

## Frequently Asked Questions

- How do I access study material?  
Self Learning Material (SLM) can be accessed in digital form from any of the following sites:
  - ✓ <http://egyankosh.ac.in/handle/123456789/1368>
  - ✓ IGNOU App on your mobile phone
  - ✓ MAWGS forum: <http://wgforum.ignouonline.ac.in/wgforum/mawgsforum/ucp.php>
  - ✓ PGDWGS forum: <http://wgforum.ignouonline.ac.in/wgforum/pgdwgsforum/ucp.php>
- Will I get hard copies of the study material?  
You will receive hard copies of SLM only if you have opted for these at the time of registration. In case of delay in receipt of SLM, contact [mpdd@ignou.ac.in](mailto:mpdd@ignou.ac.in)
- How many assignments do I need to submit?  
You need to submit one assignment for each 8 credit course. For Project Work (MWGP 001), you will need to submit a Project Report as per procedures.
- How do I find out about assignment submission deadlines?  
Assignment submission deadlines are announced by the university for all programmes on the IGNOU website. Check the website on regular basis for updates: <http://www.ignou.ac.in/>
- Where can I access current assignments?
  - ✓ Current assignments are always uploaded on the IGNOU website under Student Zone: <http://www.ignou.ac.in/ignou/studentzone>
  - ✓ Assignments are also uploaded on the WGS forums created for these programmes.
  - ✓ Always look for and submit the fresh assignments provided for the current year. Once fresh assignments are uploaded, the old assignments are no longer valid.
- How do I submit assignments?
  - ✓ Submit assignments to your Study Centre/Regional Centre as per the instructions given by the Regional Centre. Include your contact information (programme code, course code, enrollment no, email, phone) on assignments.
  - ✓ If only hard copies are being accepted as per instructions provided by your Regional Centre, send hand written, signed assignments to the address provided to you. In case soft copies are being accepted during extenuating circumstances such as Covid 19, these must be signed and scanned. If you have opted for SOGDS as your RC, submit your assignments to [sogds@ignou.ac.in](mailto:sogds@ignou.ac.in)
  - ✓ Assignments must be submitted as single documents for each course. Do not submit separate pages and do not combine assignments for two courses in a single document.
- What happens if plagiarized content is found in my assignment?  
Plagiarized work will not be accepted or marked and you will need to attempt the assignment again. Please read the information regarding plagiarism provided in your Programme Guide before submitting assignments.

- Do assignments need to be handwritten and signed or can these be typed?  
Assignments need to be hand written and signed. They cannot be typed.
- If I miss an assignment or exam in the current semester, what should I do?  
In case you miss the assignment submission deadline, you may still be able to submit it late. However, this may entail a late fee for the related Term End Exam. If you have submitted the assignment but miss an exam, you can appear for the exam in any subsequent semester.
- If I have not submitted assignment/s or appeared for exam/s in a previous semester, what should I do to complete incomplete courses?  
If you have not submitted assignments, or missed exams for course/s for which you were registered in any previous semester, you can do so in any subsequent semester as long as it is within the maximum time provided for programme completion. However, you must attempt the fresh assignments valid for the current semester, and not an old assignment.
- Do I need to re-submit assignments if I have not completed a course?  
No, once your assignment for any course has been received and evaluated, it does not need to be re-submitted even if you did not appear for the exam at the end of that semester. Your assignment marks will remain valid.
- Is re-registration mandatory for MAWGS?  
Yes, if you are enrolled for MAWGS, re-registration **must be completed by** the given **deadline for 2nd Year** (3rd and 4th semester courses) even if you have not completed any of the courses of the earlier semesters. Re-Registration is mandatory in order to remain eligible to appear for the TEE for the relevant semester. **In case you miss the Re-Registration deadline, you will have to wait for the subsequent cycle in the following year to complete the programme.** So regardless of your progress during the 1<sup>st</sup> year, make sure you complete the Re-Registration process for the 2<sup>nd</sup> year!
- What is the process for MAWGS re-registration?  
Re-Registration can be done online on the IGNOU website. Check the website for details. If you have any queries regarding Re-Registration and payment of annual fee, contact the Student Registration Division.
- What is the procedure for paying exam fee?  
Exam fees can be paid online through the IGNOU website.
- How many exams can I appear for at the end of any semester?  
✓ You may appear for exams for all courses for which you are registered during the current semester. If you have missed any previous exams, you may also appear for any number of previous missed exams by paying the appropriate exam fee, as long as assignments for these courses have been submitted by you.  
✓ You cannot appear for exams for future courses for which you are not currently registered. Check your course registration status online on the IGNOU website.

- Do I need to travel to Delhi for exams?  
No, you do not need to travel to Delhi for exams. You can opt for an exam centre close to you from the list provided on the IGNOU website.
- Will I have to attend in person classes?  
Face to face classes are not mandatory for these programmes.
- Is there an online interface for this programme?  
✓ Yes, online interface is available through various means – an asynchronous WGS forum that has been created for each of the two programmes – MAWGS and PGDWGS. Online academic support is provided on this forum. You can post queries, participate in online discussions on specific topics, access articles, audio and video recordings, and post relevant links, articles and creative work of your own to start a discussion with your peers.
- ✓ We also have a Google Classroom where information about upcoming webinars is posted.
- How do I register on the wgs forum?  
Send an e mail requesting forum registration (include your name, programme code, enrolment number, phone number and working e mail ID) to Mr. Ashutosh Sharma: [ashusharma79@ignou.ac.in](mailto:ashusharma79@ignou.ac.in) with a copy to Programme Coordinators.
- How do I join the Google Classroom?  
Upon registration, you will receive an email invite to join the Google Classroom. In case of any difficulties, send an email with your enrollment details to the Programme Coordinators.
- How do I choose my topic for the research project?  
You may choose your own topic from either the list of suggested topics provided in the project manual or any specific topic that is related to the curriculum you have studied. You can also propose any relevant current affairs topic related to gender. Whichever topic you choose, make sure you are able to link it in some way to the curriculum.
- How do I get my topic for Project Work (MWGP 001) approved?  
✓ To get your proposed topic approved, complete the relevant forms and approval process as indicated in the Programme Guide/Project Work Manual before beginning the project work.
- ✓ Send the required proforma along with a synopsis to the course coordinator (Prof. Himadri Roy: [himadriroy@ignou.ac.in](mailto:himadriroy@ignou.ac.in)). Queries regarding Project Work may also be sent to Prof. Roy (2957-1615).
- Can I choose my own supervisor for Project Work?  
No, supervisors are assigned by the faculty in the school based on areas of expertise. Once a supervisor has been assigned and your proposal has been approved, you can move ahead with your research.
- How long (word limit) should the project be? Can it be typed or does it have to be handwritten?  
✓ The Project Report can range between 3000-5000 words, provided it includes all the descriptions that are required for a project (Introductions, etc.).  
✓ It can be either typed or handwritten.

- Can I opt for internship rather than a research project for completion of MWGP 001?  
Yes, you have the option to proceed either with a research project or an internship as described in the Programme Guide.
- If I opt for internship, how do I select an NGO or any other agency like UN Women, MWCD, NCW?
- ✓ The responsibility for choice of agency/NGO to carry out internship rests with you as the learner. Choose an appropriate institution that carries out gender related work. You can contact the institution of your choice and fill up the required proforma given in the Programme Guide and send it for approval to [nilimasrivastav@ignou.ac.in](mailto:nilimasrivastav@ignou.ac.in)
- ✓ Once it is approved, you can proceed with the internship and submit a report along with the relevant proforma provided in the Programme Guide.
- How do I write the internship report?  
Your internship report should cover the organization's profile, work done by you during internship, and your learning from work done in the field especially in the light of theory that you read in your course material.
- Where do I submit the final research Project Report or my internship Project Report?  
Submit your final report (whether for research project or for internship) to the following address:  
Project Section  
Student Evaluation Division  
IGNOU  
Maidan Garhi  
New Delhi 110068

**(Do not submit the final report to your supervisor or to the school!)**

- If I have a query, who should I contact?
- ✓ Admission/Registration related queries: Contact Online Admissions
- ✓ Queries related to hard copy of course material: Contact MPDD
- ✓ Programme related queries: Contact the programme coordinators
- ✓ Course related queries: Contact the course coordinator
- ✓ Project Work: Contact the course coordinator - Prof. Himadri Roy
- ✓ Internship: Contact Prof. Nilima Srivastava
- ✓ Technical difficulties with registration on WGS forum: contact Mr. Ashutosh Sharma
- ✓ Re-Registration Queries: Contact the Student Registration Division
- ✓ Assignment submission queries: Contact your Regional Centre/ Study Centre
- ✓ Exam/evaluation related queries: Contact the Student Evaluation Division

## **List of Important Contacts**

School of Gender and Development Studies (SOGDS) Office Contact Numbers: 011-29571620, 011-29571617

<b>Course Code</b>	<b>Name of Course Coordinator</b>	<b>Email Id</b>	<b>Intercom No.</b>
MWG-001	Prof. Anu Aneja	<a href="mailto:anuaneja@ignou.ac.in">anuaneja@ignou.ac.in</a>	2050
MWG-002	Prof. Nilima Srivastava	<a href="mailto:nilimasrivastav@ignou.ac.in">nilimasrivastav@ignou.ac.in</a>	1611
MWG-003	Prof. Himadri Roy	<a href="mailto:himadriroy@ignou.ac.in">himadriroy@ignou.ac.in</a>	1615
MWG-004	Dr. Sunita Dhal	<a href="mailto:sunitadhal@ignou.ac.in">sunitadhal@ignou.ac.in</a>	1619
MWG-005	Prof. Nilima Srivastava	<a href="mailto:nilimasrivastav@ignou.ac.in">nilimasrivastav@ignou.ac.in</a>	1611
MWG-006	Dr. Smita M. Patil	<a href="mailto:smitampatil@ignou.ac.in">smitampatil@ignou.ac.in</a>	1618
MWG-007	Prof. Anu Aneja	<a href="mailto:anuaneja@ignou.ac.in">anuaneja@ignou.ac.in</a>	2050
MWG-008	Prof. Anu Aneja	<a href="mailto:anuaneja@ignou.ac.in">anuaneja@ignou.ac.in</a>	2050
MWG-009	Dr. Sunita Dhal	<a href="mailto:sunitadhal@ignou.ac.in">sunitadhal@ignou.ac.in</a>	1619
MWG-010	Dr. Smita M. Patil	<a href="mailto:smitampatil@ignou.ac.in">smitampatil@ignou.ac.in</a>	1618
MWG-011	Prof. Nilima Srivastava	<a href="mailto:nilimasrivastav@ignou.ac.in">nilimasrivastav@ignou.ac.in</a>	1611
MWGP-001	Dr. Himadri Roy	<a href="mailto:himadriroy@ignou.ac.in">himadriroy@ignou.ac.in</a>	1615

### **Programme Coordinators:**

MAWGS: Prof. Anu Aneja and Prof. Nilima Srivastava

PGDWGS : Prof. Anu Aneja and Prof. Himadri Roy

**Project Work (MWGP-001) Coordinator:** Prof. Himadri Roy

**Registration on Online Forum:** Mr. Ashutosh Sharma, [ashusharma79@ignou.ac.in](mailto:ashusharma79@ignou.ac.in) (for forum registration process only; not for academic queries!)

**Online Admissions:** [onlineadmission@ignou.ac.in](mailto:onlineadmission@ignou.ac.in)

**Student Registration Division:** [srd@ignou.ac.in](mailto:srd@ignou.ac.in) ; [registrarsrd@ignou.ac.in](mailto:registrarsrd@ignou.ac.in)

**Student Evaluation Division:** [evaluationsed@ignou.ac.in](mailto:evaluationsed@ignou.ac.in) or [assignments@ignou.ac.in](mailto:assignments@ignou.ac.in)

**Material Production and Distribution Division:** [mpdd@ignou.ac.in](mailto:mpdd@ignou.ac.in) (only for hard copy of study material)