

PROGRAMME GUIDE

B.SC. (FYUP) PROGRAMME IN
ANTHROPOLOGY
(BSCFAN)
2024

Dear Learner,

Welcome to IGNOU and the Bachelor of Science (Major) Anthropology (BSCFAN) programme under the Four-Year Undergraduate Programme (FYUP) as per NEP 2020 guidelines. As you have joined the world's largest Open University, imparting education through Open and Distance learning mode, it becomes necessary for you to understand the university system and how it functions. You will also be keen to know about the programme that you have joined and how the university imparts instructions. This Programme Guide gives you the necessary information that will help you to know the university and pursue the programme. It also gives the syllabus of the courses that are presently on offer. We therefore advise you to keep this Programme Guide safely till you complete the Programme.

While pursuing this B.Sc. Major programme in Anthropology, you will receive support from IGNOU through the Regional Centre and Learner Support Centre (LSC), which will be allotted to you, and you may also check the nearest Learner Support Centre from IGNOU's website. As a distance learner, you may have several queries. We expect you to be directly in contact with the academic counsellor at the LSC, your Regional Centre and your peers, as well as through the Internet. If you have any queries, write to us at the email ID: **bscfan@ignou.ac.in**.

While the University makes every effort to ensure that you can pursue your programme of study without any difficulty, we are aware that sometimes, due to a lack of information, and sometimes due to the sheer magnitude of operations, you do occasionally face problems. Use the iGRAM platform (<http://igram.ignou.ac.in>) for quick resolution of the problems.

We advise you to be in touch with the Learner Support Centre allotted to you for advice / timely day-to-day information related to this programme, and also visit the university website at www.ignou.ac.in at regular intervals. We wish you all the success in pursuing this B.Sc.(FYUP) programme in Anthropology.

**Programme Coordinator,
B.Sc. Anthropology (FYUP)
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1. THE UNIVERSITY

The Indira Gandhi National Open University (IGNOU) is the world's largest Open University. It is a Central University established by an Act of Parliament in 1985, to advance and disseminate learning and knowledge by diverse means, including information communication technology. The objective is to provide opportunities for higher education to a large segment of the population and promote the educational well-being of the larger society.

In a relatively short time, IGNOU has made a significant contribution in the area of higher education, community education, extension activities and continual professional development. As a world leader in distance education, it has been conferred with an Award of Excellence by the Commonwealth of Learning (COL), Canada.

IGNOU offers its academic programmes through its 21 Schools of Studies and a network of 69 Regional and about 2005 Learner Support Centres (LSCs). The University also has a network of 12 Overseas Learner Support Centres (OSC), 25 Overseas Study Centres (OSC) in 15 countries and 12 Recognised Regional Centres (RCs) with the Army, Navy and Assam Rifles. The University is offering a special skill-based bachelor's degree programme under the "Agnipath" Scheme since August 2023. The scheme is meant for Jawans, Sailors and Airman of the three services joining as Agniveer in the Indian Defence Forces.

The University offers over a hundred academic, professional, vocational, awareness-generating and skill-oriented programmes at the level of Certificate, Diploma, Bachelor's Degree, Master's Degree and Doctoral Degree.

Currently, in the University, the emphasis is being laid on developing interactive multimedia-supported online learning as well as adding value to the traditional distance education delivery mode with modern technology-enabled education within the framework of blended learning. It has decided to make the learning material available in digital format. As a national coordinator for SWAYAM (an online learning initiative by the Ministry of Education, Government of India), the university is offering 214 MOOCs through the

SWAYAM platform. IGNOU manages six SWAYAM PRABHA channels as part of the national policy's implementation for the integration of ICT in education.

2. SCHOOL OF SOCIAL SCIENCES

The School of Social Sciences (SOSS) is among the larger schools of studies at the University. SOSS offers academic programmes in eight disciplines: Anthropology, Economics, History, Library and Information Science, Political Science, Psychology, Public Administration and Sociology.

The School offers several certificates, diplomas and degree programmes at the Undergraduate and Master's levels. It has also expanded its academic activities through research degree programmes that apply newer methodologies to elicit a more creative response, both from within a discipline and from inter-disciplinary interactions.

3. B.Sc. MAJOR ANTHROPOLOGY (FYUP)

Human beings have always been curious about the 'other', what lies beyond their horizons. Anthropology takes into consideration the curiosity of human beings as to what it is to be a human. How does one evolve? How do societies and cultures have differences yet show similarities? It tries to understand the past, the present and how it can make the future better. Anthropology is the scientific study of human beings.

Within the ambit of anthropology, four major branches deal with a. evolution, physical and biological growth, b. social and cultural behaviours, c. reconstruction of the past through the prehistoric and the archaeological evidence, and d. study how the different languages influence social life.

The Bachelor of Science (Major) Anthropology (BSCFAN) is based on an integrated approach that would emphasise the study of human beings as a complex organism that evolved, has similarities and variations; the ability to create, think, use language to communicate and produce culture. Anthropology provides an insight into how human beings came into existence, their struggle for survival and how we can strive for a better future.

Anthropology is a subject that seeks to be holistic, encompassing the study of human diversity and universality and comparative, taking into account the similarities and the diversities, as well as being critical and reflexive.

Aims and Objectives Bachelor of Science (Major) Anthropology (BSCFAN)

The Bachelor of Science (Major) Anthropology (BSCFAN) Programme aims to develop professional competence in light of the perceivable need for trained anthropologists in academic and research institutes, NGOs, government organisations and in the field of applied sciences. It intends to equip the learners with anthropological perceptions to understand and relate to the contemporary world.

Programme Outcome

By choosing to study Bachelor of Science (Major) Anthropology (BSCFAN), the learner should be able to:

- discuss how human beings evolved;
- identify and distinguish the different societies and cultures;
- describe the past cultures; and
- critically examine why anthropology is a holistic science.

Who Can Join the Programme: Eligibility

In keeping with the policy of 'openness' and flexibility, admission to a Bachelor of Science Major in Anthropology is open to all those who have completed 10+2 in any stream- Arts, Science or Commerce. There is no entrance test for seeking admission.

Medium of Instruction: English and Hindi

IGNOU has been one of the earliest universities to introduce credit-based academic programmes with a choice of courses. With the introduction of the semester system and an evaluation system based on 10 10-point grading system in 2019, IGNOU joins the Central and State Universities across the country in introducing the Four-Year Undergraduate Programmes (FYUP) at the Undergraduate level.

The University has launched the Four-year Undergraduate Programme, and the scheme is as follows:

There are exit points after the first, second and third year. Those who exit after completing three years (120 credits) shall be awarded a Degree with a Major in the chosen discipline. On completion of four years (160 credits), a Degree with Honours in the chosen discipline shall be awarded. If you want to exit after the 1st Year, you would need to complete one 4-credit vocational course besides the mandatory 40 credits (1st and 2nd semester) to receive the UG Certificate. Similarly, if you exit after completing two years, having done 80+4 credits, you would be awarded a UG Diploma.

Programme Structure Template for Four-Year Undergraduate Programmes (3-year Major/ 4-year Honours)

ANTHROPOLOGY STRUCTURAL FRAMEWORK FOR THE FYUP (MAJOR) PROGRAMME

Year	Semester	Discipline-Specific Courses Core	Minor (Only for other Disciplines)	Ability Enhancement Courses	Inter-Disciplinary courses (Introductory level) Skill Enhancement courses/Internship/ Dissertation	Common Value-Added Courses	Total Credits
1 Yr	1 st Semester	DSC-1 (6 credits) BANC 101 Introduction to Biological Anthropology	Minor-1 VOC (4 credits) BECS184: Data Analysis BPAS184: Logistics Management BHDS184: Radio Lekhan BCOS185: Entrepreneurship BCOS186: Personal Selling and		IDC- 1 (6 credits) BEGG171: Media and Communication Skills BHDG175: Madhyakaleen Bharatiya Sahitya Evam Sanskriti BHIE143: History of Environment BPAG171: Disaster Management BPCG171: General Psychology BPYG171: Applied		20

			Salesmanship		<p>Ethics</p> <p>BABG171: Understanding Ambedkar</p> <p>BSOG171: Indian Society: Images and Realities</p> <p>BSKG178: Prachen Bharatiya Rajniti</p> <p>SEC-1 (4 credits)</p> <p>BANS183: Tourism Anthropology</p> <p>BCHS183: Laboratory Management Skills</p> <p>BCOS183: Computer Application in Business</p> <p>BEGS183: Writing and Study Skills</p> <p>BHDS183:Anuvaad Sidhaant Evam Pravidhi</p> <p>BHIS183: Traditions and Perception of Craft in Bharat</p> <p>BPCS183: Emotional Intelligence</p> <p>BPCS185: Developing Emotional Competence</p>		
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					BSSS183:Life Skill BTTS183:An Introduction to Machine Translation		
	2 nd Sem ester	DSC-2 (6 credits) BANC 102 Introduction to Social and Cultural Anthropology	Minor-2 VOC (4 credits) BECS184: Data Analysis BPAS184: Logistics Management BHDS184: Radio Lekhan BCOS185: Entrepreneurs hip BCOS186: Personal Selling and Salesmanship	AEC-1 (4 credits) BEVAE18 1: Environme ntal Studies		VAC-01 (6 credits) BEDSV 101: Value Educati on	20
Exit 1:			VOC (4 Credits)	Exit 1:			40 (+4)
II Yr	3 rd Sem ester	DSC-3 (6 credits) BANC 103 Archaeologica l Anthropology DSC-4 (6credits) BANC 104 Fundamentals of Human	Minor-3 DSC (4 credits)	AEC-2 (4 credits)			20

		Origin & Evolution					
	4 th Sem ester	DSC-5 (6 credits) BANC 105 Tribes and Peasants in India DSC-6 (6 credits) BANC 106 Human Ecology: Biological and Cultural Dimensions	Minor-4 DSC (4 credits)		SEC-2 (4 credits) BANS 184 Public Health and Epidemiology		20
Exit 2:				Exit 2:			80 (+4)
III Yr	5 th Sem ester	DSC-7 (6 credits) BANC 107 Biological Diversity in Human Populations DSC-8 (6credits) BANC 108 Theories of Society and Culture	Minor-5 DSC (4 credits)		SEC-3 (4 credits)		20

	6 th Sem ester	DSC-9 (6 credits) BANC 109 Human Growth and Development DSC-10 (6 credits) BANC 110 Research Methods	Minor-6 VOC (4 credits)		SEC-4 (4 credits)		20
Total		60 Cr	24Cr	08 Cr	22 Cr	06 Cr	120 Cr
Exit 3: UG Degree with Major							120 Cr

NOTE:

It may be noted that the list of Minor Courses, Ability Enhancement Courses, Skill Enhancement Courses, Interdisciplinary (ID) Courses, Value Added Courses, and Vocational Courses is dynamic and new courses are added to the basket from time to time. The courses mentioned herein are indicative only. For the latest updated list of courses, kindly refer to the Common Prospectus before you register/re-register for each year.

***Discipline Specific Minor courses are four-credit courses. These courses are to be selected from other disciplines from the basket of courses. Choose any one discipline to complete all three Discipline Specific Minor Courses.**

3.1 FEATURES OF THE FOUR-YEAR UNDERGRADUATE PROGRAMME AS PER NEP 2020

The University has launched the Bachelor's Degree Major Programmes and Honours Programmes with effect from the January 2024 session. The Major degree in a specific discipline will be awarded to a student after successful completion of the courses for 3 years,

whereas students who continue the programme for a 4th year also, will be awarded the Honours Degree for 4 years. The course details of the 4th year will be provided subsequently. The following Bachelor's Degree Programme under FYUP is on offer as Major (3 years)/Honours (4 years):

3.2 Objectives

Beginning this January 2024, the School of Social Sciences is offering a B.Sc. (FYUP) Major programme in Anthropology. The programme is designed to enable the learner to take courses of their choice, learn at their own pace, and adopt an interdisciplinary approach to learning. It is thus a learner-centric programme with flexibility, choices, mobility and employability built into it.

The Major/Honours degree programmes are designed to give in-depth knowledge to a student in a discipline of his/her choice while providing exposure to other disciplines. The Major (3 years)/Honours (4 years) programmes have the following objectives:

- Introduce the learner to the main themes and topics in the disciplines of humanities, social sciences and sciences with core and elective courses.
- Facilitate the learners to work towards ability and skill enhancement through exposure to appropriate courses.
- Introduce learners to reading and writing skills through assignments and exercises of such kind required at an undergraduate level.
- Expose the learners to the importance of interdisciplinarity by enabling them to offer courses outside their disciplines.

Eligibility: 10+2 or its equivalent

Medium of Instruction: English and Hindi

3.3 Credits and Duration

The University follows the credit system for offering all its programmes. One credit is equal to 30 hours of learners' study time. To earn a Bachelor's Degree, a learner has to complete 120 credits in a minimum of six semesters (three years). The 120 credits of the programme have to be earned by completing the courses in different categories. Similarly, the credit load for an Honours degree programme of 4 years will be 160 credits. The details of the courses

for the 4th year will be provided subsequently. The credit load of courses per Semester under different categories is 20 credits. The Major degree programmes have a mix of the following categories of courses:

COURSES FOR BSCFAN BACHELOR OF SCIENCE (MAJOR) ANTHROPOLOGY

a) Discipline-Specific Core Courses (DSC): The Total credit weightage under this Category will be 60 credits. Each of the Courses is for 6 credits. A learner needs to choose one Discipline in which he/she want to earn a Major degree. Once selected, it is not changeable.

Year	Semester	CourseCode	Title of the Course	No.of credits
FIRST	Semester 1	BANC-101	Introduction to Biological Anthropology	6
	Semester 2	BANC -102	Introduction to Social and Cultural Anthropology	6
SECOND	Semester 3	BANC- 103	Archaeological Anthropology	6
		BANC -104	Fundamentals Of Human Origin & Evolution	6
	Semester 4	BANC-105	Tribes and Peasants In India	6
		BANC-106	Human Ecology: Biological and Cultural Dimensions	6

b) Interdisciplinary Course (ID): The learners are required to take one course of 6 credits under this category in the **first semester**. This course will be **other than** the Major and Minor Disciplines taken by the students.

It may be noted that the list of Discipline Specific and Interdisciplinary Courses (ID), Courses is dynamic and the University regularly adds new courses. The list given below is indicative only, and the latest updated list of courses will be available during the registration/re-registration process.

Sr. No	Course Code	Title of The Course	Credits
		English	
1.	BEGG 171	Media and Communication Skills	6
		Hindi	
2.	BHDG175	MadhyakaneenBharatiya Sahitya Evam Sanskriti	6
		Public Administration	
3.	BPAG 171	Disaster Management	6
		Psychology	
4.	BPCG 171	General Psychology	6
		Philosophy	
5.	BPYG 171	Applied Ethics	6
		Political Science	
6.	BABG 171	Understanding Ambedkar	6
		Sociology	
7.	BSOG 171	Indian Society: Images and Realities	6
		Sanskrit	
8.	BSKG 178	PracheenBharatiyaRajniti	6

- c) Skill Enhancement Courses (SEC):** Learners are required to study 4 courses of 4 credits each from this Category. One course in each semester will be offered starting from the 1st, 4th, 5th, and 6th semesters.

It may be noted that the list of Skill Enhancement Courses is dynamic, and the University regularly adds new courses. The list given below is indicative only, and the latest updated list of courses will be available during the registration/re-registration process.

Sr. No	Course Code	Title of The Course	Credits
1.	BANS 183	Tourism Anthropology	4
2.	BCHS 183	Laboratory Management Skills	4
3.	BCOS183	Computer Application in Business	4
4.	BEGS 183	Writing and study skills	4
5.	BHDS 183	AnuvaadSidhaant Evam Pravidhi	4
6.	BHIS 183	Traditions and Perception of Craft in Bharat	4
7.	BPCS 183	Emotional Intelligence	4
8.	BPCS 185	Developing Emotional Competence	4
9.	BSSS 183	Life Skills	4
10.	BTTS 183	An Introduction to Machine Translation	4
11.	BBCS 485	Bioinformatics	4

d) Ability Enhancement Course: Two courses worth 8 credits (4 credits each) will be offered from this category in the 2nd and 3rd semesters.

It may be noted that the list of Ability Enhancement Courses is dynamic, and the University regularly adds new courses. The list given below is indicative only, and the latest updated list of courses will be available during the registration/re-registration process.

Sr. No	Course Code	Title of The Course	Credits
1.	BEVAE 181	Environmental Studies	4

e) Value-Added Course: One course of 6 credits is offered to the learner from this Category. The course is on offer only in the first Semester.

It may be noted that the list of Value Added Courses is dynamic, and the University regularly adds new courses. The list given below is indicative only, and the latest updated list of courses will be available during the registration/re-registration process.

Sr. No	Course Code	Title of The Course	Credits
1.	BEDSV 101	Value Education	6

f) Vocational Courses: The learner is required to study 3 vocational courses (4 credits each) worth 12 credits in 3 years (6 semesters). These may be related to the Major discipline or otherwise, as per the choice of the student.

It may be noted that the list of Vocational Courses is dynamic, and the University regularly adds new courses. The list given below is indicative only, and the latest updated list of courses will be available during the registration/re-registration process.

Sr. No	Course Code	Title of The Course	Credits
1.	BECS 184	Data Analysis	4
2.	BPAS 184	Logistics Management	4
3.	BHDS 184	Radio Lekhan	4
4.	BCOS 185	Entrepreneurship	4
5.	BCOS 186	Personal Selling and Salesmanship	4

Exit from the Programme: The students who would like to exit from the programme after completion of the first or second year, will have to complete a Vocational Course worth 4 credits in addition to the required number of courses to be completed in these years (40+4 credits after first year and 80+4 credits after 2nd year).

4. PLANNING YOUR BACHELOR'S STUDIES

As mentioned earlier, each credit of this programme is equivalent to 30 hours of learners' study comprising all learning activities (i.e. reading and comprehending the print material,

listening to audio, watching videos, attending counselling sessions, teleconferencing and writing assignment responses). This means that you will have to devote approximately 180 hours of study for a six-credit course (30 x 6) and 120 study hours for a four-credit course (30 x 4). Since you have three courses of six credits and one four-credit course to complete in the first semester and a similar workload in the second semester, you need to put in a total of 1200 hours of study in a year. This means that you will have to **devote around four hours of study every day** for at least 300 days in a year. You are therefore advised to adjust your reading schedule, keeping this workload in view. With this schedule, you will be able to complete all courses of the First year.

The University offers a lot of flexibility and openness in the courses and duration for the completion of programmes. You should **try to make the best of this flexibility**. As indicated earlier, you can finish this programme in three years by earning 120 credits. If you are not able to complete it within this period, you can take a maximum of six years to complete the programme. It would be better if you planned it systematically. At the beginning of each semester/year, the University will make available study materials and assignments according to the scheme of study. It is, however, up to you to decide which courses you would complete in a particular year. Completion of a course would involve studying the course, completing the assignments and obtaining passing marks in both assignments and the 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 44 credits you would do only 24 or 36 credits in a year, plan it from the beginning of the year, study only those courses, do the assignments for them and appear for the term-end exam. Carry over the rest to next year. Again, next year, decide your goals for that year. Whenever you decide to do the assignment of a previous year's course, download the assignment from www.ignou.ac.in, ensuring the correct validity and the course code. Submit the completed assignment according to the schedule mentioned on the cover note, and take the term-end examination (For details, see Section 7.1 of this Programme Guide). Through proper planning, you can finish this programme according to your convenience.

5. FEE STRUCTURE AND SCHEDULE OF PAYMENT

A prescribed fee (which is Rs. 18,900/- at present) is to be paid for the Bachelor of Science (Major) Anthropology Program @Rs 6300/- per year at present. In the first year, in addition

to the prescribed fee (which is Rs. 6300/- at present), a prescribed Registration fee (which is Rs. 300/-at present) (non-refundable) and a University Development fee (which is Rs. 200/- at present) also has to be paid. The programme fee should be paid only using a Debit Card/Credit Card through online mode. **The fee, once paid, is not refundable.**

According to the University policy, the programme fees are subject to revision. In that case, the revised fee shall be payable.

Although the Bachelor of Science/Arts programme is a semester-based programme, registration is done annually. Just as you have registered for the first two semesters at the start of the programme, you will have to re-register for the Second year (third and fourth semesters) and Third year (fourth and fifth semesters) before the beginning of the academic year. Please visit the University website at regular intervals for all updates.

The submission of the re-registration form and payment of the programme fee must be done at the beginning of each year, as per the schedule given below, by online mode only, using a debit card/credit card.

Schedule for Re-Registration*

For January Session	For the July Session	Late Fee
1st August to 2 nd October	1st Feb to 31st March	Nil
3rd October to 31st October	1st April to 30th April	₹ 200.00
1st November to 30th November	1st May to 31st May	₹ 500.00
1st December to 20th December	1st June to 20th June	₹ 1000.00

*** The above fee and dates are indicative only. As and when it is necessary, the University can revise the date/s and/or re-registration fee, and the fee shall be payable by you as per the schedule of payment notified by the University, and that will be final.**

Timely payment of programme fees is the responsibility of the learner. The learner is expected to remit the fees as early as possible without waiting for the last date. Non-payment of fees would result in the withdrawal of access to study material and permission to write the examinations. It may also result in the cancellation of your admission. If any learner willfully

appears in an examination without proper registration for a course, disciplinary action shall be taken against him or her as per the rules of the University.

6. INSTRUCTIONAL SYSTEM

The methodology of instruction adopted by the University is different from that in conventional universities. The Open University system is more learner-oriented, in which the learner 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 to instruction. It comprises:

- Self-Learning Material
- Audio-video programmes transmitted through radio and television
- Teleconferencing sessions
- Face-to-face counselling at Learner Support Centres by Academic Counsellors
- Assignments/ Tutorials/ Practicals/ Dissertation/ Project work

6.1 Course Material

Course material, in print or eBook format, is the primary form of instruction. You should concentrate mainly on the course materials that are sent to you in the form of printed books or eBooks. The course material would be sufficient to write assignment responses and prepare for the Term End Examination (TEE). We would, however, suggest you read additional material, especially those given in the Suggested Readings section of the course material.

The course material prepared by the University is self-learning in nature. Each course is printed in the form of a single book or eBook. The course is divided into several blocks. A six-credit course generally has four to five Blocks. Each Block consists of Units (minimum two to maximum five units). Normally, the **Units** covered in a Block have a thematic unity. The introduction section of the book provides an overview of the course, its objectives, guidelines for studying the material, etc. The Block introduction explains the coverage of the Block as a whole as well as the coverage of each Unit in that Block.

Each Unit is structured in a way to facilitate self-study by you. Each Unit begins with learning **Objectives**, which will give you an idea of what you are expected to learn from the Unit. The **Introduction** provides an overview of the major theme of the unit. An attempt is made to forge a link between the topics of the previous Units and the topic to be covered in the Unit. This is followed by the main text, which is divided into various sections and subsections. At the end of each section, we have provided questions for self-evaluation under the heading of **Check Your Progress**. You should attempt this part, as it will help you assess the immediate absorption and check your understanding of the topic. Questions in Check Your Progress are for your practice only, and you should not submit answers to these questions to the University for assessment. Hint answers to the Check Your Progress exercises are provided at the end of the unit. We have not provided the full-length answers, as we would like to encourage you to write in your own words and not rely on memorising the course material.

The section **Let Us Sum Up** gives a brief account of what has been discussed in the Unit. This summary enables you to recall the main points covered in the Unit. Each unit ends with **References**, which gives a list of books and articles that have been consulted to prepare the unit. In addition, at the end of each Block/Course, a list of **Suggested Readings** is given. Some of the books listed in this section will be available in the libraries at the Regional Centres and select Learner Support Centres.

To comprehend the SLMs, read the Units carefully and note down the important points. You can use the space in the margin of the printed pages to make notes and write your comments. While reading the Units, you may mark the difficult words and look for the meaning of such words in a dictionary. If you still do not understand something, consult your counsellor during the face-to-face sessions at the Learner Support Centre for clarification.

Dispatch of Study Material

The dispatch of material will start once the online process of registration process is complete. You can expect to receive your study material within one month of the closing of the registration for the programme. If any course material is missing or you receive wrong or defective material, please address your query to the Regional Centre or write to the Student Services Centre at ssc@ignou.ac.in.

For the students who have applied for a digitised version, the SLM may be accessed from www.ignou.ac.in/eGyankosh/.

6.2 Academic Counselling

In distance education, face-to-face contact between the learners and their academic tutors/counsellors is an important activity. The purpose of such an interaction 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 with an opportunity to meet fellow learners.

There are experienced academic counsellors at the Learner Support Centres to provide academic counselling and guidance to you in the courses that you have selected for study. The academic counselling sessions for each of the courses are held at suitable intervals throughout the academic session. Attendance in the academic counselling sessions for theory courses is not compulsory, but we would suggest you attend these sessions as they may be useful in certain respects, such as sharing your views on the subject with teachers and fellow learners, comprehending some of the complex ideas or difficult issues, and get clarifications for any doubts which you would not otherwise try to raise.

Face-to-face counselling will be provided to you at the Learner Support Centre assigned to you. You should note that the academic counselling sessions will be very different from the usual classroom teaching or lectures. Academic counsellors will not be delivering lectures or speeches. They will try to help you overcome difficulties 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 material that is available at that time will be played in the counselling sessions. The University normally organises six to seven academic counselling sessions for a 4-credit course and nine to ten sessions for a six-credit course. In case there are fewer than 10 students in a Learner Support Centre, intensive counselling sessions will be held, which essentially means that 40 per cent of the prescribed counselling sessions will be conducted within a week.

Before you attend the academic 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 relevant and important issues. Try also 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 academic counsellors.

6.3 Learner Support Centre

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

Every Learner Support Centre will have:

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

A Learner Support Centre will have *six major* functions:

Counselling: Face-to-face counselling for the courses will be provided at the Learner Support Centres. As mentioned earlier, there will be nine to ten academic counselling sessions for a 6-credit course and six to seven sessions for a 4-credit course. The schedule of the counselling sessions will be communicated to you by the Coordinator of your Learner Support Centre.

Evaluation of Assignments: Tutor Marked Assignments (TMA) will be evaluated by the Academic Counsellors appointed for different courses at the Learner Support Centre. These assignments will be returned to you with the tutor's comments and marks obtained. These comments will help you in your studies.

Evaluation of Synopsis: For courses with fieldwork and dissertations, the synopsis has to be prepared by the learner with the help of a mentor. The learners may visit the Learner Support

Centre and approach their counsellors for mentorship. Once the synopsis is ready and signed by the mentor, it has to be sent via the email id bscfan@ignou.ac.in to the Programme Coordinator. After receiving approval of the synopsis from the Programme Coordinator, the learner shall conduct fieldwork and write the dissertation. Fieldwork is compulsory. For courses with fieldwork and dissertations, no assignments are to be prepared.

Library: For each course, some of the books suggested under ‘Suggested Readings’ will be available in the Library at the Regional Centre and select Learner Support Centres.

Information and Advice: At the Learner Support Centre, you will get relevant information regarding the courses offered by the University, academic counselling schedules, examination schedules, etc. You will also get guidance in choosing your elective and application-oriented courses.

Audio-Video Facilities: The Learner Support Centre is equipped with audio-video facilities to help you make use of the audio and video materials prepared for different courses. Media notes, describing the contents of each programme, will also be available at the Learner Support Centre. This will help you to know the contents of each programme.

Interaction with Fellow learners: The Learner Support Centre allows you to interact with fellow learners. The Learner Support Centre is the contact point for you. The University cannot send all the communication to all the students individually. All important information is communicated to the Coordinators of the Learner Support Centres and Regional Directors. The Coordinators would display a copy of such important circular/notification on the notice board of the Learner Support Centre for the benefit of all IGNOU learners. You are, therefore, advised to get in touch with your Learner Support Centre for day-to-day information about assignments, submission of examination forms, TEE date sheet, declaration of result, etc.

6.4 Interactive Radio Counselling

The University has the facility of interactive counselling through the All India Radio 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

the respective Radio Stations. This counselling is available on all days. The topic for each session of the interactive radio programme is available in the Gyanvani section of the University website.

6.5 Gyan Darshan

IGNOU, in collaboration with Doordarshan, now has an exclusive Educational TV Channel called GyanDarshan. It is available through cable TV networks. The channel telecasts educational programmes for 24 hours every day. The live telecast is from 3-5 p.m. and repeats from 8-10 p.m. Apart from the 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 and live sessions is available at the Learner Support Centres one month in advance. You can also get the schedule of programmes and live sessions from the University website.

6.6 Gyan Vani

Gyan Vani is an educational FM Radio network providing programmes covering different aspects and levels of education, including Primary and Secondary Education, Adult Education, Technical and Vocational Education, Higher Education and Extension Education. There will be programmes on various aspects and courses of the Bachelor of Arts. The schedule of the programmes is uploaded on the University website.

6.7 Teleconference/ EDUSAT

To reach out to our learners spread in different parts of the country, we take the help of teleconferencing. These sessions are conducted in Delhi. The students can attend these at the regional centres and the specified Learner Support Centres of IGNOU. It is a one-way video and two-way audio facility. The teleconferencing is available on Gyan Darshan-2 and Edusat. The faculty members 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 the receiving centres. These will help in resolving your queries related to courses and other general information about the Bachelor of Arts programme.

7. EVALUATION

The system of evaluation followed by the University is also different from that of conventional universities. IGNOU has a multi-tier system of evaluation, comprising of:

- Self-assessment exercises within each unit of study.
- Continuous evaluation mainly through assignments which are tutor-marked, practical assignments seminars/workshops/extended contact programmes, etc. Depending on the nature of the course opted for.
- The Term End Examinations.
- Project/ Practical work depending upon the requirement of the course.

The evaluation consists of two parts: i) continuous evaluation through assignments, and ii) term-end examination. In the final result, all the assignments of a course carry 30% weightage while 70% weightage is given for the Term End Examination (TEE). The university follows a grading system for continuous evaluation as well as term-end examinations. It is done on a ten-point scale using the letter grades as given below: The University has decided to provide numerical marking also in the grade card and award of division for the Bachelor of Arts.

Letter Grade	Numerical Grade	Percentage
O (Outstanding)	10	≥ 85
A+ (Excellent)	9	≥ 75 to < 85
A (Very Good)	8	≥ 65 to < 75
B+ (Good)	7	≥ 55 to < 65
B (Above Average)	6	≥ 50 to < 55
C (Average)	5	≥ 40 to < 50
D (Pass)	4	≥ 35 to < 40
F (Fail)	0	< 35
Ab (Absent)	0	Absent

You are required to score at least 35% marks (Grade D) in both continuous evaluation (assignments) as well as the term-end examination of each course. In the overall computation also you must also get at least 35% marks (Grade D) in each course to claim the B.A. degree. The scores of continuous evaluation and term-end examination are not complementary to each other for qualifying for a course.

Students who do not qualify for the term-end examination are allowed to take up the Term End Examination in the next semester. It means you can take the TEE of the first-year courses during the second year of your study. Similarly, second-year courses can be carried over to the third year.

7.1 Assignments

Assignments constitute continuous evaluation. **The marks that you secure in the assignments will be counted in your final result.** As mentioned earlier, an assignment of a course carries 30% weightage. You are therefore advised to take your assignment seriously. A simple omission on your part may put you in great inconvenience later.

For each course of this programme, you have to do two to three Tutor Marked Assignments (TMAs), depending on the nature of the course. The TMA for each semester can be downloaded from the Student Zone of the University website.

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

Ensure that your assignment responses are complete in all respects. Before submission, you should ensure that you have answered all the questions in all assignments. Incomplete assignment responses may affect your grades adversely.

The main purpose of TMA is to test your comprehension of the learning materials you receive from us and also to help you get through the courses. The evaluators/academic counsellors, after correcting the assignments, return them to you with their comments and

marks. The comments will guide you in your study and help to improve it. It is therefore important that you collect the evaluated TMA along with a copy of the assessment sheet containing the comments of the evaluator on your performance.

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 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 course material and exploit your personal experience.

You have to submit your assignment response sheets to the Coordinator of the Learner Support Centre assigned to you. For your 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 the assessment sheet containing comments of the evaluator on your assignment within a month after submission, please try to get it personally from your Learner Support Centre. This may help you to improve upon future assignments.

Keep duplicate copies of assignment responses of TMAs submitted to the Learner Support Centres. They may be required to be produced at the Student Evaluation Division on demand. 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.

If you do not get a passing grade on any assignment, you have to submit it again. Get fresh assignments from the Student Zone tab of the University website. However, once you get a passing grade on an assignment, you cannot resubmit 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 Learner Support Centre so that the correct score is forwarded by him/her to the Student Evaluation Division at Headquarters.

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 Learner Support Centre** with a request to forward the correct award list to the Student Evaluation Division at the Headquarters.

Do not enclose or express doubts for clarification, if any, about the study material or assignment along with the assignment. **Send your doubts in a separate cover to the Director, School of Social Sciences, 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. If you have any specific grievances, you can use the iGRAM (<http://igram.ignou.ac.in>) platform for an early response from the University.

SPECIFIC INSTRUCTIONS FOR TUTOR MARKED ASSIGNMENTS(TMA)

1) Write your enrollment 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 Learner Support Centre on the left-hand corner of the first page of your response sheet. **Course Code and Assignment Code may be reproduced from the assignment.** The top of the first page of your response sheet should look like this:

ENROLMENT NO.:	NAME:
PROGRAMMECODE:	ADDRESS:
COURSE CODE:	
COURSE TITLE:.....	
ASSIGNMENTCODE:	SIGNATURE:
STUDYCENTRE:	DATE:.....

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 the 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 the introduction and conclusion. The introduction must provide a 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 numerical problems, use a 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 4cm 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 hand. Do not print or type the answers. Do not copy your answers from the Units/Blocks sent to you by the University. It is advised to write your answers in your own words, as it will help in grasping the study material.

7) Do not copy from the response sheets of other students. If copying is noticed, the assignment 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 submitted to the Coordinator of the Learner Support Centre allotted to you. TMAs submitted at any other place will not be evaluated.

11) After submitting the TMA, get the acknowledgement from the coordinator on the prescribed assignment remittance-cum-acknowledgement card.

12) In case you have requested a change of Learner Support Centre, you should submit your TMA only to the original Learner Support Centre until the change of Learner Support Centre is notified by the University.

13) If you find that there is any factual error in the evaluation of your assignments e.g. any portion of your assignment response has not been evaluated or the total score recorded on your assignment response is incorrect, you should approach the Coordinator of your Learner Support Centre for correction and transmission of correct score to headquarters.

7.2 Term End Examination

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

You must fill out the Term End Examination (TEE) form online before the last dates, i.e. 31st March for the June exam and 30th September for the December exam. **Please check the IGNOU website for the latest updated information.**

The University conducts TEE twice a year, i.e., in June and December. You can, however, take the examination only after completing one year of study. This means that **the Term End Examination for your first and second semesters will be conducted together at the end of the First year.** Similarly, for the third and fourth semesters and the fifth and sixth semesters, the TEE will be conducted together at the end of the Second and Third years of the programme. If you miss taking any examination at the end of the year, you may take those courses in the next TEE conducted in June or December.

A learner is permitted to appear in the TEE, subject to the following conditions:

- Registration for the courses is valid and not time-barred.
- The required number of assignments in the course has been submitted by the due date.
- Minimum time to pursue these courses as per the provision of the programme has been completed.
- The examination fee is paid for all the courses in which the learner is writing the examination.

In the case of non-compliance with any of the above conditions, the result of all such courses is liable to be withheld by the University.

In case you fail to get a passing score (35% marks) in the Term End Examination, you will have to reappear at the next Term End Examination for that course within the total span of the programme, i.e. six years.

Submission of Online Examination Form

The learners are required to fill in the Examination form to appear in the TEE each time for every exam (December/June), a learner has to apply a fresh application. Only one form is to be submitted online for all the courses that a learner plans to take in a TEE. To avoid discrepancies in filling up examination forms and avoid hardship in appearing in the TEE, you are advised to:

- 1) Remain in touch with the Learner Support Centre/Regional Centre/Student Evaluation Division for changes in the schedule of submission of the examination form
- 2) Fill up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing the form
- 3) Retain proof of submission of the examination form till you download your Hall Ticket.

Examination Fee and Mode of Payment

The schedule for submission of the TEE Form is available at the IGNOU website during each session. The prescribed fee (which is Rs 150/- at present) is payable per course. The **mode of payment** of the examination fee is online only through Credit Card/DebitCard/Net Banking. The examination fee, once paid, is neither refundable nor adjustable even if the learner fails to appear in the examination.

Hall Ticket for Term End Examination

No hall ticket shall be dispatched to the examinees. Hall Tickets of all examinees are uploaded on the University website 7 to 10 days before the commencement of the Term End Examinations.

Students are advised to take the printout of the Hall Ticket from the University website after entering the enrolment number and name of the programme of study and report at the examination centre along with the Identity Card issued by the University as tested by the Director of the Regional Centre. Without a valid IGNOU Student ID Card issued by the Regional Centre/ University, examinees will not be permitted to appear in the examination.

Every student must bring his/her identity card for appearing in the TEE along with the Hall Ticket. Students will be allowed to appear in the TEE for those courses only for which registration is valid and the prescribed minimum duration of study is completed. In case any learner has misplaced the Identity Card issued by the University, it is mandatory to apply for a duplicate Identity Card to the Regional Centre concerned well before the commencement of the examinations. The learner without a valid ID Card will not be allowed to enter the Examination Centre premises.

Examination Date Sheet

Examination date sheets (i.e., a schedule which indicates the date and time of examination for each course) are sent to all the Study Centres a month in advance. These are printed in IGNOU Newsletters and posted. The datasheet is also displayed on www.ignou.ac.in. You are advised to see whether there is any clash in the examination dates of the courses you wish to take, i.e., Examinations 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 take the TEE for one course and the other course in the next TEE.

Declaration of Result

You must check whether you are registered for a course and whether you are eligible to appear for that examination. If you neglect this and take the examination without being eligible for it, your result will be cancelled.

All efforts are made to declare the results well before the deadline for submission of the Examination Form for the next TEE. In case the result for a course is not declared, you should fill out the Examination Form for that course without the Examination Fee. In case you appear in the TEE of that course, you have to send a demand draft (drawn in favour of IGNOU, New Delhi) of the requisite amount to the Registrar, Student Evaluation Division (SED) Division, New Delhi, failing which your result of that course will not be declared.

Early Declaration of Result

To facilitate learners who have secured admission for higher studies or got selected for employment, etc. and are required to produce statements of marks/grade cards by a specified date, the University provides for early declaration of results. The learner can apply for early processing of his/her answer scripts and declaration of results. Such a student is required to

apply in a prescribed form (available on the University website) along with i) a fee of ₹ 1000/- per course through a demand draft drawn in favour of IGNOU and payable at New Delhi, and ii) an attested photocopy of the admission/employment offer. You must submit the request for early declaration of result before the commencement of TEE, that is, before June 1st or December 1st for June and December TEE, respectively. The University, in such cases, will make arrangements for early processing of answer scripts and declare the result as a special case, possibly within a month from the conduct of the examination.

Re-Evaluation of Examination Scripts

Students who are not satisfied with the marks/grade awarded to them in the TEE may apply in the prescribed form for re-evaluation within one month from the date of declaration of results, i.e. the date on which results are made available on the University website on payment of a prescribed fee (which is Rs. 750/- at present) per course is payable online. The better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered and updated in the student's record.

Re-evaluation is permissible in TEE only and not in the practical, project report, workshop, assignment, tutorials, seminar, etc. A sample application form with rules and regulations for this purpose is available on the University's website.

Improvement in Division/ Class

Students of the Bachelor's degree programme who have completed the programme and wish to improve their Division/ Class may do so by appearing in TEE. Only those students of the programme who fall short of less than 2% marks to secure 2nd and 1st division are eligible for reexamination.

Students may apply in the prescribed form from 1st to 30th April for June TEE and from 1st to 31st October for December TEE along with the prescribed fee (which is ₹ 750/- at present) per course through a demand draft drawn in favour of IGNOU and payable at New Delhi. **PLEASE VERIFY THE DATES ON THE IGNOU WEBSITE.**

Improvement is permissible in TEE only and not in Practicals /Lab courses, Project, Workshop, Assignment, Seminar, tutorials, etc. Students wishing to improve their marks will have to apply within six months from the date of issue of the 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 TEE in which they wish to appear for improvement. Rules and regulations in detail for this purpose are available on the University's website.

Obtaining Photocopy of Answer Scripts: After the declaration of the result, if the learner is not satisfied with the marks awarded, he or she can request a Photocopy of the Answer Scripts. The request for obtaining a Photocopy of Answer Scripts by the student must be made within 45 days from the date of declaration of the result to the Student Evaluation Division, IGNOU, New Delhi, in the prescribed format along with a prescribed fee to be paid online

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

8. OTHER USEFUL INFORMATION

IGNOU Website

www.ignou.ac.in, the official website of the University, offers relevant information to the general public and student support facilities to the learners through the Single Window Information and Student Support (SWISS). These include:

- ☐ Online registration for fresh admission to various programmes
- ☐ Online Re-Registration
- ☐ Online submission of Term-End Examination Form
- ☐ Results of the Term-End Examinations
- ☐ Checking the status of the study material
- ☐ Downloads: Assignments/Question papers/Forms
- ☐ Catalogue of audio/video programmes
- ☐ Schedule of Gyan Darshan/Gyan Vani/ programmes
- ☐ Admission announcements
- ☐ Addresses of regional and Learner Support Centres

- ☐ Update on the latest happenings at the University
- ☐ Checking of student's mailing address
- ☐ Entrance test results
- ☐ TEE date-sheet
- ☐ Examination Hall Ticket
- ☐ Course Completion Status
- ☐ Accessing e-GyanKosh: Using this website, you can download your course material and view videos related to your courses.

Scholarships and Reimbursement of Fees

Reserved categories, viz., scheduled caste/scheduled tribe and learners with physical disability, have to pay the fees at the time of admission to the University along with other students.

Learners with physical disability 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 to SRD.

Similarly, for reimbursement of programme fees SC/ST students have to submit their forms to the Directorate of the Social Welfare or Office of the Social Welfare Officer of the respective State Government through the concerned Regional Director of IGNOU.

Change of Medium

Change of medium is permitted within 30 days from the receipt of the first set of course material in the first semester/year ONLY, on payment of the prescribed fee (which is at present ₹ 350/- plus ₹ 350/- per 4 credit course and ₹ 700/- per 6 credit course for BSCFAN programme). Payment should be made by way of a Demand Draft drawn in favour of "IGNOU" payable at the place of the concerned Regional Centre. All such requests for change of Medium should be addressed to the concerned Regional Centre only, as per schedule.

Change or Correction of Address

There is a printed form for the change/correction of address/name. A copy of the same is available online on the university websites under Student Zone. In case there is any correction or change in your address, you are directed to make use of that form addressed to the Registrar, Student Registration Division (through the concerned Regional Director). You are advised not to write letters 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 arrangements to redirect the mail to the changed address during this period.

Change of Learner Support Centre

A student is required to opt for only such Learner Support Centres which are activated for the programme. As far as possible the university will allot the Learner Support Centre opted for by the student. However, the university may change the Learner Support Centre at its convenience without the concurrence of the student at any time.

For a change of Learner Support Centre, you have to send a request to the Director of your Regional Centre. A copy of the same may be sent to the Student Evaluation Division at the headquarters.

Counselling facilities for a programme may not be available at all the Centres. Therefore, 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 a change of Learner Support Centre is considered favourably. However, the allotment of a new Learner Support Centre is subject to the availability of seats for the programme at the new Centre asked for.

Change of Regional Centre

If you want to transfer from one region to another, you have to send your application seeking transfer to the Regional Centre from where you are seeking a transfer marking copy to the Regional Centre where you would like to be transferred. Further, you have to obtain a certificate from the Coordinator of the Learner Support Centre from where you are seeking transfer regarding the number of assignments submitted. The Regional Director from where the learner is seeking the transfer will transfer all records including details of fee payment to the new Regional Centre under intimation to the Registrar, Student Registration Division (SRD) and the learner as well. For a change of Region in practical-oriented courses like Psychology, a 'No Objection Certificate' has to be obtained from the concerned Regional

Centre/Learner Support Centre where you wish to transfer. In case any learner is keen to transfer from the Army/Navy/ Air Force Regional Centre to any other Regional Centre of the University during the cycle/session, he/she would have to pay the fee-share money to the Regional Centre. In case the learner seeks transfer at the beginning of the session/cycle, the required programme course fee for the session/cycle shall be deposited at the Regional Centre. However, the transfer shall be subject to the availability of seats wherever applicable.

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 the prescribed fee (which is ₹ 200/- at present) to be paid in favour of IGNOU, New Delhi. The form for the purpose is available on the IGNOU website.

Issue of Duplicate Degree Certificate

A duplicate degree certificate can be issued after a request is made on the prescribed form along with a demand draft of the prescribed fee (which is 750/- at present) in favour of IGNOU, New Delhi. The following documents are required to be attached to the requests for the issue of duplicate degree certificates:

- 1) Affidavit on non-judicial stamp paper of prescribed amount (which is ₹ 10/- at present).
- 2) Copy of FIR lodged with the police station regarding loss of Degree Certificate.
- 3) Demand Draft/IPO for a requisite fee.

The form and the format for the purpose are given on the University website.

Re-admission

If you are not able to complete the programme in a maximum of 6/8 years, the University has made a special provision for re-admission. You have to take the following two steps for readmission:

- a) Take admission afresh in the Programme like other students by fulfilling the admission criteria and paying the requisite fee for the Programme.
- b) Apply to the University for the transfer of credits you have earned under the old enrolment with the applicable fee.

Full credit transfer may be allowed if the syllabus and methodology now in vogue are similar to those governing the student under the old enrolment.

Simultaneous Registration

A learner is permitted to register for only one programme in the given academic session. You are, therefore, advised to seek admission to only one programme in the given academic session. However, you are allowed to take a certificate programme of 6 months duration along with other programmes. Violation of this rule will result in cancellation of admission to all the programmes and forfeiture of the programme fees.

Migration Certificate

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

- 1) Application (can be obtained from the IGNOU website)
- 2) Attested copy of the mark sheet.
- 3) Prescribed Fee (which is ₹ 500/- at present) in the form of a demand draft drawn in favour of IGNOU payable at the city where the Regional Centre is located.

Refund of Fees

The refund request will be considered as under:

- a) Before the last date for submission of the admission form Programme fee will be refunded after the deduction of the prescribed amount.
- b) Within 15 days from the last date for submission of the admission form-Programme fee will be refunded after deduction of the prescribed amount.
- c) Within 30 days from the last date for submission of the admission form-Programme fee will be refunded after deduction of the prescribed amount.
- d) After 30 days from the closure of the last date, No refund will be allowed.

The last dates for submission of the admission form will be considered separately, i.e., the last date without a late fee and the last date with a late fee. However, late fees, if any, will not be refunded.

In cases (a) to (c) above, the candidate will make a written request to the Regional Director (RD) concerned for such a refund. The Regional Centre (RC) will process the cases as soon as possible after ascertaining the credit of the same in IGNOU Accounts.

Disputes on Admission and Other University Matters

The place of jurisdiction for filing a Suit, if necessary, will be only in New Delhi/Delhi.

9. SOME USEFUL ADDRESSES

During your study, you might require some additional information about rules and regulations, as well as how to resolve some of the issues in completing your studies at IGNOU. You must know whom to contact for specific information. Here is a list of addresses, contact numbers and emails of offices in the University to contact for specific information or problems.

Identity Card, Fee receipt, Bonafide Certificate, Migration, Scholarship forms	Concerned Regional Centre
Non-receipt of study material	Material Production and Distribution Division
Schedule/information regarding Exam form, Entrance test, Date-sheet, IGNOU Hall ticket	Asst. Registrar (Exam-II), SED, Block-12, IGNOU, Maidan Garhi, New Delhi-110068 E-mail: evaluationssed@ignou.ac.in Ph. 29536743, 29535924-32 / Extn-2202, 2209
Result, Re-evaluation, Grade Card, Provisional Certificate, Early declaration of Result, Transcript	Dy. Registrar (Exam. III), SED, Block-12, IGNOU, Maidan Garhi, New Delhi-110068 E-mail sedgrievance@ignou.ac.in Ph. 29536103,29535924-32/Extn. 2201, 2211, 1316
Non-Reflection of Assignment Grades/Marks	Asst. Registrar (Assignment), SED, Block-3, Room No-12, IGNOU, Maidan Garhi, New Delhi-

	110068 E-mail: assignments@ignou.ac.in Ph. 29535924, Extn-1312, 1319, 1325
Original Degree/ Diploma/ Verification of Degree/Diploma	Dy. Registrar (Exam. I), SED, Block-9, IGNOU, Maidan Garhi, New Delhi-110068 E-mail evaluationsed@ignou.ac.in Ph.29535438, 29535924-32/Extn-2224, 2213
Student Grievances related to evaluation	Asst. Registrar (Student Grievance), SED, Block-3, IGNOU, Maidan Garhi, New Delhi-110068 E-mail sedgrievance@ignou.ac.in Ph. 29532294, 29535924-32/Extn-1313
Academic Content	Director of the School concerned or bapshsoss@ignou.ac.in
Student Support Services and Student Grievances, Pre-admission inquiry of various courses in IGNOU	Regional Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi-110068 E-mail ssc@ignou.ac.in Ph. 29535714,29533869, 2953380 Fax-29533129

Most of the operations of the University are online. Wherever you are required to submit a hard copy, the University has made available different application forms on its website. Download these forms from the Student Zone on the University website. You should also visit the website of your Regional Centre for information related to induction meetings, counselling sessions, assignment/project submission and other related information.

PART II
SYLLABI OF COURSES

CORE COURSES

First and Second Semesters

SEMESTER-1, CORE COURSE-1

BANC 101 INTRODUCTION TO BIOLOGICAL ANTHROPOLOGY

Biological Anthropology, an important branch of Anthropology, is the study of the biological aspects of humankind. This branch of anthropology traces the origin and evolution of humans through fossil records and explains the contemporary biological variations among human populations. It is also concerned with non-human primates and investigates the biological basis of primate behaviour. Biological anthropology, also known as physical anthropology, is an extremely diverse field that involves a wide range of biologically oriented topics such as genetics, evolutionary biology, nutrition, physiological adaptation, growth and development.

Course details: The present course on Introduction to Biological Anthropology is designed to acquaint learners with the fundamentals, sub-fields, approaches, relationships and applications of biological anthropology. This is a six-credit course with four credits for theory and two credits for practical. In this course, learners are introduced to the basic concepts and theories of organic evolution to develop an understanding of the human evolutionary process. This course also offers a broad survey of living primates and provides a comparative account of human and non-human primates. In the last section of the course, major racial divisions of mankind are presented with an emphasis on the concept of racism.

This course will help the learners to develop an overall understanding of biological anthropology and its sub-fields. Throughout the course, they will be able to evaluate and analyse the concept of human evolution and variation and will also gain a comparative perspective on human and non-human primates. Furthermore, this course will assist the students in learning about major racial groups of the world and the basis of racial classification. The evaluation process will include marking of assignments and term-end examination.

Learning Outcome

After reading the course you should be able to:

- i) develop an overall understanding of biological anthropology and its sub-fields;
- ii) evaluate and analyse the concept of human evolution and variation;
- iii) gain a comparative perspective on human and non-human primates; and
- iv) learn about major racial groups of the world and the basis of racial classification.

Course Structure

THEORY

Credits -4

Block I Understanding Biological Anthropology

Unit 1 Introducing Anthropology;

Unit 2 Relationship and Applications of Biological Anthropology;

Unit 3 Fundamentals and Subfields of Biological Anthropology;

Unit 4 Approaches of Traditional and Modern Biological Anthropology

Block II: Understanding Human Variation and Theories of Evolution

Unit 5 Human Variation and Evolution;

Unit 6 Theories of Organic Evolution;

Unit 7 Basic Concepts of Evolution

Block III Living Primates: Human and Non-Human

Unit 8 Classification and Characteristics of Living Primates;

Unit 9 Behaviour of Non-Human Primates;

Unit 10 Comparative Anatomy of Human and Non-Human Primates

Block IV Great Divisions of Humanity

Unit 11 Major Races of the World;

Unit 12 Racial Classification;

Unit 13 Race and Racism

PRACTICAL

Credits- 2

A manual will be provided to the learners on the following topics.

Somatometry

Body weight; Stature; Sitting height; Bigonial breadth; Head circumference; Maximum bizygomatic breadth; Maximum head breadth; Maximum head length; Minimum frontal breadth; Morphological facial height; Morphological upper facial height; Nasal breadth; Nasal height; Nasal length; Physiognomic facial height; Physiognomic upper facial height

Somatoscopy

Head form; Hair form; Facial form; Eye form; Nose form; Hair colour; Eye colour; Skin colour No practical sessions would be organised. Audio-visual would facilitate the learner in

understanding the practical component of the course. Questions would be based on the practical manual in the Assignment and Term End Examinations.

SEMESTER-2, CORE COURSE-2

BANC- 102 INTRODUCTION TO SOCIAL AND CULTURAL ANTHROPOLOGY

The course objective is to have a basic understanding of the foundation and the emergence of social and cultural anthropology. This course would help one understand how the subject was conceived and the developments in the field to date. Study of the forms and processes in the conceptualisation of society and culture, social groups, social institutions and organisations, concepts of kinship, family and marriage; religious ideas, ritual practices and rites of passage; cosmological ideas about space, time, the relation between human, animal, and spiritual existence; the production, consumption and exchange of necessities would be taken up in detail.

Learning Outcome

After reading the course, the learner should be able to:

- i) Explain the origin, historical background and foundation of social and cultural anthropology;
- ii) identify the various institutions in a society and relate them to the cultural aspects present in societies;
- iii) discuss the theories and approaches to the study of social and cultural anthropology; and
- iv) describe how fieldwork is to be conducted in the field of social and cultural anthropology.

Course Structure

THEORY

Credit-4

Block I: Nature And Scope

Unit 1: Social and Cultural Anthropology: Meaning, scope and relevance

Unit 2: History and Development

Unit 3: Relationship of Social and Cultural Anthropology: Other Branches of Anthropology and Other Disciplines

Block II Basic Concepts

Unit 4: Society

Unit 5: Culture

Unit 6: Institutions I: Kinship, Family, and Marriage
Unit 7: Institutions II: Economic, Political and Religious

Block III Theoretical Perspectives

Unit 8: Classical Theories
Unit 9: Theories of Structure and Function
Unit 10: Contemporary Theories

Block IV Fieldwork

Unit 11: History of Fieldwork Tradition
Unit 12: Doing Fieldwork
Unit 13: Methods and Techniques

PRACTICAL

Credit-2

A manual will be prepared detailing the methods and techniques of doing fieldwork in Social and Cultural Anthropology. The following topics will be covered:

- 1) Observation
- 2) Interview
- 3) Genealogy
- 4) Case Study
- 5) Life history
- 6) Questionnaire and Schedule

No practical sessions would be organised. The practical manual would facilitate the learner in understanding the practical component of the course. Questions would be based on the practical manual in the Assignment and Term End Examinations.

SEMESTER-3, CORE COURSE- 3

BANC 103 ARCHAEOLOGICAL ANTHROPOLOGY

Archaeological anthropology is one of the main branches of Anthropology that deals with the origins and development of humankind prior to the invention of script. This branch reconstructs, describes and interprets the past human behaviour and cultural patterns through material remains such as food, tools, weapons, dresses, ornaments and houses by applying scientific methodology. Course details: This course consists of three blocks of theory (4 credits) and a practical component (2 credits).

Block I deals with the definitions and scope of archaeological anthropology and discusses the different methods of studying archaeological anthropology. Block II mainly focuses on

various dating methods, including the importance of the Cenozoic era in prehistory. Block III exposes the learners to different prehistoric cultural periods and will help them to understand the tools and techniques which were used by prehistoric man. Further, the evidence of cultures across the world has been discussed. The practical component deals with tools and techniques of various prehistoric cultural periods. The evaluation process will include marking of assignments and the term-end examination.

Learning Outcome

After reading the course, the learner should be able to:

- i) discuss the origin, history and scope of Archaeological Anthropology;
- ii) describe different methods of Archaeological Anthropology and also various dating methods engaged in reconstructing the past; and
- iii) explain different prehistoric cultures, i.e., Palaeolithic, Mesolithic and Neolithic with their stone tools and techniques.

Course Structure

THEORY

Credits 4

Block I: Introduction to Archaeological Anthropology

Unit 1 Origin and Scope of Archaeological Anthropology

Unit 2: Relationship of Archaeological Anthropology with Other Disciplines

Unit 3 Methods of Studying Archaeological Anthropology

Block II: Dating Methods and Reconstruction of the Past

Unit 4 Dating Methods

Unit 5 Methods of Climatic Reconstruction

Unit 6 Cenozoic Era with Special Reference to the Quaternary Period

Block III: Understanding Prehistoric Cultures

Unit 7 Prehistoric Technology

Unit 8 Prehistoric Typology

Unit 9 Cultural Chronology

Unit 10 Earliest Evidences of Culture in the World

PRACTICAL

Credits 2

A manual will be provided to the learners on the following topics:

Typo-technological Analysis of Prehistoric Tools: Identification, interpretation and Drawing of the following tool types: Core tool types, Flake tool types, Blade tool types, Microlithic tool types, Neolithic tool types.

No practical sessions would be organised. Audio-Video would facilitate the learner in understanding the practical component of the course. Questions would be based on the practical manual in the Assignment and Term End Examinations.

SEMESTER- 3, CORE COURSE- 4

BANC 104 FUNDAMENTALS OF HUMAN ORIGIN & EVOLUTION

Modern humans are products of a very long evolutionary history. Our rich evolutionary past begins with the origin of primates, divergence of humans from apes, evolution of genus *Homo* and finally leading to the emergence of modern humans. Palaeoanthropologists use different methodological approaches to trace and reconstruct the major evolutionary events in the origin and development of archaic and modern human species.

The present course on Fundamentals of Human Origin and Evolution gives an overview of human evolutionary history by introducing learners to the branch of palaeoanthropology. In the beginning sections, the course gives an account of dating methods and provides an exploration of life through previous ages. This course explores the evolution of humans from the earliest times to the emergence of modern man. The course addresses the origin of primates, differentiation of human lineage from apes, the rise and fall of Australopithecines and *Homo habilis*, the origin and dispersal of *Homo erectus* and Neanderthals, and eventually the origin of modern human through hominisation process. Throughout the course, learners would be learning major events in evolutionary history. The knowledge of dating methods will facilitate the learners to reconstruct the timeline of the evolutionary period. Additionally, this course will assist in analysing the morphological, physiological and behavioural transformation of hominids and radical evolutionary changes associated with the process of hominisation. The evaluation process will include marking of assignments and the term-end examination.

Learning Outcome

After reading the course, you should be able to:

- i) discuss and describe the major events in evolutionary history;
- ii) reconstruct the timeline of the evolutionary period with the knowledge of dating methods;
- iii) analyse the morphological, physiological and behavioural transformation of hominids and radical evolutionary changes associated with the process of hominisation.

Course Structure

THEORY

Credit-04

Block I Palaeoanthropology and Primate Evolution

Unit 1: Introducing Palaeoanthropology,

Unit 2 Life through the ages and dating methods;

Unit 3 Primate Origin and Miocene hominoids

Block II: Early Hominids, Human Evolution

Unit 4: History of Human Evolution;

Unit 5 Australopithecines;

Unit 6 Homo habilis

Block III Homo erectus to Modern Homo Sapiens

Unit 7 Homo erectus from Asia, Europe, Africa;

Unit 8 Neanderthals;

Unit 9 Origin of modern humans;

Unit 10 Hominisation process

PRACTICAL

Credit-02

A manual will be provided to the learners on the following topics.

Craniometry: Maximum cranial length; Maximum cranial breadth; Maximum bizygomatic breadth; Maximum frontal breadth; Minimum frontal breadth; Nasal height; Nasal breadth; Bimastoid breadth; Greatest occipital breadth; Upper facial height; Cranial index; Nasal index.

Osteometry: Measurements of long bones: lengths, minimum/least circumference and calibre index. Identification of casts of fossils of the family Hominidae: Drawing and comparison of characteristics.

No practical sessions would be organised. Audio-Video would facilitate the learner in understanding the practical component of the course. Questions would be based on the practical manual in the Assignment and Term End Examinations.

SEMESTER-4, CORE COURSE-5

BANC 105: TRIBES AND PEASANTS IN INDIA

Tribes and peasants are an integral part of Indian society. This course is intended to acquaint the students of anthropology with the basic attributes of the tribes and peasants who constitute the Indian population. The main objective of the course is to familiarise the learners with the basic concept of the tribe and peasant; to analyse changes among the communities, identify the tribal problems and know about the development and welfare measures, recognise the characteristics of peasant societies, and current issues of both the communities which will help the learner to develop a comprehensive knowledge of the tribal and peasant societies in India. This course, with six credits, is offered in the third semester, four credits for theory and two credits for practical. In theory, the course has been divided into four blocks: Tribes in India, Tribal Welfare and Development Administration, Peasants and Peasantry, and Contemporary Issues. The practical component of the course has two credits, and the learner will be provided with a manual to understand the nuances of studying tribes and peasants. The evaluation process will include marking of assignments and the term-end examination.

Learning Outcome

After successful completion of this course, the learner should be able to:

- i) define and discuss the concept of tribe, their classification and distribution;
- ii) identify the tribal organisation and their relationship with nature;
- iii) assess the tribal problems and be able to analyse the issues of tribal development;
- iv) define and discuss peasantry and their characteristics in the Indian village; and
- v) analyse and assess the contemporary issues of tribes and peasants.

Course Structure

THEORY

4 Credits

Block I Tribes in India

Unit 1: Concept of Tribe

Unit 2 Geographical Distributions and Ecological Relations

Unit 3 Tribal Organisation

Block II Tribal Welfare and Development Administration

Unit 4 The History of Tribal Administration

Unit 5 Tribal Problems

Unit 6 Tribal Welfare: Constitutional Provisions and Development Measures

Block III Peasants and Peasantry

Unit 7 The Concept of Peasantry

Unit 8 Characteristics of an Indian Village

Unit 9 Approaches to the Study of Peasants

Block IV Contemporary Issues

Unit 10 Market Economy, Agrarian Crises and Migration

Unit 11 Development: Impact, Response and Consequences

Unit 12 Protest, Resistance and Ethnopolitical Movements

PRACTICAL

Credit -2

A manual will be provided to the learners for an understanding of how to conduct research in a tribal or peasant community. No practical sessions would be organised. Audio-Video would facilitate the learner in understanding the practical component of the course. Questions would be based on the practical manual in the Assignment and Term End Examinations.

SEMESTER-4, CORE COURSE-6

BANC 106 HUMAN ECOLOGY: BIOLOGICAL AND CULTURAL DIMENSIONS

The anthropological perspective of human ecology deals with the question of “how human beings cope with the environment”. Since human relations are not mainly biological therefore

the development of the cultural context is necessary. Human ecology also examines contemporary ecological concerns with the issues related to the exploitation of the environment, utilisation of resources and energy transformation in a cultural setting. The main objective of the course is to emphasise basic concepts of ecology and human ecology, human environment relationship, human adaptation to various ecological zones, and dynamics of biological and cultural dimensions of human ecology, which help the learner to develop a comprehensive knowledge of human ecology from an anthropological perspective.

This core course consists of three blocks of theory (4 credits) and a practical component (2 credits). The theory component deals with the fundamentals of human ecology, biological and cultural dimensions. For the practical component, the learner would be provided with a manual. The evaluation process will include marking of assignments and the term-end examination.

Learning Outcome

After successful completion of this course, the learner should be able to:

- i. identify and connect the basic concepts, terminology and ideas found in the study of human ecology and anthropology;
- ii. describe different models and theories of human-environment relationship through time;
- iii. outline biological aspects of adaptation to various ecological zones;
- iv. develop a familiarity with relationships of human societies (pre and post-industrial societies) and environments through understanding of human ecology, culture and adaptation;
- v. express the effective knowledge of ecology as it relates to human and environmental interaction; and
- vi. assess the impact of humans upon the environment caused by different subsistence strategies.

Course Structure

THEORY

Credit-4

Block I Fundamentals of Human Ecology

Unit 1 Basic Concepts of Ecology

Unit 2: Understanding Human Ecology

Unit 3 Anthropology and Human Ecology

Unit 4 Methods of Studying Human Ecology

Block II Human Ecology: Biological Dimensions

Unit 4: Adaptation to Various Ecological Zones

Unit 5 Influence of Environmental Factors

Unit 6 Ecological Adaptation to Various Diseases

Unit 7 Application of Ecological Rules

Block III Human Ecology: Cultural Dimensions

Unit 8: Understanding Theories of Human-Environment Relationship

Unit 9 Various Modes of Human Adaptation in Pre-industrial Societies

Unit 10: Dynamics in Cultural Dimensions of Human Ecology

PRACTICAL

Credit- 2

A manual will be provided for the practical. No practical sessions would be organised. Audio-Video would facilitate the learner in understanding the practical component of the course. Questions would be based on the practical manual in the Assignment and Term End Examinations.

INTERDISCIPLINARY COURSES

It may be noted that the list of Interdisciplinary Courses (ID) is dynamic, and the University regularly adds new courses. The list given above is indicative only, and you will get the latest updated list of courses when you register/re-register for each year.

Media and Communication Skills (BEGG 171)

6 Credits

Through this course, we propose to introduce you to the various channels of mass media such as the newspaper, magazine, radio, television and, last but not least, the internet. The internet today, with things like blogs, message boards, podcasts, video sharing, etc., has given the ordinary man and woman more power than s/he ever enjoyed in the past and, until recent times, was availed only by the mass media producers. New technologies have transformed the world of media. They have shattered the social boundaries of the world. People now live

in close proximity because of the new inventions in technology. The idea of communication may be very simple, but it leads to immensely interesting and sophisticated ramifications. Through this course, we take up the functions and elements of communication and give you various strategies and rules about how to write for different media of mass communication.

Madhyakaneen Bharatiya Sahitya Evam Sanskriti (BHDG 175)

Disaster Management (BPAG 171)

6 Credits

Human vulnerability to disasters is an age-old phenomenon. Disasters play havoc with the lives of people. They cause excessive losses to humanity and infrastructure. Disaster management as an area of study is of recent origin. Disaster management education seeks to provide an understanding of different techniques and impediments in the way of disaster mitigation. IGNOU was the first University in India to launch a Certificate Programme in Disaster Management through ODL in 1999.

The Course aims to familiarise the learners with the: meaning and classification of disasters; the institutional framework of disaster management in India; the importance of preparedness, prevention and mitigation; major steps in disaster response; dimensions of damage assessment; relevance of rehabilitation, reconstruction and recovery; climate change; relationship between disasters and development; relevance of indigenous knowledge, and disaster management strategies.

This introductory and multi-disciplinary course has no prerequisites, and students from science/social science/ commerce backgrounds can take it up.

General Psychology (BPCG 171)

6 Credits

The course is offered in the first semester and aims to introduce the learner to the basic processes, various applications and fields of psychology. It will also explain the theories and methods in psychology.

Applied Ethics (BPYG 171)

6 Credits

Applied Ethics is the science of morals, or that branch of philosophy which is concerned with the practical application of certain principles of morality. It concerns the moral conduct of individuals in a real-world scenario. It deals with ethics in the workplace, in and of the

environment; of the self concerning the ethical considerations of suicide and euthanasia; of law and other aspects of public life. Thus, within the scope of the practical aspect of ethics are environmental ethics, business ethics, medical ethics, cyber ethics, professional ethics and so on.

Understanding Ambedkar (BABG-171)

6 Credits

This course introduces you to the social, economic and political ideas of Ambedkar. It deals with Ambedkar's philosophical contribution towards sociological interpretations of gender, caste and cultural issues; Indian economy and class question; ideas of politics such as nation, state, democracy and law and constitutionalism. This is expected that learners will strengthen their creative thinking with a collective approach to understanding ongoing social, political, cultural and economic phenomena of the society.

Indian Society: Images and Reality (BSOG 171)

6 Credits

This course seeks to provide an interdisciplinary introduction to Indian society. It tries to understand the perceptions and the existing realities around major institutions of Indian society, such as the nation, village, caste, class, tribe, etc.

Pracheen Bharatiya Rajniti (BSKG 178)

ABILITY ENHANCEMENT COMPULSORY COURSE

It may be noted that the list of Ability Enhancement Courses is dynamic, and the University regularly adds new courses. The list given above is indicative only, and you will get the latest updated list of courses when you register/re-register for each year.

Environment Studies (BEVAE 181)

4 Credits

Earth is the only known planet in the solar system that supports life. Despite the vastness of the Earth, life exists only in a very thin layer enveloping the Earth called the biosphere. The sun is the only source of energy which enables continuous interaction among various life forms. For a long period, there has been a symbiotic relationship between human beings and nature. Due to excessive human interference and unsustainable practices,

millions of people's lives and livelihoods and other living organisms on the earth are at risk. These environmental issues have now become common problems and a shared responsibility of each individual on the earth to act judiciously to reverse these negative impacts. Therefore, there has been a growing need to create awareness amongst all the stakeholders. Keeping this in view, Environmental Study is being introduced as a compulsory course for all learners at the Undergraduate level.

SKILL ENHANCEMENT COURSES

It may be noted that the list of Skill Enhancement Courses is dynamic, and the University regularly adds new courses. The list given above is indicative only, and you will get the latest updated list of courses when you register/re-register for each year.

Tourism Anthropology (BANS 183)

4 Credits

In the industrial sector today, tourism is the fastest-growing. Human beings with their innate curiosity and the urge to know what lies beyond their immediate horizons have ventured to far-off places since time immemorial. Tourism is intrinsic to the human desire to travel and explore; thus, every human being at one point in time or the other has explored as a tourist, be it going on a short vacation, pilgrimage, etc. Tourism affects not only the lives of the people who visit places as tourists but also has a huge impact on the spaces visited, that is, the host communities, their social and economic lives, the natural environment, artistic productions and so on. Thus, anthropology is intricately associated with tourism.

In this course, we will try to understand the anthropology of tourism and tourists. It's development through an anthropological lens to understand the commodification of culture owing to tourism. The course will also take into account the tangible and intangible heritages and the new emerging avenues in the field of tourism anthropology.

Laboratory Management Skills

Computer Applications in Business

Writing and Study Skills (BEGS 183)

4 Credits

To succeed in education and the workplace, it is important to develop good study habits and improve our writing skills. In this course, Writing and Study Skills (4 credits), we begin with

the basics of good writing, including developing our critical, analytical and interpretive skills. We also need to improve our vocabulary and refine our punctuation skills. We also need grammar to write not only with fluency but with accuracy. The course also includes note-taking skills and the development of the skill of summary writing.

Anuvaad Sidhaant Evam Pravidhi (BHDS 183) 4 Credits

यह पाठ्यक्रम 4 क्रेडिट का है। इस पाठ्यक्रम में निम्नलिखित बिंदुओं को शामिल किया गया है :

अनुवाद का अर्थ, स्वरूप एवं प्रकृति; अनुवाद कार्य की आवश्यकता एवं महत्व; बहुभाषी समाज में परिवर्तन तथा बौद्धिक-सांस्कृतिक आदान-प्रदान में अनुवाद कार्य की भूमिका।

अनुवाद के प्रकार: शाब्दिक अनुवाद, भावानुवाद, छायानुवाद एवं सारानुवाद; अनुवाद प्रक्रिया के तीन चरण-विश्लेषण, अंतरण एवं पुनर्गठन; अनुवाद की भूमिका के तीन पक्ष-पाठक की भूमिका (अर्थ ग्रहण की) द्विभाषिक की भूमिका (अर्थांतरण की प्रक्रिया) एवं रचयिता की भूमिका (अर्थसंप्रेषण की प्रक्रिया)। सर्जनात्मक साहित्य के अनुवाद की अपेक्षाएं; सर्जनात्मक साहित्य के अनुवाद और तकनीकी अनुवाद में अंतर; गद्यानुवाद एवं काव्यानुवाद में संरचनात्मक भेद; किन्हीं दो अनूदित कृतियों का समीक्षात्मक अध्ययन : क) 'गीतांजलि' का हिंदी अनुवाद-हंसकुमार तिवारी ख) आचार्य रामचंद्र शुक्ल द्वारा हिंदी में किया गया भावानुवाद 'विश्व प्रपंच की भूमिका'। कार्यालयी अनुवाद : राजभाषानीति की अनुपालना में धारा 3(3) के अंतर्गत निर्धारित दस्तावेज का अनुवाद। शासकीय पत्र/अर्धशासकीय पत्र/परिपत्र (सर्कुलर)/ज्ञापन (प्रजेंटेशन)/कार्यालय आदेश/अधिसूचना/संकल्प-प्रस्ताव (रेज्योल्यूशन)/निविदा-संविदा/विज्ञापन। पारिभाषिक शब्दावली के निर्माण के सिद्धांत, कार्यालय, प्रशासन विधि, मानविकी, बैंक एवं रेलवे में प्रयुक्त होने वाले प्रमुख पारिभाषिक शब्दावली तथा प्रमुख वाक्यांश के अंग्रेजी तथा हिंदी रूप।

Traditions and Perception of Craft in Bharat (BHIS 183)

4 Credits

This course is an attempt to introduce the younger Bharatiya (Indian) generation to the timeless creativity of the human hand and mind in Bharat (India). Knowledge and practices associated with craft have been an integral part of the Bharatiya (Indian) Knowledge System since the Saraswati-Sindhu Civilisation. From the Pasupati seal (circa 2350–2000 BCE) and Dancing girl (circa 2300–1750 BC) of the Saraswati-Sindhu civilisation to the 21st-century bamboo craft of the North-Eastern Bhartiya (Indian) states, Bharat (India) has seen the finest hands synchronising with the most innovative minds. Not only did the country support a huge diversity in materials, processes, makers, and contexts in the development of crafts, but it also

created a strong patronage system to build a sustainable ecosystem for the craft communities. Today, Bhartiya (Indian) craft is not only a vestige of the past, but a contemporary practice of production and consumption that is sustainable, green, respects the human hand, contributes to the well-being of the mind, and strengthens the economy. The course, thus, establishes craft also as a contemporary discourse, a living tradition which is relevant to the modern economy as well as a sustainable lifestyle. There are fourteen Units, which cover all the aspects concerning crafts in Bharat (India) from the historical development of crafts, to the challenges different crafts (handicrafts) face in modern times, the prospect of its growth, its significance in society and human life and the cases of marvellous achievements and greatness of craft traditions.

Emotional Intelligence (BPCS 183)

4 Credits

The course is offered in the *third semester*. This course will help the learner to know the concept of Emotional Intelligence (EI) and introduce the various components of emotional competencies. Various models of EI and their assessment will be described. Further, the course will cover the applications of EI in various settings and strategies to improve EI.

Developing Emotional Competence (BPCS 185)

4 Credits

The course is a skill enhancement course and is offered in the *third semester*. The course will introduce the concept of emotion and highlight the relationship between emotional intelligence and emotional competence. Further, it will help the learners know and acquire different strategies to develop emotional competencies.

Life Skills (BSSS 183)

4 Credits

The course on Life Skills has been developed to equip the learners with information about diverse fields of life. Most individuals find that such information is either scattered or confusing due to multiple reasons. The present course makes most of the relevant information available in a consolidated form. This course intends to create awareness about miscellaneous legal issues which a citizen must be aware of. Issues associated with public health have been discussed along with information related to First Aid. This course addresses a very important dimension of present-day life: digital literacy. Financial literacy is a must-have skill for new-age learners; therefore, a couple of units have been devoted to teaching the skill of banking. Governments have been regularly extending various kinds of civil, legal, administrative, etc., services for the benefit of the citizens. In the spirit of the federal structure of our governance,

some of these services and administrative functions have been decentralised. The last section of the course talks about career skills, where, apart from discussing several career opportunities available to the youth, the unit elaborates on the ever-increasing avenues of self-employment.

An Introduction to Machine Translation (BTTS 183)

4 Credits

In this skill enhancement course, we are going to learn about ancient and modern translation theories, multilingualism, translation of technical terms and institutions working in the area of translation. Then, issues and challenges occurring in translation shall be discussed in detail, including linguistic and cultural differences, ambiguity, fidelity, untranslatability, *etc.* We shall also discuss the historic development of the translation industry in India and the world, and the skills required to hunt jobs in the translation, interpretation and localisation market. All this information shall lead to a strong fundamental understanding of the learners about translation theory, multilingualism, and challenges in translation and translation industry scenarios. This will equip students to handle the progression of the course, which entails various approaches and methods to Machine Translation (MT). Learners shall be studying the challenges occurring in the output of machine translation. They are also going to learn how to build the corpus, database, terminology and wordnet mechanisms required to build a robust machine translation system. Moreover, learners will be exposed to the various tool-building techniques and methods essential to developing a machine translation system. Lastly, the course discusses evaluation methodologies, usage and the state-of-the-art in machine translation systems.

Bioinformatics (BBCS 485)

4 Credits

Bioinformatics is one of the emerging fields of allied sciences. Researchers from disciplines like Mathematics, Physics, Biology, Computer Science, and Statistics contributed to the development of this subject. It involves the development of algorithms, databases, and computational tools to understand biological processes, predict protein structures, analyse genomic sequences, and much more. The bioinformatics subject has vast applications in the field of Medicine and Pharmacy with a special emphasis on drug design and development. Bioinformatics is an interdisciplinary field that combines biology, computer science, mathematics, and statistics to analyse and interpret biological data, particularly data from molecular biology.

VOCATIONAL COURSES

Semesters 1 and 2

It may be noted that the list of Vocational Courses is dynamic, and the University regularly adds new courses. The list given above is indicative only, and you will get the latest updated list of courses when you register/re-register for each year.

Data Analysis (BECS 184)

4 Credits

Many students who have mathematical, statistical and/or Economics backgrounds are pursuing an Honours Program. They need to equip themselves with skills in applying statistical and mathematical knowledge in analysing real-life situations. Such application-oriented skills will enable them to find jobs in various social and cultural organisations, NGOs, etc., at lower and middle levels. The course on Data Analysis aims to cater to this need.

Logistics Management (BPAS 184)

4 Credits

Logistics Management is the part of supply chain management that involves planning, implementing, and controlling the movement and storage of goods and services and related information between the point of origin and the point of consumption to meet the needs of the customers.

This Course on 'Logistics management' attempts to introduce the learners to the concept, principles of logistics, and the logistics management cycle. The important components of logistics management, including procurement of material and inventory control, handling, packaging, transportation, warehousing, storage, and information monitoring, are analysed. The emerging trends in the area of logistics management that encompass customer satisfaction, green logistics, issues about outsourcing logistics management and its challenges are examined in the course.

Radio Lekhan (BHDS 184)

4 Credits

यह पाठ्यक्रम 4 क्रेडिट का है। इस पाठ्यक्रम में निम्नलिखित बिंदुओं को शामिल किया गया है :
माध्यम के रूप में रेडियो : रेडियो : एक परिचय, ऐतिहासिक परिप्रेक्ष्य, संकेत और कोड, दृश्य संकेतों का श्रव्य संकेतों में परिवर्तन (रेडियो रूपांतरण)। जनसामान्य तक पहुँचाना : रेडियो और जनसंचार,

रेडियो समाचार लेखन, जन सेवा उद्घोषणाएं, प्रचार और रेडियो विज्ञापन, डॉक्यूमेंट्री, रूपक, पत्रिका और व्यक्ति चित्र, वार्ता, साक्षात्कार और परिचर्चा। रेडियो लेखन में कल्पना का महत्व : रेडियो नाटक, रेडियो के लिए उपन्यासों और कहानियों का रूपांतरण, मनोरंजन संबंधी कार्यक्रम, आँखों देखा हाल (कमेंट्री)। रेडियो और शिक्षा : शिक्षा के क्षेत्र में रेडियो की भूमिका, बच्चों के लिए रेडियो, स्कूल के लिए प्रसारण, अनौपचारिक शिक्षा में रेडियो की भूमिका, मुक्त शिक्षा प्रणाली में रेडियो की भूमिका।

Entrepreneurship BCOS 185

4 credits

Personal Selling and Salesmanship BCOS 186

4 credits

VALUE-ADDED COURSES

It may be noted that the list of Value Added Courses is dynamic, and the University regularly adds new courses. The list given above is indicative only, and you will get the latest updated list of courses when you register/re-register for each year.

Value Education (BEDSV 101)

6 Credits

This is the introductory course on Value Education. The socio-cultural milieu of the present-day modern society is afflicted by multiple social malaises like corruption, hatred, terrorism, violence, etc., and it is direly in need of a value-based education. Such value-oriented education can help to combat the negative influences in society. In such a scenario, the role of education is very important because it can help in reconstructing society through a holistic development of cognitive, physical, affective and moral.

Values are the principles to guide our thoughts and behaviour. They determine not only what we do, but also who we are. The identity of persons or cultures is largely defined by the set of values they accept. This is especially true for cultures because every culture must have a set of behaviours it regards as permissible and another that it regards as taboo. The presence of diverse perspectives and traditions thus promotes solidarity and mutual understanding, which helps prevent societies from becoming intolerant. Multiculturalism gives the privilege to the society for respecting, understanding and tolerating each one's culture. Multicultural diversity means a commitment to inclusion and support of individuals from all groups and communities