December of subsequent years within the total span of the programme. Similarly in the case of second year courses, you can take the examinations of the foundation courses in June and electives in December. In the 3<sup>rd</sup> year you can appear in Electives and Application oriented courses only in December. These conditions are for the year of enrolment. 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 year.
- 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**

<b>Dates for Submission of Exam Forms</b>				
<b>FOR JUNE TEE</b>	<b>LATE FEE</b>	<b>FOR DEC TEE</b>	<b>LATE FEE</b>	<b>SUBMISSION OF EXAM FORM</b>
1 March to 31 March	NIL	1 September to 30 September	NIL	<b>ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS</b>
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.

### **Evaluation of Social Work Practicum**

Evaluation of BSWL-001, BSWL-002 and BSWL-003 will be done by your supervisor (50 out of 100 marks) and by External Evaluation (50 out of 100 marks). You must score 35% separately in both internal (supervisor) and external evaluation. If you fail in any one, you will have to repeat the practicum.

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## **10. OTHER USEFUL INFORMATION**

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### **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 year/III year)**

You have to submit the Registration form, for II year/III year. Only at your respective Regional Centre and however 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 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 along with a draft of relevant 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-110068. 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 1<sup>st</sup> and 2<sup>nd</sup> 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 along with relevant 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 relevant 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](http://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](http://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 alongwith 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) Relevent 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. Credit transfer on Electives in Social Work and Field Work Practicals is not permitted for BSW students.

### **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 rules 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 section 9 of this programme guide. Whenever you need take a copy of the relevant form and send as per instructions given in the form.



## **SOME USEFUL ADDRESSES**

- 1) Academic Matters  
Dr. Sayantani Guin  
School of Social Work  
Indira Gandhi National Open University, Maidan Garhi  
New Delhi 110 068
- 2) Non-receipt of study material, assignments  
and for fresh assignments  
Registrar (MPDD)  
IGNOU  
Maidan Garhi  
New Delhi – 110 068
- 3) Change of course/programme,  
Examinations Centres,  
results, and other exam related  
matters.  
Registrar (SED)  
IGNOU  
Maidan Garhi  
New Delhi – 110 068
- 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 Tapes  
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.**

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## **11. SOME FORMS FOR YOUR USE**

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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 Bachelor's 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.



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

Application for Credit Transfer in Bachelor Degree Programme

Please see instructions overleaf

Enrolment No. 

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Programme of Study : 

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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) Student Signature & Date :

**Recommendations of Schools :**

Credit Transfer recommended for the following						Credit Transfer for the following courses not recommended				
Course Code	Course Title	Credits	Marks	Percentage	Signature of Director of School	Course Code	Course Title	Credits	Reasons for Rejection	Signature of Director of School

## **INSTRUCTIONS FOR SUBMISSION FOR APPLICATION FOR CREDIT TRANSFER**

1. Read the instructions given in your Programme Guide carefully.
2. For BSW Credit Transfer is allowed only for foundation courses and language age courses.
3. Enclose the attested copies of the following alongwith the form :
  - Marks lists issued by the accredited Institute/University.
  - Syllabus of accredited Institute/University.
  - Prospectus 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-110068

Enrolment No.:	<input type="text"/>	Programme :	<input type="text"/>
Name :	<input type="text"/>	Medium :	<input type="text"/>
Course Code :	<input type="text"/>	For Office Use Only	
S.No.	Assignment No.	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			
Date :			

<b>INDIRA GANDHI NATIONAL OPEN UNIVERSITY ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM</b>			
Enrolment No. :	<input type="text"/>	Programme :	<input type="text"/>
Name :	<input type="text"/>	Medium :	<input type="text"/>
Course Code :	<input type="text"/>	<b>FOR OFFICE USE ONLY</b>	
S. No. Assignment No.	<input type="text"/>	Sr. No. :	<input type="text"/>
		Signature of the receiver	<input type="text"/>
		Date :	<input type="text"/>
Signature of the Student	<input type="text"/>		Seal <input type="text"/>
Date :	<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"/>	Existing Study Centre Code	<input type="text"/>
Name	<input type="text"/>	New Study Centre Code :	<input type="text"/>
New Address	<input type="text"/>		
Town	<input type="text"/>		
State	<input type="text"/>		
State Code	<input type="text"/>		
Pin	<input type="text"/>		
(See Code List 2 of Guide to Applicant)			
Signature :	<input type="text"/>	Date:	<input type="text"/>

Blank

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 .....

.....

.....

Blank



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 BLOCK CAPITAL 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 (Depatch) (MPDD)*  
Indira Gandhi National Open University  
Maidan Garhi  
New Delhi-110 068



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](http://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](http://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.:

<b>Sl. No.</b>	<b>Course Code</b>	<b>Blocks</b>	<b>Assignments</b>
----------------	--------------------	---------------	--------------------

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 .....

Blank



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**Student Evaluation Division**

**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT**

1. Name:.....

2. Programme:  Enrolment No.

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

PIN:

4. Month and Year of the Exam:.....

5. Examination Centre Code :

6. Address of the Examination Centre :.....  
.....

7. Courses, in which Re-evaluation is sought

COURSE CODE	MARKS/GRADE OBTAINED
.....	.....
.....	.....
.....	.....
.....	.....

8. Fee Details:

(The fee for Re-evaluation of answer script is Rs. 500/- 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. 500/- = Total Amount :.....

Demand Draft No. .... Date .....

Issuing Bank .....

Date: .....

Signature of the student

## 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](http://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, 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, 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-410016	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. .... Dated .....  
for Rs. 150/- in favour of IGNOU, New Delhi .....

.....

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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## 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. 

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

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



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
MAIDAN CARRI, NEW DELHI-110068**

**APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT**

(Rules & regulations are mentitned 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 15<sup>th</sup> October and for December term-end examination by 15<sup>th</sup> April or within 45 days from the date of declaration of result on the University's website, whichever your 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-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 <sup>nd</sup> Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 <sup>st</sup> Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4 <sup>th</sup> Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.

- 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:-

Table with 3 columns: S. No., Course Code, Date of Examination. Rows 1-4.

- 6. Exam. Centre details, from where you have to appear/appeared at 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-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 <sup>nd</sup> Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 <sup>st</sup> Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4 <sup>th</sup> Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.



## RULES & GUIDELINES FOR RE-ADMISSION

1. Re-admission is permissible in the following cases:
  - (a) Students who failed to complete the requirements in full or in part within the maximum span period prescribed.
  - (b) Students who failed to complete the requirement of attendance in practicals as prescribed in Programme curriculum within the maximum span period prescribed.
2. **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.**
3. 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:
  - a) **Six months - for all Certificate Programmes of six months duration**
  - b) **One year - for all Diploma / PG Dip. / PG Certificate Prog. of one year duration (including BLIS, MLIS, MADE, ADIT etc.)**
  - c) **Two years for all undergraduate and post-graduate programmes whose minimum duration is of 2 years and above.**
4. **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.**
5. Students shall not be on rolls of the university beyond the additional period indicated at point no.3 above.
6. 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.
7. 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.
8. 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.
9. For the Programmes containing practical component, the norms of fee payable will be as decided by the respective Schools.
10. 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 *prorata re-admission fee, in lump-sum*, for all those courses of SeA & Me A not successfully completed during the max. duration of 8 years.
11. *Pro-rata fee* for Re-admission would be changed as and when the University revises the Programme fee for various Programmes.
12. Other conditions as prescribed by the University relating to the admission and re-admission shall remain the same.
13. 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.

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### P.S.

1. As per policy decision taken by the Academic Council at its 40<sup>th</sup> 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.
2. 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.
3. 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.
4. 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: 1<sup>st</sup> to 30<sup>th</sup> April for June Term-end Exam.

1<sup>st</sup> to 31<sup>st</sup> 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 .....

.....

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

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

**COURSE CODE**

**COURSE CODE**

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 Rs. 500/- = 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 2<sup>nd</sup> and 1<sup>st</sup> 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 

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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.

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## 12. DETAILS OF FOUNDATION COURSES

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### I. Foundation Course in Humanities and Social Sciences (BSHF-101)

8 credits

Humanities and Social Sciences are disciplines which offer us the methodology to understand social reality. They also contribute towards analyzing the process of evolution and accordingly help us in shaping the future course of human development. It is by taking note of this role of these disciplines that the Foundation Course in Humanities and Social Sciences (FHS-1) has been introduced as a compulsory course for the Bachelor's Degree.

The course is aimed at offering a basic notion of most of the social, economic, political, cultural and other related humanistic problems. We go back to the study of the primitive human beings and gradually take into account the evolutionary processes by studying the march to great ancient Civilisations, social formations and systems i.e., from slavery to the present day democratic world. In certain fields the perspective is based on a world view of the various problems like apartheid, nuclear disarmament, ecology, pollution, etc. Yet, within this framework the main concern remains the search for our own past, an analysis of our present, and mankind's plan for the future. Thus, our unique struggle against colonialism, cultural renaissance, etc., are the themes related to social transformation and national integration. An attempt has also been made to familiarize you with the process of economic planning in India. This takes into account the strategies adapted and the problems related to economic development and growth.

#### SYLLABUS

##### **Block 1: Man and Social Development – An Approach**

- Unit 1 Scientific Approach to the Study of Man
- Unit 2 Man as a Tool-Making/Using Animal
- Unit 3 Man as a Thinking Animal
- Unit 4 Social Change and Evolution

##### **Block 2: Stages of Social Evolution**

- Unit 5 Domestication of Animals and Origins of Agriculture
- Unit 6 River-Valley Civilisation
- Unit 7 Feudal Societies
- Unit 8 Renaissance and Reformation
- Unit 9 Industrial Revolution

##### **Block 3: Emergence of Independent India**

- Unit 10 Characteristic of Indian Economy – Pre-Colonial and Colonial
- Unit 11 National Movement – 1
- Unit 12 National Movement – 2
- Unit 13 Values of the Indian National Movement

##### **Block 4: Problems of Economic Development**

- Unit 14 Development: Goals and Issues
- Unit 15 Need for Planned Economic Development
- Unit 16 Planning Strategies – 1
- Unit 17 Planning Strategies – 2
- Unit 18 Population and Development

##### **Block 5: National Integration**

- Unit 19 Problems of National Unity – Colonial Heritage
- Unit 20 Problems of National Unity – Caste and Tribe
- Unit 21 Problems of National Unity – Regional Imbalances
- Unit 22 Multi-religious Society – The Secular Principle

##### **Block 6: Political System**

- Unit 23 The Spirit of the Indian Constitution
- Unit 24 Centre-State Relations: The Federal Principle
- Unit 25 Devolution of Power
- Unit 26 Democracy and Under-Privileged in India

##### **Block 7: Social Transformation**

- Unit 27 Modalities of Social and Cultural Transformation
- Unit 28 People's Participation in the Development Process
- Unit 29 Place of Women in Indian Society
- Unit 30 Education as Agent of Social Change

##### **Block 8: India and the World**

- Unit 31 The struggle for Freedom and Racial Equality
- Unit 32 Problems of Peace in a Nuclear World
- Unit 33 The Eco-System and Threat to it
- Unit 34 Promotion of Scientific Temper

- Videos:**
1. Tools: Survival and Development
  2. Unity and Diversity
  3. Women and Social Change in India

- Audios:**
1. Slavery in Ancient India
  2. Thought, Knowledge and Reason
  3. Education and Social Change in India

## II. Foundation Course in Science and Technology (FST-1)

8 credits

In the first few units of this course, we trace the history of science from very ancient times to the modern period. We then describe the interaction between science and society – the way science has grown in particular socio-economic conditions and, in turn, how it has influenced changes in the society. We explain the special nature of scientific knowledge, as also the scientific method. The units that follow deal with the world we live in, how it came into being, how life came into existence, the resources we have and our environmental concerns. We then go on to examine how science and technology can help us to solve some of the problems that we face in India like those of food, agriculture, health, etc. The study of the human mind and social behaviour will then be taken up along with the crucial role that information and communication play in the present day world. We will also explore the potentialities of modern scientific and technological developments. We will sum up by describing the role of science and technology in national development, especially in the Indian context.

In other words, this course attempts to make you aware of what science is and what it can do; how it has always been an integral part of human life and endeavour and its immense potential in solving out problems.

### SYLLABUS

#### Block 1: History of Science

- Unit 1 Science as a Human Endeavour
- Unit 2 Science in the Ancient World
- Unit 3 Iron Age
- Unit 4 The Golden Age of Science in India

#### Block 2: Emergence of Modern Science

- Unit 5 Science in the Medieval Times
- Unit 6 Renaissance, the Industrial Revolution and After
- Unit 7 Science in Colonial and Modern India
- Unit 8 The Method of Science and the Nature of Scientific Knowledge

#### Block 3: Universe and Life – The Beginning

- Unit 9 Universe as a System
- Unit 10 Exploring the Universe
- Unit 11 Solar System
- Unit 12 Origin and Evolution of Life
- Unit 13 Evolution of Man

#### Block 4: Environment and Resources

- Unit 14 Ecosystem
- Unit 15 Component of Environment
- Unit 16 The Changing Environment
- Unit 17 Natural Resources
- Unit 18 Resources Utilisation, Planning and Management

- Videos:**
1. Method of Science (Block-2)
  2. A Window to the Universe (Block-3)
  3. The Story of a River (Block-4)
  4. Green Revolution (Block-5)
  5. Infectious Diseases (Block-5)
  6. Jean Piaget Development Stages of a Child (Block-6)
  7. INSAT (Block-6)

#### Block 5: Agriculture, Nutrition and Health

- Unit 19 Food and Agriculture
- Unit 20 Scientific Possibilities and Social Realities
- Unit 21 Food and Nutrition
- Unit 22 Health and Disease

#### Block 6: Information, Knowledge, Insight

- Unit 23 Mind and Body
- Unit 24 Psychological Aspect of Behaviour
- Unit 25 Information and Communication
- Unit 26 Modes of Communication

#### Block 7: Science, Technology and Development

- Unit 27 Science and Technology in Industry
- Unit 28 Technology and Economic Development
- Unit 29 Modern Developments in Science and Technology-I
- Unit 30 Modern Developments in Science and Technology-II

#### Block 8: New Perspectives

- Unit 31 Perceptions and Aspirations
- Unit 32 Science – The Road to Development

- Audios:**
1. Science and Society (Block-1)
  2. Astronomical Development in India (Block-3)
  3. Measuring Astronomical Distances (Block-3)
  4. Evolution of Man (Block-3)
  5. The Forest Ecosystem (Block-4)
  6. Population Pressure (Block-4)
  7. Common Misconceptions about Health (Block 5)
  8. Human Factors in Engineering (Block-6)
  9. New Information Order (Block-6)
  10. Technology and Self-Reliance (Block-7)
  11. Nuclear Disarmament (Block 7)

### III. Foundation Course in English 1 (FEG-1)

4 credits

The main objective of this course is to improve your proficiency in English by developing your skills in reading, writing, listening and speaking.

The course is divided into four blocks of six units each. The first four units in each block deal with (i) reading comprehension, (ii) vocabulary, (iii) grammar and usage, and (iv) writing. The last two units deal with listening and speaking. The units on listening and speaking have cassette recordings to accompany them. You can listen to them at the Study Centre assigned to you by the University.

#### SYLLABUS

##### Block 1: Units 1 – 4

Reading Comprehension	:	Passages from George Orwell: Animal Farm, and Indira Gandhi's speech on Human Environment.  Stories: Oscar Wilde—"The Nightingale and the Rose" and Milward Kennedy "Death in the Kitchen"
Vocabulary	:	Distinction between words having related meanings; negative prefixes; phrases used to express comparisons; use of words and their opposites.
Grammar and Usage	:	Concord of number and person: be, do, have and other verbs, Tenses: the past indefinite, the past continuous, the present perfect continuous.
Writing	:	Writing a speech; completing paragraph with the help of outlines; rewriting a story from a different point of view; continuing a story in different ways.

##### Unit 5 – 6

Listening Comprehension	:	Extracts from news bulletins and talks
Conversation	:	Dialogues; informal and formal situations.
Pronunciation	:	Letters and sounds; words stress; English vowels.

##### Block 2: Units 7 – 10

Reading Comprehension	:	Stories 1) Norah burke: "The Baby-sitter" and 2) O. Henry - "Witches Loaves" Autobiography: from Indira Gandhi "A Page from the Book of Memory", Passage on "The Five Kinds of Workers".
Exercises on Vocabulary		
Grammar and Usage	:	Use of the past perfect tense, the simple present tense and the Present continuous tense; ways of expressing the future; Articles; types of sentences.
Writing	:	Rewriting a story in an abridged form with the help of given sentences; writing short essays.

##### Unit 11 – 12

Listening Comprehension	:	A lecture on "The Burden of Woman in the Villages", a talk On "Dreams".
Conversation	:	A dialogue between two passengers on a railway train; talking about the dreams one has had recently.

**Block 3: Units 13 – 16**

Reading Comprehension : 1) Agatha Christie—“The Jewel Robbery at the Grand Metro-politan” (detective story 2) Ved Mehta “A world of Four Senses” )  
Autobiography, 3)Deris Lessing “A Mild Attack of Locusts”, 4) Willa Cather—The affair at Grover Station” (mystery story)

Exercises on Vocabulary

Grammar and Usage : Question Patterns, prepositional phrases, participial phrases, Phrasal verbs, relative clauses, adverbial clauses, direct and indirect speech

Writing : Short narrative and descriptive compositions

**Unit 17 – 18**

Listening Comprehension Talks : 1) Life of Albert Einstein 2) Anthony R. Michaelis—“Science and politics”

Conversation : A dialogue between a teacher and a student who has just passed the higher secondary examination; asking for permission.

Pronunciation : Consonants; inflectional suffixes; contracted forms.

**Block 4: Units 19 – 22**

Reading comprehension : Bertrand Russell: “Science and Human Life”, L.P. Hartley: “A High Dive” Jawaharlal Nehru “The Voice of India”.

Exercises on Vocabulary

Grammar and Usage : The passive voice; non-finite verbals; modal auxiliaries; revision.

Writing : Compositions based on the passages read; short essay.

**Block 4: Unit 23 – 24**

Listening Comprehension : Jawaharlal Nehru—“Tyrst with Destiny”.

Conversation : Describing people; expressing agreement and disagreement; asking for directions; giving directions; invitations; accepting and declining invitations.

**Video:** The Nightingale and the Rose (Block 1)

- Audios:**
1. Passage from Animal Farm by George Orwell (Block 1)
  2. Human Environment (Block 1)
  3. Listening, Comprehension, Conversation and Pronunciation-1 (Block 1)
  4. Listening, Comprehension, Conversation and Pronunciation-2 (Block 1)
  5. Listening, Comprehension, Conversation and Pronunciation-3 (Block 2)
  6. Listening, Comprehension, Conversation and Pronunciation-4 (Block 2)
  7. Listening, Comprehension, Conversation and Pronunciation-5 (Block 3)
  8. Listening, Comprehension, Conversation and Pronunciation-6 (Block 3)
  9. Listening, Comprehension, Conversation and Pronunciation-7 (Block 4)
  10. Conversation and Pronunciation-8 (Block 4)

#### IV. Foundation Course in English – 2 (FEG-2)

4 credits

The foundation course in English 2 is meant for students who do not take the Foundation Course in Hindi or any other Modern Indian Language. The main objective of the course is to develop your composition skills in English, but practice will be given in other language skills also. The different kinds of composition included in this course are:

- Paragraphs
- expository composition
- argumentative composition
- narrative composition
- descriptive composition
- notes
- reports
- summaries

#### SYLLABUS

##### Block 1

- Unit 1 Writing Paragraphs 1 The topic sentence, developing the topic, coherence, punctuation
- Unit 2 Writing paragraphs 2 The development of a paragraph
- Unit 3 Writing a Composition
- Unit 4 Expository Composition
- Unit 5 Note-taking: 1
- Unit 6 Writing Reports: 1 Reporting Events

##### Block 2

- Unit 7 Argumentative composition: 1
- Unit 8 Argumentative Composition: 2 Note-taking: 2
- Unit 10 Writing Reports: 2 Reporting meetings and speeches
- Unit 11 Writing Summaries: 1
- Unit 12 Writing Summaries: 2

- Videos:**
1. Reporting Events and Interviews (Block 1-3)
  2. Describing Persons, Places and Objects (Block 4)

##### Block 3

- Unit 13 Writing Paragraphs: 3 Chronological sequence: spatial relationship; class relationships
- Unit 14-15 Narrative Composition
- Unit 16 Writing Reports: 3 Reporting Interviews
- Unit 17 Writing Reports: 4 Reporting Surveys
- Unit 18 Writing Summaries: 3

##### Block 4

- Unit 19 Descriptive Composition: 1 Describing persons
- Unit 20 Descriptive Composition: 2
- Unit 21 Descriptive Composition: 3
- Unit 22 Note-taking: 3
- Unit 23 Writing Reports: 5 Reporting Experiments
- Unit 24 Summing Up

- Audios:**
1. Writing of Paragraphs (Block 1)
  2. Argumentative Composition (Block 2)
  3. Note Taking from Lectures (Block 4)

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11	vŝk; kijd yŝku (Narrative Writing)
12	rŝdZl yŝku (Expository Writing)

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21	dk; ŝ; h yŝku ¼j i ŝŝ dk; zŝk vŝfn½
22	l t ŝŝRed yŝku ¼Qhpj] fucŝk] dgkuh vŝfn½
23	oŝŝDrd yŝku ¼ŝej.k M; jh] ;k oŝk½
24	Hk'k k ds fy, yŝku ¼okŝk/ki] j ŝM; k okŝk/ki] l ekŝj] ok&fooln

## VII. Foundation Courses in Modern Indian Languages (MIL)

4 credit each

Foundation Courses in the following Modern Indian Languages have been prepared by Indira Gandhi National Open University for the convenience of students who may find it difficult to do the Foundation Course in Hindi.

Foundation Course in Assamese	FAS-1	4 credits
Foundation Course in Bengali	FBG-1	4 credits
Foundation Course in Gujarati	FGT-1	4 credits
Foundation Course in Kannada	FKD-1	4 credits
Foundation Course in Malayalam	FML-1	4 credits
Foundation Course in Marathi	FMT-1	4 credits
Foundation Course in Oriya	FOR-1	4 credits
Foundation Course in Punjabi	FPB-1	4 credits
Foundation Course in Tamil	FTM-1	4 credits
Foundation Course in Telugu	FTG-1	4 credits
Foundation Course in Urdu	FUD-1	4 credits
Foundation Course in Sanskrit	BSKF-1	4 credits
Foundation Course in Bhojpuri	BBHF-1	4 credits

The objectives of the Foundation Course in these Modern Indian Languages is to help you improve your proficiency in the languages you opt by developing your skills in reading, comprehension and writing. The general approach followed in these courses is to teach you language through different kinds of textual materials taken from a number of disciplines pertaining to Humanities, Social Sciences and different forms of Literature. Due importance has been given to the use of language for administrative purposes as well.

### SYLLABUS

The broad outline of the syllabus of our Foundation Courses in Modern Indian Languages is as under:

- Essentials of the language  
Scripts, vocabulary, word formation, sentence structure, idioms, proverbs, etc.
  - Humanities Ethics, Philosophy, Religion, Fine Arts, Culture, Folk Lore, etc.
  - Social Sciences History, Political Science, Sociology, Economics, Law, etc.
  - Sciences Space Biology Ecology, Environment, Geography, Geology, Physics, Astronomy, Science Computer Science, Energy etc.
- Learning Language through Literary texts
  - Poems-Old & Modern Poetry
  - Short-story
  - One-act Play
  - Essay
  - Biography
- Language for Administrative Purposes  
Precis Writing  
Noting and Drafting  
Reporting

**Note:** A detailed break up of the syllabus into blocks and units is given in Block 1 booklet of the printed course material of each of the Modern Indian Languages.

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## **13. COURSE STRUCTURE OF ELECTIVES IN SOCIAL WORK**

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### **1. BSWE-001 : Introduction to Social Work (8 credits)**

#### **Block 1: Emergence of Professional Social Work**

- Unit 1 Introduction to Social Work Concepts-I
- Unit 2 Introduction to Social Work Concepts-II
- Unit 3 Emergence of Professional Social Work Abroad
- Unit 4 Evolution of Social Work and 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, Values and their Application
- Unit 3 Social Service and Social Welfare Programme in Five Year Plans
- Unit 4 Voluntary Action and Social Work in India.
- Unit 5 Social Work Ethics in Indian Context

#### **Block 3: Introduction to Society**

- Unit 1 Basic Social 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 4: 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 5: 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 Psycho-Sexual Development: Freudian Concept.

#### **Block 6: Basics of Psychology for Social Workers**

- Unit 1 Relevance of Psychology in Social Work Practice
- Unit 2 Basic Psychological Concepts in Human Behaviour
- Unit 3 Defence Mechanism
- Unit 4 Normality and Abnormality
- Unit 5 Basic Concepts of Social Psychology



## **2. BSWE-002 : Social Work Intervention with Individuals and Groups**

**(8 credits)**

### **Block 1 : Social Work with Individuals**

- Unit 1 Introduction to Social Case Work: Historical Development
- Unit 2 Basics of Social Case Work
- Unit 3 Practice of Social Case Work
- Unit 4 Interviewing in Social Case Work I
- Unit 5 Interviewing in Social Casework II
- Unit 6 Fields of Social CaseWork Practice

### **Block 2 : Social Work with Groups**

- Unit 1 Social Group Work: Historical Development
- Unit 2 Characteristics and Significance of Groups
- Unit 3 Principles, Skills, and Models of Group Work Practice
- Unit 4 Group Formation: Stages of the Development of Groups
- Unit 5 The Social Group Worker's Role in Group Work Process.

### **Block 3 : Social Problems and Services**

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

### **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

### **Block 5: Social Development and Social Work**

- Unit 1 Development and Under Development
- Unit 2 Concept and Dynamics of Social Development.
- Unit 3 Concepts and Type of Economic Systems
- Unit 4 Social Planning and Social Policy
- Unit 5 Human Development

### **Block 6 : 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.

### **3. BSWE-003 : Social Work Intervention with Communities and Institutions (8 credits)**

#### **Block 1 : Community Organization**

- Unit 1 Community Organisation: 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 Organiser in Different Settings.

#### **Block 2 : Social Welfare Administration**

- Unit 1 Social Welfare Administration: Concept, Nature and Scope
- Unit 2 Types and Purpose of Social Service Organizations
- 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 3 : 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 4 : Basics of Social Work Research**

- Unit 1 Social Work Research: Meaning, Importance, and Scope
- Unit 2 Approaches in Social Work Research.
- Unit 3 Sampling: Concept, Significance and Types.
- Unit 4 Methods and Tools of Data Collection
- Unit 5 Processing and Analysis of Data.
- Unit 6 Introduction to Statistical Techniques in Social Work

#### **Block 5 : Health Information for Social Workers**

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

## **Block 6 : 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

## **BSWE 04: Introduction to Family Life Education**

**(8 Credits)**

### **Block 1: Family Life Education**

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

### **Block 2: Sexual Health Education**

- Unit 1 Sex and Love
- Unit 2 Understanding Man and Woman
- Unit 3 Sexual Health Education: Concept and Objectives
- Unit 4 Sexual Health Education: Role of Home, School and Media

### **Block 3: Facts of Life: 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 4: Marriage, Partnership and Parenthood**

- Unit 1 Meaning of Marriage and Choosing Life Partner
- Unit 2 Forms of Marriage
- Unit 3 Moral, Cultural and Social Values in Family Life
- Unit 4 Marital life and Role Expectations

### **Block 5: Family Welfare**

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

### **Block 6: Special Issues in Married 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

## **5. BSWE-05: Introduction To HIV/AIDS**

**(8 Credits)**

### **Block 1: Basic Facts of HIV/AIDS**

- Unit 1 Global and National Scenario of HIV/AIDS
- Unit 2 HIV/AIDS Disease Profile
- Unit 3 Misconceptions of HIV/AIDS/STDs
- Unit 4 History of HIV/AIDS

### **Block 2: HIV Transmission and Testing**

- 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 Issues and Issues Involved
- Unit 5 Moral issues on HIV Testing

### **Block 3: HIV/AIDS Prevention : Socio-ethical Issues**

- Unit 1 HIV Prevention and Control : Government Initiatives
- Unit 2 HIV Prevention and Control: Personal Aspects
- Unit 3 Continuum of Care
- Unit 4 Societal Influence on HIV/AIDS Transmission and Prevention
- Unit 5 HIV/AIDS and Ethical Issues

### **Block 4: HIV/AIDS and Vulnerable Population**

- Unit 1 HIV/AIDS and Women
- Unit 2 HIV/AIDS Children
- Unit 3 HIV/AIDS and Substance Abuse
- Unit 4 STDs and their Management
- Unit 5 HIV/AIDS and Work Place

### **Block 5: HIV/AIDS Education and Care**

- Unit 1 HIV/AIDS and its Implications for Individual, Family and Community
- Unit 2 HIV/AIDS Education and Behaviour Modification
- Unit 3 Care of the Person with HIV/AIDS
- Unit 4 Care of the Terminally Ill

### **Block 6: AIDS, Law and Human Rights**

- Unit 1 HIV/AIDS and Law
- Unit 2 Rights of People Living with HIV/AIDS
- Unit 3 HIV/AIDS Related International Legislations

## **6. BSWE-06: Substance Abuse and Counselling**

**(8 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 Drugs Scenario: Global, Regional and National

### **Block 2: Substance Abuse and Its Implications**

- Unit 1      Link between Alcohol, Drugs, STDs, and HIV-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 Substances Act 1985 (NDPS Act, 1985)
- Unit 5      Drug Demand and Supply Reduction

### **Block 3: Prevention and Treatment of Alcohol & Drugs**

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

### **Block 4: Basics of Communication**

- Unit 1      Importance and Relevance of Information, Education and Communication (IEC) for HIV
- Unit 2      Communication - Concepts, Types and Process
- Unit 3      Traditional and Modern Media of Communication
- Unit 4      Interpersonal, Group and Mass Communication
- Unit 5      Use of Media for Promotion of HIV and Family Education

### **Block 5: 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

### **Block 6: 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

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## 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](http://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 Katyal, AR, SOA	011-29572977	renu@ignou.ac.in
Ms. Rajni A. Jeet AR, RSD	011-29572416	rajnijaet@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.