

PROGRAMME GUIDE

BACHELOR OF ARTS
(Gender Studies)

BA (Gender Studies)





PROGRAMME GUIDE

Bachelor of Arts (Gender Studies) BAGS

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**School of Gender and Development Studies
Indira Gandhi National Open University
New Delhi**

Printed study material is our mainstay in learning paradigm. Our study material is prepared by a team of experts keeping in view the interest of the learner. Each course has a course Expert Committee with distinguished academics and professionals involved in the course preparation. The course material is written in such a manner that the learners can study it by themselves with a little assistance from our Academic Counsellors at the Study Centres. Further, text books and reference books are available in the libraries attached to the Study Centres and Regional Centres. Therefore, there is no need for any cheap or condensed guides for pursuing courses of IGNOU. In fact these may harm the learners. The University strongly advises the learners not to take recourse to such type of guides available in the market.

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Further information about the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110 068.

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Dear Learners,

Welcome to IGNOU and the degree programme in Bachelor of Arts under Choice Based Credit Scheme proposed by the University Grants Commission. As you have joined one of the world's largest University, imparting education through Open and Distance mode, it is necessary that you are aware of the university and how it functions. You will also be keen to know in some detail about the programme you have joined and the way in which the university imparts instructions. This Programme Guide gives you the necessary information that will help you in knowing the university and pursuing the programme. It also gives the syllabus of the courses that are presently on offer. We therefore advice you to keep this Programme Guide safely till you complete the Programme.

While pursuing the degree programme in Bachelor of Arts, you will receive support from IGNOU through the Regional Centre and Study Centre which will be allotted to you and from IGNOU's website. As a distance learner, you may have several queries. We expect you to be directly in contact with us and your peers as well through the Internet. If you have any query, write to us at the email given below.

While the University makes every effort to ensure that you are able to pursue your programme of study without any difficulty, we are aware that sometimes due to 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 problem.

We advise you to be in touch with the Study Centre allotted to you for advice /timely / day-to-day information related to this programme or visit the university website at www.ignou.ac.in at regular intervals. We wish you all the success in pursuing this programme.

**Programme Coordinators,
Bachelor of Arts (Gender Studies)
Programme Code: BAGS**

PART I
PROGRAMME DETAILS



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1. THE UNIVERSITY

The Indira Gandhi National Open University (IGNOU) is the world's largest 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 educational wellbeing of the larger society.

The University has continuously striven to build a knowledge society through inclusive education. It has imparted higher education by offering high quality teaching through the Open and Distance Learning (ODL) mode.

IGNOU in a relatively short time has made a significant contribution in the areas 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 67 Regional Centres (including 11 Recognised Regional Centres for the Indian Army, Navy and Assam Rifles), and about 3500 Study Centres (SCs). The University also has a network of 12 Overseas Study Centres (OSC).

Currently, IGNOU is offering over two 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 through its 21 Schools of Studies.

The University provides multi-channel, multiple media teaching/learning packages for instruction and self-learning. The different components used for teaching/learning include, self-learning print and audio-video materials, radio and television broadcasts, face-to-face counseling/tutoring, laboratory and hands-on-experience, teleconferencing, video conference, interactive multimedia CD-ROM and internet based learning, and the use of mobile phones for messaging and e-content.

Currently, the emphasis is being laid by the University on developing an 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. The recent initiatives of the University include: SWAYAM based Massive Open Online Courses (MOOCs), Shodhganga (UGC INFLIBNET Project), 24x7 SWAYAMPURABHA, National Digital Library (MHRD Project), e-Gyankosh and IGNOU e-Content App for digital study material.

2. BACHELOR OF ARTS (GENDER STUDIES)

The Bachelor of Arts in Gender Studies (Programme Code: BAGS) is a broad-based programme with a mix of disciplinary, interdisciplinary and skill-based courses. It is designed to provide the learners with the information and skills necessary to understand and analyse their world by introducing them to the main themes and topics of disciplines in Humanities, Social Sciences and Sciences.

The programme has a number of disciplines and courses from different Schools of Studies. The Bachelor of Arts (Gender Studies) is a 120-credit programme consisting of the following categories of courses:

- i) Core Courses (CCs),
- ii) Discipline Specific Electives (DSEs)
- iii) Ability Enhancement Compulsory Courses (AECCs)
- iv) Skill Enhancement Courses (SECs)
- v) Generic Electives (GEs)

The programme can be completed by earning the required number of credits under each category in a minimum period of three years (six semesters) or in the maximum period of six years. The required number of credits under each category is as follows: 40 credits of Core Courses, 20 credits of Discipline Specific Electives, 8 credits of Ability Enhancement Compulsory Courses, 16 credits of Skill Enhancement courses, Modern Indian Languages is of 24 credits, and 12 credits of Generic Electives.

Programme Structure of BA (Gender Studies)/ BAGS

Semester I

| Course | Credits | Course Code | Course Title |
|---------------|-----------|---------------------|--|
| AECC 1 | 4 | BEGAE 182/BHDAE 182 | English Communication Skills/ Hindi Bhasha aur Sanpreshan |
| MIL | 6 | BEGLA135/BHDLA 135 | English in Daily Life/Hindi Bhasha: Vividh Prayog |
| Core Course 1 | 6 | BGDG172 | Gender Sensitization:Society and Culture |
| Core Course 2 | 4 | BWEF 002 | Gender Training Perspectives |
| | 20 | | |

Semester II

| Course | Credits | Course Code | Course Title |
|---------------|-----------|--------------------|--|
| AECC 2 | 4 | BEVAE 181 | Environmental Studies |
| MIL | 6 | BEGLA136/BHDLA 136 | English at workplace/Hindi Bhasha: Lekhan Kaushal |
| Core Course 3 | 6 | BGS02 | Gender Science Technology and Society |
| Core Course 4 | 4 | BGS 11 | Understanding Gender and Law |
| | 20 | | |

Semester III

| Course | Credits | Course Code | Course Title |
|---------------|-----------|--------------------------------|--|
| SEC 1 | 4 | BPCS 183 | Emotional Intelligence |
| MIL | 6 | BEGLA137/BHDLA 137/BSKLA135 | Language through Literature/ Hindi Bhasha: Sampreshan Kaushal/Sanskrit Bhasha aur Sahitya |
| Core Course 5 | 6 | BGS 13 | Gender and Governance |
| Core Course 6 | 4 | BGS005 | Issues of Gender and Development |
| | 20 | | |

Semester IV

| Course | Credits | Course Code | Course Title |
|---------------|-----------|----------------------|---|
| SEC 2 | 4 | BPCS 186/ BPAS186 | Managing Stress/ Stress and Time Management |
| MIL | 6 | BEGLA138/BHDLA 138 | Reading and Speaking Skills/ Hindi Sahitya: Vividh Vidhaya |
| Core Course 7 | 6 | BGS 12 | Gender Based Violence |
| Core Course 8 | 4 | BWEE 6 | Organization and Leadership |
| | 20 | | |

Semester V

| Course | Credits | Course Code | Course Title |
|---------------------------------|-----------|-----------------------|--|
| SEC 3 | 4 | BEGS 183/ BCOS 183 | Writing and Study Skills/ Computer Application in Business |
| Generic Elective | 6 | BPCG 172 | Youth, Gender and Identity |
| Discipline Specific Course 1 | 6 | BGS03 | Socio-Political Dimensions of Gender and Science |
| Discipline Specific Course 2 | 4 | BWEE 7 | Work and Entrepreneurship |
| | 20 | | |

Semester VI

| Course | Credits | Course Code | Course Title |
|---------------------------------|-----------|-------------|---|
| SEC 4 | 4 | BSOS 184 | Techniques of Ethnographic Film making |
| Generic Elective | 6 | BPCG 176 | Psychology of Gender |
| Discipline Specific Course 3 | 6 | BGS 04 | Gendered Perspective on Health |
| Discipline Specific Course 4 | 4 | BWEE 8 | Credit and Finance |
| | 20 | | |

| | | |
|--|---|---|
| <i>AEC is the Ability Enhancement Course</i> | <i>Offered only in I and II semesters</i> | <i>Total Credits offer: 4+4= 8 Credits</i> |
| <i>MIL is Modern Indian Languages</i> | <i>Offered in only I and II semesters</i> | <i>Total Credits offer: 6+6+6+6= 24 Credits</i> |
| <i>SEC is Skill Enhancement Course</i> | <i>Offered only in III, IV, V and VI semesters</i> | <i>Total Credits offer: 4+4+4+4=16 Credits</i> |
| <i>GE is Generic Elective (Multidisciplinary)</i> | <i>Offered only in V and VI semesters</i> | <i>Total Credits offer: 6+6= 12 Credits</i> |
| <i>Core Course and Discipline Specific Courses</i> | <i>Core Courses are offered in I, II, III and IV semesters Discipline Specific Courses are offered in V and VI semester</i> | <u>Core Course</u> <i>Total Credits offer: 6+4+6+4+6+4+6+4= 40 Credits</i> <u>Discipline Specific Course</u> <i>Total Credits offer: 6+4+6+4= 20 Credits</i> |

Total Credits offered is 120 Credits (20 Credits in each semester)

Courses and Credits of this Programme

The 60 credits of Core and Discipline Specific courses consist of courses offered by the School of Gender and Development Studies at Under Graduate. Certificates and Diploma levels which have the eligibility criteria of the same level.

The BA programme has a mix of different types of courses in each of the six semesters. However, the total number of credits to study in each semester is 20 credits. The above table gives an overview of the programme structure showing the distribution of different types of courses across the six semesters of the programme:

Credit System

A credit is equivalent to 30 hours of study time comprising all learning activities (i.e., reading and comprehending the print material, listening to audios, watching videos, attending counselling sessions, teleconferencing and writing assignment responses). Most courses of this programme (CCs, DSEs and GEs) are of six credits. This means that you will have to put in 180 hours (6 x 30) of study time to complete each of these courses. The programme also has six Ability and Skill Enhancement courses, each of four credit weightage i.e, 120 hours (4 x 30) of study time. The Modern Indian languages are of 6 credits each for four semesters, i.e. 180 hours (6 x 30) of study time.

Now that you have an idea of how the Bachelor of Arts programme is structured, let us get to know the specific components of the programme, i.e., the Core, Discipline Specific, Generic Elective, Skill and Ability Enhancement courses.

Core Courses (CC)

The programme has eight core courses, and five disciplines specific course you have to study. These courses which are on offer in the first four semesters of the programme are aimed at building a strong foundation in gender studies by introducing you to various concepts from law, science, agriculture, development and gender empowerment.

Each core course is of six and four credits. These courses cover most of the programme, 40 credits (8 courses is equal to 40 credits) out of 120 credits of the programme.

| Course | Credits | Course Code | Course Title |
|---------------|----------------|--------------------|--|
| Core Course 1 | 6 | BGDG172 | Gender Sensitization:Society and Culture |
| Core Course 2 | 4 | BWEF 002 | Gender Training Perspectives |
| Core Course 3 | 6 | BGS02 | Gender Science Technology and Society |
| Core Course 4 | 4 | BGS 11 | Understanding Gender and Law |
| Core Course 5 | 6 | BGS 13 | Gender and Governance |
| Core Course 6 | 4 | BGS005 | Issues of Gender and Development |
| Core Course 7 | 6 | BGS 12 | Gender Based Violence |
| Core Course 8 | 4 | BWEE 6 | Organization and Leadership |

Discipline Specific Courses

In addition to the Core Courses, the BA (Gender Studies) has four Discipline Specific Courses comprising of six and four credits. These courses are to be studied in the fifth and sixth semester. The total credits will be 20 out of 120 credits.

| Course | Credits | Course Code | Course Title |
|------------------------------|---------|-------------|--|
| Discipline Specific Course 1 | 6 | BGS03 | Socio-Political Dimensions of Gender and Science |
| Discipline Specific Course 2 | 4 | BWEE 7 | Work and Entrepreneurship |
| Discipline Specific Course 3 | 6 | BGS 04 | Gendered Perspective on Health |
| Discipline Specific Course 4 | 4 | BWEE 8 | Credit and Finance |

Modern Indian Languages (MIL)

Modern Indian Languages are compulsory courses for the first four semesters. You can choose from either English or Hindi or Sanskrit. Each course will be of 6 credits that will sum up to 24 credits out of 120 credits.

| Course | Credits | Course Code | Course Title |
|--------|---------|-----------------------------|--|
| MIL | 6 | BEGLA135/BHDLA 135 | English in Daily Life/Hindi Bhasha: Vividh Prayog |
| MIL | 6 | BEGLA136/BHDLA 136 | English at workplace/Hindi Bhasha: Lekhan Kaushal |
| MIL | 6 | BEGLA137/BHDLA 137/BSKLA135 | Language through Literature/Hindi Bhasha: Sampreshan Kaushal/Sanskrit Bhasha aur Sahitya |
| MIL | 6 | BEGLA138/BHDLA 138 | Reading and Speaking Skills/Hindi Sahitya: Vividh Vidhaya |

Ability Enhancement Compulsory Courses (AECC)

Ability Enhancement Compulsory Courses (AECCs) are of four credits each. As the name suggests, these are compulsory courses. These courses are on offer, one each in the first and second semesters. In the first semester, we have the there are two AECCs on offer, **BEGAE 182-English Communication Skills** and **BHDAE 182- Hindi Bhasha aur Sanpreshan**. You can opt to study any one of these AECC which seek to develop your communication skills necessary for personal, social and professional interactions.

In the second semester, **AECC-181 Environmental Studies** which seeks to develop sensitivity towards environmental issues and introduce the policies and practices put in place to address environmental concerns.

| Course | Credits | Course Code | Course Title |
|--------|---------|---------------------|--|
| AECC 1 | 4 | BEGAE 182/BHDAE 182 | English Communication Skills/ Hindi Bhasha aur Sanpreshan |
| AECC 2 | 4 | BEVAE 181 | Environmental Studies |

Skill Enhancement Courses (SEC)

Skill Enhancement Courses (SECs) are also ability enhancement courses. These courses seek to build specific skills set in some applied functional area of daily life. Each SEC is of four credits. While there are a number of SECs on offer in each semester, you will have to **opt for only one SEC each semester**.

| Course | Credits | Course Code | Course Title |
|--------|---------|-----------------------|--|
| SEC 1 | 4 | BPCS 183 | Emotional Intelligence |
| SEC 2 | 4 | BPCS 186/ BPAS186 | Managing Stress/ Stress and Time Management |
| SEC 3 | 4 | BEGS 183/ BCOS 183 | Writing and Study Skills/ Computer Application in Business |
| SEC 4 | 4 | BSOS 184 | Techniques of Ethnographic Film making |

Generic Electives

Generic Electives (GEs) are the other type of electives that are on offer in the fifth and sixth semesters of the programme. These courses are inter-disciplinary in nature. They provide an exposure to other disciplines/subjects nurturing the proficiency and understanding of social and scientific phenomena. These elective courses are of 6 credits each, i.e. 12 credits out of 132 credits.

| Course | Credits | Course Code | Course Title |
|------------------|---------|-------------|----------------------------|
| Generic Elective | 6 | BPCG 172 | Youth, Gender and Identity |
| Generic Elective | 6 | BPCG 176 | Psychology of Gender |

5. FEE STRUCTURE AND SCHEDULE OF PAYMENT

Fee Structure: A total of ₹ 12000/- is to be paid for the Bachelor of Arts (Gender Studies Programme, @₹4000/year. In the First year, in addition to ₹ 4000/-, a Registration fee of ₹ 200/- also has to be paid. The programme fee should be paid only by means of Debit Card/Credit Card/Net Banking through online mode only.

University can revise the programme fee. In that case, the revised fee shall be payable by you as per the schedule of payment notified by the university.

Although the Bachelor of 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 as per the schedule given below:

Schedule for Re-Registration

Learners are advised to submit the Re-Registration (RR) forms 'Online', information of which is only on the web portal www.ignou.ac.in as per schedule being notified by the University from time to time.

The programme fee has to be paid at the beginning of each year by online mode only by means of Debit Card/Credit Card/Net Banking. It is advised to re-register in 2nd and 3rd year even without completing first year and second year so that validity of registration for this programme is available for the maximum period of completion.

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 fee would result in the withdrawal of access to study material and permission to write the examinations. It may also result in the cancellation of admission. In case any learner willfully appears in an examination without proper registration for a course, disciplinary action shall be taken against him or her as per rules of the University.

6. INSTRUCTIONAL SYSTEM

The methodology of instruction adopted by the University is different from that in the 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 for instruction. It comprises of

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

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 to read additional material, especially those given in the Suggested Reading 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 e-book. The course is divided into a number of **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 on 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 with 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 in assessing 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. 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 memorizing the course material.

The section **Let Us Sum Up/Summary/Conclusion** 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 the 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 these books listed in this section will be available in the Study Centre library.

In order 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 for making notes and writing 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 Study Centre for clarification.

Dispatch of Study Material

The dispatch of material will start once the online process of registration is complete. You can expect to receive your study material within one month of 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 Student Services Centre at ssc@ignou.ac.in.

For the students who have applied for digitized version, detailed information is available on the IGNOU website.

Academic Counselling

In distance education, online/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 an opportunity to meet fellow learners.

There are experienced academic counsellors at the Study 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 will be 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 to attend these sessions as they may be useful in certain respects, such as to share your views on the subject with teachers and fellow learners, comprehend some of the complex ideas or difficult issues, and get clarifications for any doubts which you would not otherwise try to raise. However, it is compulsory to attend practical sessions for the courses that have practicals or laboratory work.

Face-to-face counselling will be provided to you at the Study Centre assigned to you or you may choose the RC as your study centre. 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 to 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. Counselling is also provided through Interactive Radio Counselling in Gyan Vani , Swayamprabha channel as well as through Gyandarshan channel of Doordarshan. The schedule of counseling is uploaded on IGNOU website (See Student Section II on IGNOU website main page)

Before you go to 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.

Study Centre

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

Every Study Centre will have:

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

A Study Centre will have six major functions:

Counselling: Face-to-face/online counselling for the courses will be provided at the Study 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 Study Centre or Uploaded on the website of the Nodal RC.

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

Library: For each course, some of the books suggested under 'Suggested Readings' will be available in the Study Centre Library. All audio and video tapes are also available in the library.

Information and Advice: At the Study Centre, you will get relevant information regarding the courses offered by the University, academic counselling schedule,

examination schedule, etc.

Audio-Video Facilities: The Study 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 Study Centre. This will help you to know the contents of each programme.

Interaction with Fellow-learners: The Study Centre gives you an opportunity to interact with fellow learners.

Study 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 Study Centers and Regional Directors. The Coordinators would display a copy of such important circular/notification on the notice board of the Study Centre for the benefit of all IGNOU learners. You are, therefore, advised to get in touch with your Study Centre for day-to-day information about assignments, submission of examination forms, TEE date-sheet, declaration of result, etc.

Interactive Radio Counselling

The University has the facility of interactive counselling through 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.

Gyan Darshan

IGNOU in collaboration with Doordarshan now has an exclusive Educational TV Channel called Gyan Darshan. It is available through cable TV network. The channel telecasts educational programmes for 24 hours every day. Live telecast is from 3-5 p.m. and repeat from 8-10 p.m. Apart from programmes of IGNOU, it will have educational programmes produced by various national education institutions. You should try to get access to it through your cable operator. The schedule of programmes and live sessions is available at the study centers one month in advance. You can also get the schedule of programmes and live sessions from the University website

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 Bachelor of Arts. The schedule of the programmes is uploaded on the University website.

Teleconference/EDUSAT

To reach our learners spread in different parts of the country we take the help of teleconferencing. These sessions are conducted from Delhi. The students can attend these at the regional centres and specified study centres of IGNOU. It is a one-way video and two-way audio facility. The teleconferencing is available on Gyan Darshan-2 and Edusat. **The time-slot for B.A. programmes is 5.00 p.m. to 7.45 p.m. in the evening on all week- days.** 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 receiving centres. These will help in resolving your queries related to courses and other general information pertaining to the Bachelors of Arts programme.



6. EVALUATION

The system of evaluation followed by the University is also different from that of conventional universities. IGNOU has a multitier system of evaluation which includes

- γ Self-assessment exercises within each unit of study.
- γ Continuous evaluation mainly through assignments which are tutor-marked, practical assignments and seminar/ workshops/extended contact programmes, etc. depending on the nature of the course opted for.
- γ The Term End Examinations.

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). University follows a grading system for continuous evaluation as well as term-end examination. 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 Degree.

| 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 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 a course.

Students who do not qualify in the term-end examination are allowed to take up the Term End Examination in the next year. It means you can take the TEE of the First-year courses in the second year of your study. But you can appear in the examination for not more than 48 credits in one TEE. Similarly, the first and second year courses can be carried over to the third year.

Assignments

Assignments constitute the 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 upon 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 in time for that course. If you appear in 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 back to you with their comments and marks. The comments will guide you in your study and help in improving 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 Study Centre assigned to you. For your own record, retain a copy of all the assignment responses which you submit to the Coordinator. If you do not get back your duly evaluated tutor marked assignments along with a copy of the assessment sheet containing comments of the evaluator on your assignment within a month after submission, please try to get it personally from your Study Centre. This may help you to improve upon future assignments.

Keep duplicate copies of assignment responses of TMAs submitted to Study Centres. They may be required to be produced at 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 pass grade in any assignment, you have to submit it again. Get fresh assignments from the Student Zone tab of the University website. However, once you get the pass grade in an assignment, you cannot re-submit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any, committed

by the evaluator. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of the Study Centre, so that the correct score is forwarded by him/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 Study 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 study material or assignment along with the assignment. **Send your doubts in a separate cover to the Director of the concerned School at IGNOU, Maidan Garhi, New Delhi - 110068.** Give your complete enrolment number, name, address, title of the Course, and the number of the Unit or the assignment, etc. on top of your letter.

SPECIFIC INSTRUCTIONS FOR TUTOR MARKED ASSIGNMENTS (TMA)

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

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

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

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

- 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 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 proper format and give working notes wherever necessary.

- 5) Use only fool-scrap size paper for your response and tie all the pages carefully. Avoid using very thin paper. Allow a 4 cm margin on the left and at least 4 lines in between each answer. This may facilitate the evaluator to write useful comments in the margin at appropriate places.
- 6) Write the responses in your own hand. 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 Study 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 for a change of Study Centre, you should submit your TMA only to the original Study Centre until the change of Study Centre is notified by the University.
- 13) If you find that there is any factual error in evaluation of your assignments e.g., any portion of your assignment response has not been evaluated or the total of score recorded on your assignment response is incorrect, you should approach the Coordinator of your study centre for correction and transmission of correct score to headquarters.

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 the Term End Examination (TEE) form online before the last dates i.e. 31st March for June exam and 30th September for December exam.

The University conducts term end examinations twice a year i.e., in June and December. However, you can take the examination only after completing one year of study. The TEE for the First, Second and Third years will be conducted at the end of each year. The TEE for first and second semesters will be held together at the end of the First year. Similarly, in the Second and Third years of the programme, the TEE for the third and fourth semesters (Second year courses) and for the fifth and sixth semesters (Third year courses) will be conducted together. If you are unable to appear in any TEE, you may appear in the next December or June.

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

- *Registration for the courses is valid and not time barred.
- *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.
- *Examination fee is paid for all the courses in which the learner is writing the examination.

In the case of non-compliance of 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 pass 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 i.e., for every exam (June/December) a learner has to apply afresh. 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 Study Centre/ Regional Centre/Student Evaluation Division for change in schedule of submission of examination form
- 2) Fill up all the particulars carefully and properly in the examination form to avoid rejection/ delay in processing of the form
- 3) Retain proof of submission of examination form till you download your Hall Ticket.

Examination Fee and Mode of Payment

The schedule for submission of Term End Examination Form is available at the IGNOU website during each session.

Mode of Payment

Credit Card/Debit Card/Net Banking (Check for updates on the University website)

Examination fee once paid is neither refundable nor adjustable even if the learner fails to appear in the examination. Check the website for amount to be paid per course.

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 7-10 days before the commencement of the Term End Examinations.

Students are advised to take the print out 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 attested 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 commencement of the examinations. The learner without valid ID Card will not be allowed to enter the Examination Centre premises.

Examination Date Sheet

Examination date sheets (i.e., schedule which indicates the date and time of examination for each course) are sent to all the Study Centers 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., Examination of any two courses you wish to take are scheduled on the same day at the same time. **If there is any clash, you are advised to take the TEE for one course and the other course in the next TEE.**

Declaration of Result

It is your duty to 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 Examination Form for the next TEE. In case, result for a course is not declared you should fill the Examination Form for that course without 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 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

In order to facilitate learners who have secured admission for higher studies or got selected for employment, etc. and are required to produce statement of marks/grade cards by a specified date, the University provides for early declaration of result. The learner can apply for early processing of his/her answer scripts and declaration of result. Such a student is required to apply in prescribed form (available on the University website) along with i) fee of ₹ 1000/- per course through demand draft drawn in favour of IGNOU and payable at New Delhi, and ii) 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. (Check on the website for updates). The University in such cases will make arrangement for early processing of answer

scripts and declare the result as a special case possibly within a month's time from the conduct of examination.

Re-Evaluation of Examination Scripts

Students who are not satisfied with the marks/grade awarded to them in the TEE may apply in 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 ₹ 750/-per course to be paid 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 practical, project report, workshop, assignment, tutorials, seminar, etc. A sample application form with rules and regulations for this purpose is available at the University's website.

Improvement in Division/Class

Students of the Bachelor 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 a fee of ₹ 750/- per course by means of a demand draft drawn in favour of IGNOU and payable at New Delhi.

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 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 at the University's website.

Obtaining Photocopy of Answer Scripts: After the declaration of result, if the learner is not satisfied with the marks awarded, he or she can request for Photocopy of Answer Scripts on payment of ₹100/- per course. The request for obtaining Photocopy of Answer Scripts by the student must be made within 45 days from the date of declaration of result to the Student Evaluation Division, IGNOU, New Delhi in the prescribed format along with a fee of ₹100/ per course to be paid online

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

7. OTHER USEFUL INFORMATION

IGNOU Web Site: 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 of various programmes
- Online Re-Registration
- Online submission of Term-End Examination Form
- Results of the Term End Examinations
- Checking status of study materiel
- Downloads Assignments/Question papers/Forms
- Catalogue of audio/video programmes
- Schedule of Gyan Darshan/Gyan Vani/ programmes
- Admission announcements
- Addresses of regional and study 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 web site you can download your course material and view video 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 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 Registrtrtion Division (through 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 your own arrangements to redirect the mail to the changed address during this period.

Change of Study Centre

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

For the purpose of change of Study Centre, you have to send 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 change of Study Centre is considered favourably. However, the allotment of a new Study Centre is subject to 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 copies to the Regional Centre where you would like to be transferred to. Further, you have to obtain a certificate from the Coordinator of the Study Centre from where you are seeking transfer regarding the number of assignments submitted. The Regional Director from where 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 change of Region in practical oriented courses like Psychology, 'No Objection Certificate' has to be obtained from the concerned Regional Centre/Study Centre where you wish to transfer. In case any learner is keen for transfer from 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 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 ₹ 200/- 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 750/- in favour of IGNOU, New Delhi. The following documents are required to be attached with the requests for issue of duplicate degree certificate:

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

The form and the format for the purpose is given on the Universtiy website.

Re-admission

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

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

Full credit transfer may be allowed if the syllabus and methodology now in vogue are similar to that 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 Migration Certificate, 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 marksheet.
- 3) Fee of ₹ 500/- in the form of 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 admission form Programme fee will be refunded after deduction of ₹200/-
- b) Within 15 days from the last date for submission of admission form-Programme fee will be refunded after deduction of ₹ 500/-
- c) Within 30 days from the last date for submission of admission form-Programme fee will be refunded after deduction of ₹ 1,000/-.
- d) After 30 days from the closure of the last date- No refund will be allowed.

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

In cases of (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 of a Suit, if necessary, will be only at NewDelhi/Delhi

6. SOME USEFUL ADDRESSES

During the course of 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 and contact numbers and emails of offices in the University to contact for specific information or problem.

| | |
|--|--|
| 1 Identity Card, Fee receipt, Bonafide Certificate, Migration, Scholarship forms | Concerned Regional Centre |
| 2 Non-receipt of study material | Material Production and Distribution Division registrarpdd@ignou.ac.in |
| 3 Schedule/Information regarding Exam Form, Entrance Test, Date-Sheet, Hall Ticket. | Asst. Registrar (Exam-II), SED, Block 12, IGNOU Maidan Garhi New Dehi-110068 evaluationised@ignou.ac.in Ph: 29536743, 29532924-32/Extn. 2201,2211, 1316 |
| 4 Result, Re-evaluation, Grade Card, Provisional Certificate, Early declaration of Result, Transcript | Dy. Registrar (EXAM III), SED, Block-12, IGNOU, Maidan Garhi, NewDelhi-110068E-mail sedgrievance@ignou.ac.in Ph. 29536103,29535924-32/Extn. 2201, 2211, 1316 |
| 5 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 |
| 6 Original Degree/ Diploma/ Verification of Degree/Diploma | Dy. Registrar (Exam.I), SED, Block-9, IGNOU, Maidan Garhi, New Delhi-110068E-mail evaluationised@ignou.ac.in Ph.29535438, 29535924-32/Extn-2224, 2213 |
| 7 Student Grievances related to evaluation | Asst. Registrar (Student Grievance), SED, Block-3, IGNOU, Maidan Garhi, New Delhi-110068E-mail sedgrievance@ignou.ac.in Ph. 29532294, 29535924-32/Extn-1313 |
| 8 Academic Content | Director of the School concerned sogds@ignou.ac.in |
| 9 Student support services and Grievances, Pre-admission inquiry of Programmes/Courses | Regional Director, Student Services Centre, IGNOU Maidan Garhi, New Delhi-110068 ssc@ignou.ac.in Ph: 29535714 and 29533869 |

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 of the University website. You should also visit the website of your Regional Centre for information related to induction meeting, counselling sessions, assignment/project submission and other related information.