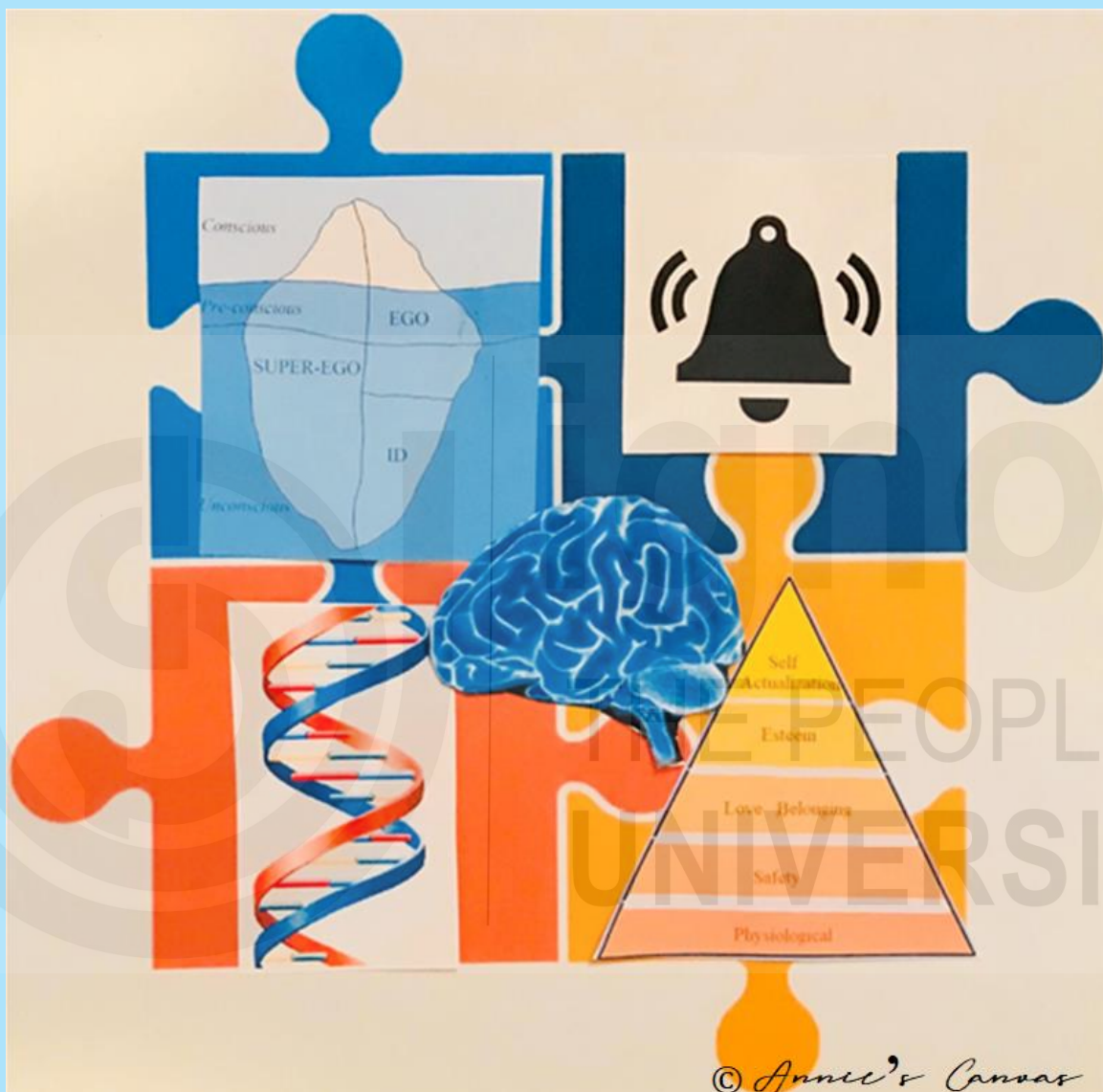


# PROGRAMME GUIDE

## B.A. (Honours) Psychology



**School of Social Sciences  
Indira Gandhi National Open University  
New Delhi**

**BAPCH**

# **PROGRAMME GUIDE**

## **B.A. (Honours) Psychology**

**January 2020 & July 2020 Sessions**



**School of Social Sciences  
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 poor quality 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.**

Cover Design

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January, 2020

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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.*

Published on behalf of the Indira Gandhi National Open University, New Delhi by Director, School of Social Sciences.

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Dear Learner,

Welcome to IGNOU and the Honors programme in Psychology under Choice Based Credit System 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 that you are well 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 an overview of courses that are presently on offer. We therefore advice you to **keep this Programme Guide safely till the completion of the Programme.**

While pursuing this BA programme in Psychology, you will receive support from the University through the Regional Centre and the Study Centre which will be allotted to you at the time of admission in the programme. As a distance learner, you may have several queries. We expect you to be in direct contact with us and your peers through email. 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 the programme of study without any difficulty, we are aware that sometimes due to lack of information or communication, you may occasionally face problems. Use the iGram platform (<http://igram.ignou.ac.in>) for speedy addressal of your problems and grievances.

We suggest you to contact your Study Centre allotted to you for advice/ day-to-day information related to this programme or visit the University ([www.ignou.ac.in](http://www.ignou.ac.in))/ Regional Centre website at regular intervals.

We wish you all the success in pursuing Honours programme in Psychology.

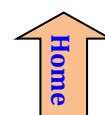
**Programme Coordinator,**

**BA (Honours) Psychology**

**[bapchsooss@ignou.ac.in](mailto:bapchsooss@ignou.ac.in)**

# PART I

## PROGRAMME DETAILS



ignou  
THE PEOPLE'S  
UNIVERSITY

## **1. THE UNIVERSITY**

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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.

In a relatively short time, IGNOU 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). The University offers 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.

Currently the emphasis is being laid the University on developing interactive multimedia supported online learning as well 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, the university is offering 15 courses on SWAYAM with registration of 39,500 learners in 2019. IGNOU is the national coordinator for SWAYAMPRAKASHA with five educational DTH channels in areas of Humanities.

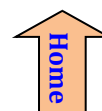
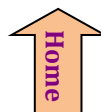
## **2. SCHOOL OF SOCIAL SCIENCES**

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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. Besides, two Centres are housed under the School, Centre for Freedom Struggles and Diaspora Studies (CFDS) and the Centre for Gandhi and Peace Studies and Dr. B.R. Ambedkar Chair on Social Change and Development.

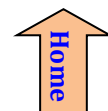
The School offers a number of certificate, diploma and degree programmes at the undergraduate and Masters level. It has also expanded its academic activities and has launched research programmes that apply newer methodologies to elicit a more creative response, both from within a discipline and from inter- disciplinary interactions.

The School also undertakes training programmes in the areas of disaster management, human rights, tourism and other contemporary social issues.



### 3. B. A. (HONOURS) PSYCHOLOGY

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

Beginning this January 2020, the School of Social Sciences and the School of Humanities are offering BA Honours programmes. The B.A. Honours in Psychology (Programme Code: BAPCH) has a total of 26 courses, of which 18 are Psychology courses, four interdisciplinary and two ability and two skill enhancement courses. 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.

#### 3.1 Duration

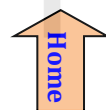
The Programme can be completed in a minimum of three years and a maximum of six years.

#### 3.2 Medium of Instruction

This Programme is on offer in both languages, Hindi and English. You must give your option for the language of instruction in your application for admission. However, **you may change your option within one month of the first receipt of study materials on payment of the amount prescribed by the University.**

#### 3.3 Credits

The university follows the credit system. Each credit is equivalent to 30 hours of study comprising all learning activities (i.e. reading and comprehending print material, listening to audio-based materials, watching video-based materials, attending counselling sessions, completing activities of tutorials or laboratory and writing assignment responses).



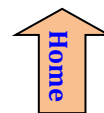
#### 3.4 Structure of BA Honours Programme

The BA Honours programme in Psychology is designed to give the learner a strong foundation in the basic fundamentals, concepts, processes and application of psychological principles in diverse areas. The programme also has a number of interdisciplinary and ability enhancing courses which provide the learner opportunities to explore subjects beyond the discipline of Psychology.

The programme is of 148 credits with a mix of five types of courses: 14 core courses, eight elective courses (four Discipline Specific Electives and four Generic Electives) and four ability enhancement courses (two ability enhancing compulsory courses and two skill enhancing courses). While each of the AECCs and SECs is of four credits, all other courses of this programme are six credit courses.



**3.4.1 Core Courses (CC):** These courses are aimed at building a good foundation in Psychology. During the first two years of your B. A. Psychology (Honours) programme, you will study courses on Introduction to Psychology, Biopsychology, Psychology of Individual Differences, Development of Psychological Thought, Developmental Psychology, Psychological Research, Social Psychology, Applied Social Psychology, and two courses on Statistical Methods for Psychological Research. These courses therefore add up to 10 ‘core courses’ which you will study during the first four semesters of your three-year programme. These courses will introduce you to the fundamentals of psychology and its subfields and will also equip you to better understand the core courses offered in the third-year that are related to specific areas in Psychology. There are two courses on Clinical Psychology spread over fifth and sixth semester: Understanding Psychological Disorders and the other is, Understanding and Dealing with Psychological Disorders. Two more courses related to specific areas are Organizational Behaviour in fifth semester and Counselling Psychology in sixth semester. Thus, there are a total of 14 Core Courses (CCs) which you will study during the 6 semesters of your three-years Honours program in Psychology. Each core course is worth six credits. Of the 6 credits, theory is of 4 credits and tutorial/ Practical is of 2 credits. The following Table gives you a clearer picture of the distribution of core courses across the six semesters.



The Table given below gives the distribution of these Core Courses across the six semesters:

| Year of Course | Semester   |   | Total Courses |
|----------------|--|---|---------------|
|                | Odd (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> )   | Even (2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> )   |               |
| <b>I</b>       | BPCC 101 Introduction to Psychology<br>BPCC 102 Biopsychology  | BPCC 103 Psychology of Individual Differences<br>BPCC 104 Statistical Methods for Psychological Research-I                            | 4             |
| <b>II</b>      | BPCC 105 Psychological Research<br>BPCC 106 Development of Psychological Thought<br>BPCC 107 Social Psychology | BPCC 108 Statistical Methods for Psychological Research-II<br>BPCC 109 Developmental Psychology<br>BPCC 110 Applied Social Psychology | 6             |
| <b>III</b>     | BPCC 111 Understanding Psychological Disorders<br>BPCC 112 Organizational Behaviour                            | BPCC 113 Understanding and dealing with Psychological Disorder<br>BPCC 114 Counselling Psychology                                     | 4             |
|                | <b>Total</b>   |   | <b>14</b>     |

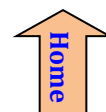


**3.4.2 Discipline Specific Electives:** During your third-year i.e. in the 5<sup>th</sup> and 6<sup>th</sup> semester of the programme, you will be studying four Discipline Specific Elective courses (DSEs), two in each semester. Each DSE is of six credits. The DSEs take you into the application of foundational or core courses into specific areas viz. Well-being, Environment and Forensic.

You will also carry out Dissertation/Project from an applied perspective of Psychology which is of 6 credits.

Thus, the four courses of DSEs that you will study are:

- (i) Positive Psychology and (ii) Environmental Psychology (both in the 5<sup>th</sup> semester); and (iii) Forensic Psychology and (iv) Dissertation (both in the 6<sup>th</sup> semester).

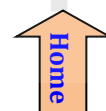


| Fifth Semester  | Sixth Semester  |
|---|---|
| BPCE 141 Positive Psychology<br>BPCE 143 Environmental Psychology | BPCE 142 Forensic Psychology<br>BPCE 144 Dissertation |

**3.4.3 Ability Enhancement Compulsory Courses:** As the name suggests, these are compulsory courses which you will study, one each in the first and second semesters of the programme. Each AECC is of four credits weight. The first AECC is **BEVAE -181 Environmental Studies**. In the second semester, you can opt for either **BEGAE 182-English Communication Skills** or **BHDAE 182 Hindi Bhasha Aur Samprashan** as one of the AECC.

| Year of Programme | Semester                         |   |
|-------------------|----------------------------------|---|
|                   | First                            | Second  |
| I                 | BEVAE 181: Environmental Studies | <b>Any one:</b><br>BEGAE 182: English Communication<br>BHDAE 182: Hindi Bhasha Aur Samprashan<br>(हिंदी भाषा और संप्रेषण) |

**3.4.4 Skill Enhancement Courses:** Skill Enhancement Courses (SECs) are the other type of courses you will have study in this programme. These are value-based and/or skill-based courses and are designed develop competencies and skills. Each SEC is of four credits weightage. These courses are available in the Second year.



In the third and fourth semester, the courses developed by the Discipline of Anthropology **BANS 183 Tourism Anthropology** and, **BANS 184 Public Health and Epidemiology**, are being offered in the programme.

| Year of Programme | Semester                      |   |
|-------------------|-------------------------------|---|
|                   | Third                         | Fourth                                  |
| II                | BANS 183 Tourism Anthropology | BANS 184 Public Health and Epidemiology |

**3.4.5 Generic Electives:** Generic electives (GEs) are interdisciplinary courses that have been specifically developed by different disciplines of Social Sciences, Humanities and Sciences. They are intended to provide an exposure to other disciplines. These courses are on offer in the first four semesters of the programme.

The four GEs that are on offer, in sequence, are:

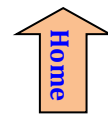
**BSOG 171 Indian Society: Images and Realities (Ist Semester)**

**BGDG 172 Gender Sensitization: Society and Culture (IInd Semester)**

**BSOG 173 Rethinking Development (IIIrd Semester)**

**BPAG 174 Sustainable Development (IVth Semester)**

In order to provide greater choice to the learners, the University will add new SECs and GEs from time to time. These will be made known at the time of re-registration for the Second year.



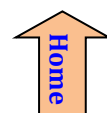
## 4. PLANNING YOUR BACHELOR STUDIES

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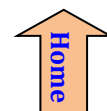
As mentioned earlier, each credit of this programme is equivalent to 30 hours of learner study comprising all learning activities (i.e. reading and comprehending the print material, listening to audios, watching videos, attending counselling sessions, teleconferencing and writing assignment responses). This means that you will have to devote approximately 180 hours of study for a six-credit course ( $30 \times 6$ ) and 120 study hours for a four credits course ( $30 \times 4$ ). 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 1320 hours of study in a year. This means that you will have to **devote around four and half 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.

**Be aware of the differential workload in the three years of the programme.** There is a slight increase in the workload as you will have to study four 6 credit courses and a 4-credit course ( $30 \times 28 = 840$ ) each semester. This means that your total study hours will increase to 1680 hours which works out to five and half hours every day for at least 300 days in a year. In the third year, there is a small reduction in the study time as you will have to earn 24 credits in each of the two semesters. You need to be more focused and put in more effort in the Second year of the programme. It is therefore helpful to study consistently throughout the year and not plan to speed up before the examinations.

The University offers a lot of flexibility and openness in the courses and duration for the completion of programmes. You should **take full advantage of this flexibility**. As indicated earlier you can finish this programme in three by earning 148 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 plan it in a systematic way. At the beginning of each semester/year, the University will make available study materials and assignments according to scheme of study. It is, however, up to you to decide which courses you will complete in a particular year. Completion of a course would involve studying the course, completing the assignments and obtaining pass 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 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 previous year's course download fresh assignments from IGNOU website, submit them according to the schedule and appear in the term end examination (For details see Section 7.1 of this Programme Guide). Through a proper planning you can finish this programme according to your convenience.



## 5. FEE STRUCTURE AND SCHEDULE OF PAYMENT

**A total of ₹. 9600/- and ₹. 1800/- for Practical, is to be paid for the Bachelor of Arts Psychology Honours Programme.** The breakup of fees is ₹. 3200/- per year and ₹. 600/- for Practical, every year. In the First year, in addition to ₹. 3200/-, a Registration fee of ₹. 200/- also has to be paid. The programme fee should be paid only by means of Debit Card/Credit Card through online mode only. **Fee once paid is not refundable.**

The University may 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.

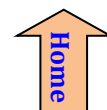
Although the Bachelor of Arts Honours programme is a semester-based programme, registration is done annually. Just as you have registered for the first two semesters at the start of the programme, you will have to re-register for the Second year (third and fourth semesters) and Third year (fourth and fifth semesters) before the beginning of the academic year.

**The submission of Re Registration form and payment of programme fee must be done at the beginning of each year, as per schedule given below, by online mode only, by means of Debit Card/Credit Card.**

### Schedule for Re-Registration\*

| For January Session                   | For July Session        | Late Fee  |
|---------------------------------------|-------------------------|-----------|
| 1st August to 2 <sup>nd</sup> 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 |

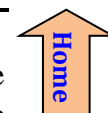
*\* As and when it is necessary, the University may revise the programme fee and the revised fee shall be payable by you as per schedule of payment notified by the University.*



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 your admission. If any learner wilfully 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

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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

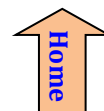
- Self-Learning Material
- Audio-video programmes transmitted through radio and television
- Teleconferencing sessions
- Face-to-face counselling at Study Centres by Academic Counsellors
- Assignments/ Tutorials/ Practicals/ Dissertation

### 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 to read additional material, especially those given in the Suggested Reading section of the course material.

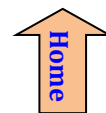
The course material prepared by the University is self-learning in nature. Each course is printed in the form of a single book or eBook. The course is divided into a number of **Blocks**. In BAPCH, the courses are of either 4 credits or 6 credits. A course generally has four to five Blocks. Each Block 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 Unit, a list of **Suggested Readings** is given. Some of these books listed in this section will be available in the libraries at the Regional Centres and select Study Centres.



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**

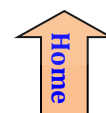
The dispatch of material will start once the online process of registration is complete. You can expect to receive your study material within one month of closing of the registration for the programme. If any course material is missing or you receive wrong or defective material, please address your query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

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

### **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 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 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 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.



Face-to-face counselling will be provided to you at the Study 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 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. The University normally organizes four to five academic counselling sessions for a 4-credit and six to seven sessions for a six-credit course. **There will be separate counselling sessions for Practical. These sessions are mandatory unlike the sessions for theory component.** In case there are less than 10 students in a Study Centre, then intensive counselling sessions will be held which essentially means that 40 per cent of the prescribed counselling sessions will be conducted within a week's time.



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 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 proximity to the centre. However, each Study Centre can handle only a limited number of students and despite our best efforts, it may not always be possible to allot the Study Centre of your choice. The particulars regarding the Study Centre to which you are assigned will be communicated to you.

Every Study Centre will have:

- A Coordinator who will coordinate different activities at the centre.
- An Assistant Coordinator and other support staff 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 Study Centre will have six major functions:

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

**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 Library at the Regional Centre and select Study Centres.

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

**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. 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

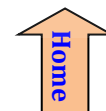
**Study Centre is the contact point for you. The University cannot send all the communication to all the students individually. All important information is communicated to the Coordinators of the Study Centres and Regional Directors. The Coordinators would display a copy of such important circular/notification on the notice board of the Study Centre for the benefit of all 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. You are also suggested to visit University and Regional Centre website for timely updates.**

#### 6.4 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.

#### 6.5 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





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

## 6.7 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 faculty members from the University, 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 Honours programme.

## 7. EVALUATION

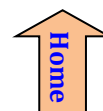
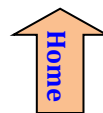
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The system of evaluation followed by the University is also different from that of conventional universities. IGNOU has a multitier system of evaluation.

- Self-assessment exercises within each unit of study.
- 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.
- The Term End Examinations.
- Dissertation/Practical work depending upon the requirement of the course.

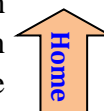
The evaluation consists of two parts: i) continuous evaluation through assignments, and ii) term end examination. In the final result, all the assignments of a course carry 30% weightage while 70% weightage is given for the Term End Examination (TEE). University follows a grading system for continuous 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.

| 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 | $\geq 55$ to $< 65$ |
| B (Above Average) | 6 | $\geq 50$ to $< 55$ |
| C (Average)       | 5 | $\geq 40$ to $< 50$ |
| D (Pass)          | 4 | $\geq 35$ 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 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.

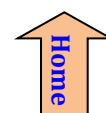
### 7.1 Assignments

Assignments constitute 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 the 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.

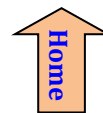
Ensure that your assignment responses are complete in all respects. Before submission you should ensure that you have answered all the questions in all assignments. Incomplete assignment responses may affect your grades adversely.



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.

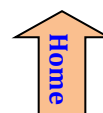


**Keep duplicate copies of assignment responses of TMAs submitted to Study Centres.** They may be required to be produced at Student Evaluation Division on demand. Also maintain an account of the corrected assignment responses received by you after evaluation. This will help you to represent your case 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. If you have any specific grievances, you 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 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.**

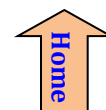
The top of the first page of your response sheet should look like this:

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

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- 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 foolscap size paper for your response and tie all the pages carefully. Avoid using very thin paper. Allow a 4 cm margin on the left and at least 4 lines in between each answer. This may facilitate the evaluator to write useful comments in the margin at appropriate places.
- 6) Write the responses in your own hand. 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.

## 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 the Term End Examination 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. You can, however, take the examination only after completing one year of study. This means that **the Term End Examination (TEE) for your first and second semesters will be conducted together at the end of First year.** Similarly, for third and fourth semesters and for the fifth and sixth semesters, the TEE will be conducted together at the end of the Second and Third year of the programme. If you miss taking any examination at the end of the year, you may take those courses in 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.
- 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

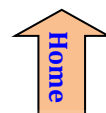
The learners are required to fill in the Examination form to appear in the TEE each time i.e. for every exam (December/June) a learner has to apply afresh. Only one form is to be submitted online for all the courses that a learner plans to take in a TEE. To avoid discrepancies in filling up examination 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.

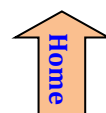
### Process to submit Term End Examination Form

- Open the following link: <http://exam.ignou.ac.in/>
- Select and Enter Programme Code from the options list available.
- Select Examination Centre Code from the options available on the website. List of Regional Centre wise Examination centre's for Term-End Examination December 2020 is available for information on this web page.
- If the Examination Centre opted by the student is not activated as Examination Centre or not allotted for administrative reasons, alternative Examination Centre will be allotted to the student.
- Select course(s) carefully while filling the Examination Form as per your valid registration details available in IGNOU website.
- After successful submission of Examination Form, you will receive an acknowledgement with Control Number on the screen. Please retain the auto generated Control Number for your reference and record.
- For checking Examination Form status please visits SEARCH OPTION after 72 hours of submitting the Form. Details regarding examination form submission are not available; you may submit the form again only after following the due procedure as listed above.
- Delhi & NCR - The student may please select the location and exam centre will be allotted accordingly (change of exam centre will not be permitted in any case).
- The Term End Examination for Practical will be organised at your Study Centre only.



### Examination Fee and Mode of Payment

The schedule for submission of TEE Form is available at the IGNOU website during each session. **The fee payable is ₹.150/- per course. For the courses that have practical, separate fee of ₹. 150/- is applicable.** The mode of payment of examination fee is online only through Credit Card/Debit Card/Net Banking.



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 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](http://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.**

**The date for Practical TEE will not be indicated in the date sheet.** The schedule will be communicated by the Study Centre, but you may contact your Study Centre or Regional Centre to confirm the Practical Exam schedule.

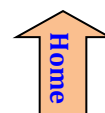
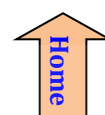
### **Declaration of Result**

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. 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 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 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**

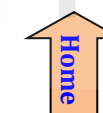
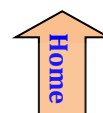
Students of the Bachelor degree programme who have completed the programme and wish to improve their Division / Class may do so by appearing in TEE. Only those students of the programme who fall short of less than 2% marks to secure 2nd and 1st division are eligible for re-examination.

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 Practical /Lab courses, Project, Workshop, Assignment, Seminar, tutorials, etc.**

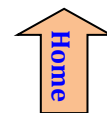
Students wishing to improve their marks will have to apply within six-months from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/course being applied for improvement, is valid till the next TEE in which they wish to 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 the University for obtaining 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 in the form of a Demand Draft in favour of IGNOU, payable at New Delhi.



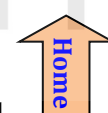
**While communicating with the University regarding examinations, please write your enrolment number and complete address clearly. In the absence of such details, the Student Evaluation Division will not be able to attend to your problems.**

## 8. OTHER USEFUL INFORMATION

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

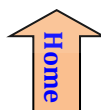
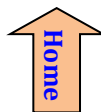
**Change or Correction of Address:** There is a printed form for the change/correction of address/name. A copy of the same is available online on the university websites under Student Zone. In case there is any correction or change in your address, you are directed to make use of that form addressed to the Registrar, Student Registration Division (through 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 University 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.

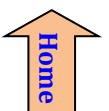
Full credit transfer may be allowed if the syllabus and methodology now in vogue are similar to that governing the student under the old enrolment.

**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.

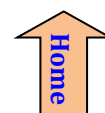
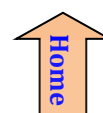
**Disputes on Admission and other University Matters:** The place of jurisdiction for filing of a Suit, if necessary, will be only at New Delhi/Delhi.



## 9. 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   |
| 3 | 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<br>E-mail: <a href="mailto:evaluationised@ignou.ac.in">evaluationised@ignou.ac.in</a> ,<br>Ph. 29536743, 29535924-32 / Extn-2202, 2209 |
| 4 | 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<br>E-mail <a href="mailto:sedgrievance@ignou.ac.in">sedgrievance@ignou.ac.in</a><br>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 : <a href="mailto:assignments@ignou.ac.in">assignments@ignou.ac.in</a><br>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-110068<br>E-mail <a href="mailto:evaluationised@ignou.ac.in">evaluationised@ignou.ac.in</a><br>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-110068<br>E-mail <a href="mailto:sedgrievance@ignou.ac.in">sedgrievance@ignou.ac.in</a><br>Ph. 29532294, 29535924-32/Extn-1313        |
| 8 | Academic Content  | Director of the School concerned  |
| 9 | 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<br>E-mail <a href="mailto:ssc@ignou.ac.in">ssc@ignou.ac.in</a><br>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 of the University website.

**PART II**  
**SYLLABI OF**  
**COURSES**



## CORE COURSES

### **BPCC 101: Introduction to Psychology** **Semester I**

**Credits (4 Theory + 2 Practical)**

The course introduces the field of psychology to the learner and its relationship to other Disciplines. The learner will understand the psychological processes involved in perception, thinking, language, motivation and emotion, learning and memory. The course also involves 2 credits of practical component. The learner has to conduct two practicals from any two of the topics covered in theory, which will give them hands on experience of measuring and interpreting human behavior.

### **BPCC 102: Biopsychology** **Semester I**

**Credits (4 Theory + 2 Tutorial)**

Biopsychology is a branch of Psychology that studies the relationship between brain and behavior. The course aims to provide an overview of the basic biological processes and their role in human behavior. Topics covered are scope of biopsychology and methods to study biopsychology; neuron and neural communication; central nervous system and the peripheral nervous system and the role of endocrine glands on human behavior. The course does not include laboratory work but has tutorials of 2 credits. The tutorial will include activities that will develop the ability to relate knowledge to day-to-day life experiences. Having completed this course, the learner will be familiar with the association between brain and behaviour, neural mechanism and brain structure, localization of brain, functions and impact of endocrine glands on human behavior.

### **BPCC 103: Psychology of Individual Differences** **Semester II**

**6 Credits (4 Theory + 2 Practical)**

The course will introduce the students to the concept of individual differences. It will discuss the concept of personality, intelligence, motivation and creativity. It will focus on the theories and assessment related to these constructs. Further, the course will highlight Indian thoughts in psychology. The course also involves 2 credits of practical component. The learner has to conduct two practicals from any two of the topics covered in theory, which will give them hands on experience of measuring and interpreting human behavior.

### **BPCC 104 Statistical Methods for Psychological Research-I**

**6 Credits (4 Theory + 2 Tutorial)**

#### **Semester II**

The course is of six credits and includes theory and tutorial. The course will introduce the basic statistical methods that can be used to analyse the data collected. The course will also include descriptive statistics used in psychology and acquaint the learner with statistical computations and applications.

## **BPCC 105: PSYCHOLOGICAL RESEARCH**

**6 Credits (4 Theory + 2 Practical)**

### **Semester III**

The course aims to introduce the learner to scientific approach to behavioural research. The course will acquaint the learners with process and methods of quantitative and qualitative research. It will also explain about tools and methods of data collection, analysis and interpretation. With the help of this course, the learners can acquire knowledge of psychological test construction and research report writing. The course will involve practical of 2 credits which will be laboratory based.

## **BPCC 106 DEVELOPMENT OF PSYCHOLOGICAL THOUGHT**

**6 Credits (4 Theory + 2 Tutorial)**

### **Semester III**

This course will provide an overview of the historical and philosophical context of development of psychology. Topics include development of psychology as a discipline, schools of thought in psychology in 19<sup>th</sup> and 20<sup>th</sup> century, phenomenological orientation in psychology, current trends and debates in psychology. The course includes tutorials of 2 credits. The tutorial will include activities that will develop the ability to relate knowledge to day-to-day life experiences. At the end of the course the learner will be familiar with the emergence of psychology as an independent discipline, major schools of thought in psychology, issues and major debates in the context of schools of psychology.

## **BPCC 107: SOCIAL PSYCHOLOGY**

**6 Credits (4 Theory+ 2 Tutorial)**

### **Semester III**

The course aims to introduce the concept, nature and scope of social psychology to the learner. After doing this course, the learner can understand the self in the context of social world in a better way. It will also help him/her to understand the social influence on individual behavior and group dynamics. The course will involve tutorial of 2 credits that will be activity based and help develop the ability to relate knowledge to day-to-day life experiences.

## **BPCC 108: STATISTICAL METHODS FOR PSYCHOLOGICAL RESEARCH-II**

**6 Credits (4 Theory+ 2 Tutorial)**

### **Semester IV**

This course in a way is an extension to the course on Statistical Methods for Psychological Research-I that was covered in semester II. The main objective of the course is to introduce the learner to inferential statistics and to help learner acquire knowledge about parametric and non-parametric statistics. The course will involve tutorial of 2 credits.

**BPCC 109: Developmental Psychology**  
**Semester IV**

**6 Credits (4 Theory + 2 Tutorial)**

Development Psychology is concerned with the processes of human development across life-span. Topics include, the concept of human development, issues and debates in developmental psychology, research methods to study the area, different perspectives on human development like, Freud, Erikson, Piaget, Vygotsky, etc., stages in life-span development, domains of human development, social structure and development, and developmental psychopathologies. The course includes tutorial of 2 credits. The tutorials will include activities that will develop the ability to relate knowledge to day-to-day life experiences. At the end of the course, the learner will be familiar with the concepts and processes of human development, impact of social structure on human development, and understanding developmental psychopathologies.

**BPCC 110 Applied Social Psychology**  
**Semester IV**

**6 Credits (4 Theory + 2 Practical)**

This course will introduce the definition, nature and scope of Applied Social Psychology, discuss the different issues and social problems. It will also help the learner understand the application, intervention and evaluation involved in Applied Social Psychology. The course mainly focuses on the application part of social psychology and how the principles of social psychology can be applied to various issues and problems in society. It also includes 2 credits practical component based on the topics covered in the theory.

**BPCC111: Understanding Psychological Disorders**

**6 Credits (4 Theory + 2 Tutorial)**

**Semester V**

The course will introduce the students to the concept of mental health and mental disorders. It will describe the classification system of mental disorders. Further, the learner will learn about various psychological disorders including clinical features, diagnosis, treatment and intervention measures. The course includes tutorial of 2 credits that will be activity based.

**BPCC 112: Organizational Behaviour**

**6 Credits (4 Theory + 2 Practical)**

**Semester V**

The course aims to introduce the key concepts related to the organizational behavior. Further it will help the learner to understand the practices in organizations. The course involves component of practical that is of 2 credits which will involve conducting two practicals from any of the topics covered in theory. It aims at giving hands on experience of measuring and interpreting human behavior in organizational setting.



### **BPCC 113: Understanding and Dealing with Psychological Disorder**

**6 Credits (4 Theory + 2 Tutorial)**

#### **Semester VI**

This course is a continuation to the course on Understanding Psychological Disorders offered in semester V. The main objectives of this course is to help learner develop an idea about the clinical picture and dynamics of psychological disorders and to introduce the therapeutic interventions for the various psychological disorders. Thus, the main focus of this course will on the interventions that can be used to help clients deal with these disorders. The course includes tutorial of 2 credits that will be activity based.



### **BPCC 114: Counselling Psychology**

**6 Credits (4 Theory + 2 Practical)**

#### **Semester VI**

The course will introduce the students to the related concepts of counseling, guidance and psychotherapy. It will discuss the approaches and techniques of counseling. Further, the course will include various psychotherapies and the ethical issues in counseling profession. The course will also involve component of practical that is of 2 credits.

## **DISCIPLINE SPECIFIC COURSES**

### **BPCE 141: Positive Psychology**

**6 Credits**

This course will introduce the students to the field of positive psychology and the related constructs. It will describe the models related to it and highlight the various intervention measures. Further, it will focus on the application of positive psychology in varied domains.

### **BPCE 143 Environmental Psychology**

**6 Credits**

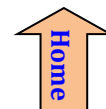
The course will introduce the key concepts of Environmental Psychology and explain the interrelationship between human and environment. The main topics covered are emergence of environmental psychology and its scope (with special reference to India), territoriality, personal space and crowding, community design, environmental perception and cognition, application and role of environmental psychology in sustainable living. At the end of the course, the learner will be familiar with the key concepts in context of human-environment relationship, impact of environmental hazards on human behaviour, and application of psychological principles in sustainable living.



## **BPCE 142 Forensic Psychology**

**6 Credits**

This is a six credits course that includes theory and tutorial. The course will mainly focus on the definition, nature of forensic psychology, that is one of the branches in psychology that mainly focuses on the application of principles of psychology to criminal justice including police, court and prison. The course will also cover the role and functions of forensic psychology besides the techniques and methods used by forensic psychology. Relevant concepts in forensic psychology will also be covered.



## **BPCE 144 Dissertation**

**6 Credits**

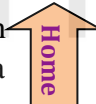
The present course is a Discipline Specific course will be dealt in the sixth semester. The course will enable the students to understand the method of designing and conducting an original research. It will also help them to write dissertation in APA format. They will also understand the different ways of conducting research and ethical issues which should be considered while conducting research.

## **ABILITY ENHANCEMENT COMPULSORY COURSES**

### **BEVAE 181 Environment Studies**

**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 biosphere. Sun is the only source of energy which enables continuous interaction among various life forms. For a long period of time, there has been a symbiotic relationship between human being and nature. Due to excessive human interference and unsustainable practices, millions of people's life and livelihoods and other living organisms on the earth are at risk. These environmental issues have now become common problems and 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 the learners at under-Graduate level.



### **SYLLABUS**

#### **Block 1 An Introduction to Environment and Environmental Issues**

- Unit 1 Our Environment
- Unit 2 Ecosystems
- Unit 3 Major Ecosystems

#### **Block 2 Natural Resources**

- Unit 4 Land and Water
- Unit 5 Forest Resources
- Unit 6 Biodiversity: Value and Services
- Unit 7 Energy Resources

### **Block 3 Environmental Issues and Concerns**

Unit 8 Biodiversity: Threats and Conservation

Unit 9 Environmental Pollution and Hazard

Unit 10 Waste Management

Unit 11 Global Environmental Issues

### **Block 4 Protecting our Environment: Policies and Practices**

Unit 12 Environmental Legislation

Unit 13 Human Communities and Environment

Unit 14 Environmental Ethics

### **TMA-Based on Field Work- Report of be submitted – 5 hours**

- Visit to an area to document environmental assets: river/forest/ flora/ fauna etc.
- Visit to a local polluted site- Urban/ Rural / Industrial/ Agricultural
- Study of common plants, insects, birds and basic principles of identification
- Study of simple ecosystems-pond, river, Delhi Ridge, etc.

### **English Communication Skills (BEGAE 182)**

**4 credits**

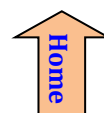
English Communication Skills is of 4 credits and has 3 Blocks and 11 Units. Communication involves both verbal and non-verbal communication. In this Course we give you an understanding of the communication process, the barriers to it, the skills involved in communication i.e. listening, speaking, reading and writing in both formal and informal contexts. We discuss the differences between spoken and written forms of the language and make you sensitive to conversational skills which include to a large extent, body language.

### **हिन्दी भाषा और संप्रेषण (BHDAE 182)**

**4 credits**

इस पाठ्यक्रम में हिंदी भाषा और संप्रेषण से संबंधित बिंदुओं का अध्ययन कराया जाएगा। यह पाठ्यक्रम 4 क्रेडिट का है। इस पाठ्यक्रम में हिंदी भाषा और संप्रेषण से संबंधित निम्नलिखित बिंदुओं को शामिल किया गया है :

हिन्दी भाषा का विकास, भाषा की परिभाषा, प्रकृति एवं विविध रूप; **हिंदी भाषा की विशेषताएँ** : क्रिया, विभक्ति, सर्वनाम, विश्लेषण एवं अव्यय संबंधी। **हिंदी की वर्ण-व्यवस्था** : स्वर एवं व्यंजन। स्वर के प्रकार –ह्रस्व, दीर्घ तथा संयुक्त। व्यंजन के प्रकार–स्पर्श, अन्तस्थ, ऊष्म, अल्पप्राण, महाप्राण, घोष तथा अघोष। **वर्गों का उच्चरण स्थान** : कण्ठ्य, तालव्य, मूर्द्धन्य, दन्त्य, ओष्ठ्य तथा दन्तोष्ठ्य। बलाघात, संगम, अनुतान तथा संधि। **भाषा संप्रेषण के चरण** : श्रवण, अभिव्यक्ति, वाचन तथा लेखन। हिन्दी वाक्य रचना, वाक्य और उपवाक्य। वाक्य भेद। वाक्य का रूपान्तर। भावार्थ और व्याख्या, आशय लेखन, विविध प्रकार के पत्र लेखन।

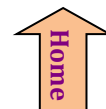


## SKILL ENHANCEMENT COURSES

### **BANS 183 Tourism Anthropology**

**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 human desire to travel and explore thus, every human being at one point of 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 a tourist 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.

### **SYLLABUS**

#### **Block 1 Understanding Tourism**

- Unit 1 Introduction to Tourism
- Unit 2 Tourist and Tourism
- Unit 3 Tourism through anthropological lens
- Unit 4 Tourism and Culture
- Unit 5 Commodification of Culture

#### **Block 2 Emerging Trends In Anthropology and Tourism**

- Unit 6 Political Economy of Tourism
- Unit 7 Tourism versus Heritage Sites
- Unit 8 Tangible and Intangible Heritage
- Unit 9 Ecotourism
- Unit 10 New Directions in the Anthropology of Tourism

### **BANS 184 Public Health and Epidemiology**

**4 Credits**

Anthropology is a holistic, comparative and bio-cultural study of human beings. In order to understand the variation of the human populations, anthropologists have focused in understanding various diseases like communicable and non-communicable. Since much of the effects are linked with environmental factors, anthropologists laid interest on environment and socio-cultural factors in understanding the diseases. Thus, the theme of Public Health and Epidemiology became the core component of anthropology.

The introductory block of this course deals with scope of Public Health and Epidemiology, and its historical background. Block-II exposes the learner to the various socio-cultural factors in predisposition of illness. Methods and management of public health will also be dealt with in this section. Various statistical tools and research methods that help in undertaking studies on epidemiology would be discussed in Block –III.

## SYLLABUS

### **Block 1 Essentials in Epidemiology and Public Health**

- Unit 1 Epidemiology
- Unit 2 Public Health
- Unit 3 Environmental Health
- Unit 4 Epidemiology of Disease

### **Block 2 Psychological, Behavioural, and Social Issues in Public Health and Management**

- Unit 5 Influence of Social Factors on Health and Illness

- Unit 6 Theory and Methods of Public Health

- Unit 7 Management of Health Care Programmes by Indian Government and NGO's:

### **Block 3 Research and Statistical Methods in Public Health**

- Unit 8 Research Methods and Statistical Tools
- Unit 9 Data Analysis
- Unit 10 Advanced Statistics

## GENERIC ELECTIVES

### **BSOG 171 Indian Society: Images and Realities**

6 credits

This course seeks to provide an interdisciplinary introduction to Indian society.

#### SYLLABUS

##### **Block 1 Ideas of India**

- Unit 1 Civilisation and Culture
- Unit 2 India as Colony
- Unit 3 Nation, State and Society

- Unit 7 Caste and Class

- Unit 8 Tribe and Ethnicity

- Unit 9 Family and Marriage

- Unit 10 Kinship

##### **Block 2 Institutions and Processes**

- Unit 4 Village India
- Unit 5 Urban India
- Unit 6 Language and Religion

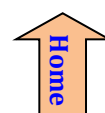
##### **Block 3 Critiques**

- Unit 11 Class, Power and Inequality
- Unit 12 Resistance and Protest

### **BGDG 172 Gender Sensitization: Society and Culture**

6 credits

The discipline/ field/areas of Women's and Gender Studies and Gender and Development Studies are the most debated in the contemporary world. It has inter-linkages with society and culture that determines gender discourse from historical to contemporary time. However, feminists offer a critical inquiry of the intersections of culture and society with gender. Further, they sharply pointed out that how patriarchy regulates through culture and society and retains its multifaceted forms via gendered roles, socialization and so on. They also argue that the constructed notions of gender, gender binaries based on sex/gender/public/private dichotomy and soon need to be critically engaged. The society and culture changes as the



civilized society move on to progress. This progress can be measured through indicators and goals. The State formulates and implements number policies to achieve progress in the socio-economic areas. While, State deals with its complexities of its institutions, a number of categories play important roles. For instance, laws, media, labor, education, health sectors, etc. Still today, we witness huge violence, discrimination and subjugation against women, other gendered categories and all oppressed and marginal people.

After reading this Course, you should be able to:

- Build understanding of women’s status and condition in our society;
- Raise the fundamental question that revolve around the core debates between each of the categories (laws, media, work and health etc.), and gender;
- Interrogate its role with society and culture; and
- Focus ways and means to sensitize society on gender issues.

## SYLLABUS

### Block 1 Conceptualizing Gender

- Unit 1 Understanding Gender and Related Concepts
- Unit 2 Gender and Sexualities
- Unit 3 Masculinities
- Unit 4 Gender in Everyday Life

### Block 2 Gender and Family

- Unit 5 Family and Marriage
- Unit 6 Motherhood

### Block 3 Gender and Work

- Unit 7 Gendering Work
- Unit 8 Gender Issues in Work and Labour Market

### Block 4 Health and Gender

- Unit 9 Reproductive Health and Rights
- Unit 10 Gender and Disability

### Block 5 Gender, Law and Society

- Unit 11 Gendered Based Violence
- Unit 12 Sexual Harassment at Workplace

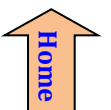
### Block 6 Gender, Representation and Media

- Unit 13 Language and Gender
- Unit 14 Gender and Media
- Unit 15 Reading and Visualizing Gender

## BSOG 173 Rethinking Development

6 credits

This course examines the ideas of development from a sociological perspective. It introduces students to different approaches to understanding development and traces the trajectory of Indian experience with development from an interdisciplinary perspective.



## SYLLABUS

### Block 1 Unpacking Development

- Unit 1 Understanding Development
- Unit 2 Factors and Instruments of Development

- Unit 3 Developed, Developing and Underdeveloped

### Block 2 Theorising Development



- Unit 4 Modernisation, Urbanisation and Industrialisation
- Unit 5 Perspectives on Development
- Unit 6 World System Theory
- Unit 7 Human and Social Perspective
- Unit 8 Environmental Perspective
- Unit 9 Feminist Perspective

**Block 3 Developmental Regimes in India**

- Unit 10 Capitalism, Socialism and Mixed Economy
- Unit 11 Development as Freedom

**Block 4 Issues in Development Praxis**

- Unit 12 Development, Migration and Displacement
- Unit 13 Livelihood and Sustainability
- Unit 14 Grassroots Initiatives

**BPAG 174 Sustainable Development**

**6 Credits**

The Course attempts to examine the challenges of balancing development and environment. The objective of the Course is to explain the major components of Sustainable Development by underlining its meaning, nature and scope. It brings home the point that it is not possible to develop, if we are disregardful of what is left behind for our future progeny. The Course examines the goals of Sustainable Development and discusses the role of Global Commons and Climate Change. The specific feature of the Course is its focus on the relationship between Sustainable Development and Developmental Goals as well as alternative ways of Resource Generation and Capacity Enhancement.

**SYLLABUS**

**Block 1 Concept of Sustainable Development**

- Unit 1 Meaning, Nature and Scope of Sustainable Development
- Unit 2 Major Components of Sustainable Development
- Unit 3 Approaches to Sustainable Development
- Unit 4 Goals of Sustainable Development

**Block 2 Development, Sustainability and Climate Change**

- Unit 5 Concept of Global Commons and Climate Change
- Unit 6 International Conventions on Sustainable Development
- Unit 7 Interrelationship among Development, Sustainability and Climate Change: Case for Differentiated Responsibilities

**Block 3 Health, Education and Food Security**

- Unit 8 Relationship between Sustainable Development and Food Security
- Unit 9 Role of Green and Converging Technologies toward Health, Sanitation and Food Security
- Unit 10 Role of Education in Sustainable Development

**Block 4 Sustainable Development: A Way Forward**

- Unit 11 Role of Policy Innovations in Sustainable Development
- Unit 12 Recognition of Ecological limits of Equity and Justice
- Unit 13 Alternative ways of Resource Generation and Capacity Enhancement

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