

M.A. DEGREE PROGRAMME IN PSYCHOLOGY

PROGRAMME GUIDE

School of Social Sciences
Indira Gandhi National Open University



PROGRAMME DESIGN COMMITTEE

PROGRAMME COORDINATOR

Professor Vimala Veeraraghavan
Emeritus Professor, Psychology
SOSS, IGNOU

Electronic version of the prospectus is
available at and can be downloaded from:
<http://www.ignou.ac.in>

Print Production

May 2010
© Indira Gandhi National Open University,
2010

*All rights reserved. No part of this work may
be reproduced in any form, by mimeograph
or any other means, without permission in
writing from the Indira Gandhi National
Open University.*

*Further information on the Indira Gandhi
National Open University courses may be
obtained from the University's office at
Maidan Garhi, New Delhi – 110068*

*Printed and published on behalf of the Indira
Gandhi National Open University, New
Delhi by the OSD and Coordinator, CCETC.*

Designed by **IANS Publishing**

**Last date to receive filled in application
form: May 31, 2010
(With late fees Rs. 200/- from
1st June to 30th June, 2010)**

**Price: Rs. 200/- by cash at the sales
counter and Rs. 250/- by registered post**

Price: Rs. 200/- by cash at the sales counter and Rs. 250/- by registered post

PROGRAMME GUIDE

M.A. Degree in Psychology



School of Social Sciences
Indira Gandhi National Open University

M.A. (PSYCHOLOGY)

Programme Code: Psy (Credits 64)

Educational qualifications B.A. in any subject

Duration 2 years
Minimum 2 years Maximum 5 years

Medium of Instruction English

Programme fee total Rs. 10,500

Learners are required to pay Rs. 5,000 in first year
and Rs. 5,500 in the second year

Academic Session: July to June and January to December

Term end examination June and December

Note: * Those taking admission in July will take their first year examination only after a year in June. Those unable to clear the first year or second year examination in June can take the examination in December.

* Those taking admission in January will take their first year exam only after a year in December. Those unable to clear the first year or second year examination in December, can take the examination in June.

Contents

S. No.	Contents	Page
1.	About the University	6
2.	About School of Social Sciences	5
3.	University rules	7
4.	Master's Degree Programme in Psychology	9
5.	M.A. (Psy) Programme Structure and Syllabus	11
6.	Instructional System	18
7.	Other Useful Information	22
8.	Tips for Effective Learning	25
9.	Some Useful Addresses	27
10.	Forms for Students' Use	27

buttressed with foundation and application oriented courses;

- Short-term and long-term courses focused on vocational and in professional needs;
- Programmes and courses geared at meeting the requirements of groups located at the fringe of our society;
- Programmes in the areas of societal concern having a social science perspective.

The School has expanded its academic activities and has launched research programme that applies newer methodologies to elicit a more creative response both from within a discipline as well as from interdisciplinary intersections.

The School of Social Sciences also undertakes training programmes in the areas of Disaster Management, Human Rights, Tourism and other contemporary social issues.

The major areas of attention, in addition to the core areas of different disciplines, have been:

- Tourism Studies,
- Disaster Management,
- Consumer Studies,
- Human Rights,
- Women's Empowerment and Development,
- Labour and Development,
- Participatory Forest Management,
- Participatory Project Planning,
- Environmental Education,
- Involuntary Resettlement, and
- Hospitality and Hotel Administration

So far the School of Social Sciences has launched 146 courses in English and 105 courses in Hindi and there has been a total of 1,51,000 enrollments, approximately.

The process of exploring new areas of study from a social science perspective is an ongoing activity at the School.

3. UNIVERSITY RULES

3.1. Open Access

Access to the programme is open to all subject to fulfillment if minimum eligibility criteria

3.2. Scholarships and Reimbursement of Fees

The University reserves the rights to change the rules from time to time. However, latest rules will be applicable to all the students irrespective of the year of registration.

3.3. Incomplete and Late Applications

Incomplete application forms, received after due date or

having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners. Hence the learners are advised to fill the relevant column carefully and enclose the copies of all the required certificates duly attested by a Gazetted officer.

3.4. Validity of Admission

Learners offered admission have to join on or before the due dates specified by the University. In case they want to seek admission for the next session, they have to apply afresh and go through the admission process again.

3.5. Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non-creamy layer of OBC, War Widows, Kashmiri Migrants, and Physically-Handicapped learners as per the Government of India rules for admission to its various programmes.

3.6. Scholarships and Reimbursement of Fee

The learners belonging to reserved categories viz., Scheduled Castes, Scheduled Tribes, and Physically Handicapped have to pay the full fee at the time of admission to the University along with other general category candidates .

SC/ST learners have to collect and subsequently submit their scholarship forms to then respective State's Department of Social Welfare or Office of the Social Welfare Officer, through the OSD and Coordinator, CCETC, IGNOU for reimbursement of Programme Fee.

Similarly the Physically-Handicapped learners admitted to IGNOU programmes are eligible for Government of India scholarships. They are advised to collect scholarship forms from the respective State Government Directorate of Social Welfare or Office of the Social Welfare Officer and submit the filled-in forms to them through the OSD and Coordinator, CCETC, IGNOU.

Scholarship scheme of National Centre for Promotion of Employment of Disabled people (NCPEDP) for the graduate level, programme is applicable to the students of this University too. Such students are advised to apply to the awarding authority.

3.7. Refund of Fee

Fee once paid will not be refunded under any circumstances. It is also not adjustable against any other programme of this University. However, in cases where the University denies admission, the programme fee will be

3.15 Re-evaluation of Answer Scripts

The students, who are not satisfied with the marks/grades awarded to them in term-end examination may apply for re-evaluation before 31st March for result of December term-end examination and 30th September for result of June term-end examination or within one month of from the date of declaration of results i.e. the date on which the results are made available on the University's website on payment of Rs. 500 per course by means of a Demand Draft drawn in favour of IGNOU and payable at New Delhi in the prescribed application form. The better of the two scores of original marks/grades after re-evaluation will be considered and updated in student's record.

Re-evaluation is permissible in term-end examination only and not in Practicals/Lab courses, project, workshop, assignment and seminar, etc.

The prescribed application form with rules and regulations in detail for this purpose is given in the student hand book and prospectus and is also available at University's Website, www.ignou.ac.in

3.16 Photocopy of the Evaluated Answer Scripts

The students may obtain the photocopy of the evaluated answer scripts for the term-end examination on request. They may apply in the prescribed application form from 1st March to 15th April, for June term-end examination and from 1st September to 15th October for December term end examination along with the requisite fee of Rs. 100 per course by means of a Demand Draft drawn in favour of IGNOU and payable at New Delhi.

The prescribed application form with rules and regulations in detail for this purpose is given in the students hand book and Prospectus and is also available at University's Website, www.ignou.ac.in.

3.17 Issue of Official Transcript

The students may also obtain "official transcript" for submission to the Overseas or Indian Institutes / Universities on request. They may apply in the prescribed form by paying the requisite fee as under by means of demand draft drawn in favour of IGNOU and payable at New Delhi.

Rs. 200 per transcript, if it is to be sent to the student/institution in India

Rs. 400 per transcript, if required to be sent to institutions outside India by the University.

The prescribed application form with rules and regulations

in detail for this purpose is given in the students hand book and prospectus and is also available at University's Website www.ignou.ac.in.

3.18. Prevention of Malpractice/Notice for General Public

Students seeking admission to various academic programmes of Indira Gandhi National Open University are advised to directly contact IGNOU headquarters at New Delhi. Students interacting with intermediaries shall do at their own risk and cost.

However, in case of any specific complaint regarding fraudulent institutions, fleecing students etc., please contact any of the following members of the Malpractices Prevention Committee:

1. Prof. Kapil Kumar (Tel: 2953 6342)
2. Prof. Anu Aneja SOCE (Tel. 2953 6347)
3. Dr. S.B. Arora Directotr SOHS (Tel. 2953 2965)
4. Prof. Sunita Malhotra , SOS (Tel. 2953 2167)
5. Registrar (Admin) (Tel. 2953 2098)
6. Registrar (SED) (Tel. 2953 5828)

As per directions of Hon'ble Supreme Court of India, ragging is prohibited. If any incident of ragging comes to the notice of the authority concerned the student shall be given liberty to explain and if his/her explanation is not found satisfactory, the authority would expel him/her from the University.

4. MASTERS DEGREE PROGRAMME IN PSYCHOLOGY

4.1. Introduction

The M.A.(Psychology) degree programme is being offered by the School of Social Sciences of IGNOU. In the recent past Psychology degree has been in great demand with many schools, hospitals both private and public as well as the voluntary welfare agencies and correctional institutions demanding for psychologists to deal with varied problems of human behaviour.

Almost every school needs a psychologist with M.A. degree to work full time with problem children and also teach psychology for classes XI and XII in the 10+2 schooling. In addition many rehabilitation centres are being established all over India both in the mental health and physical disability areas, and these need immediately qualified psychologists with M.A. Degree in Psychology to man those centres. Keeping the above in view and the commitment of IGNOU to providing quality education at low costs to those who have for some reason or the other missed opportunities

for further studies, the present programme caters to varied clientele, such as fresh graduate students as well as those who want to enter the employment arena and those already employed but do not possess the Masters' Degree in Psychology.

The aim of this programme is to give the learners a sound base in psychology and human behaviour through an in-depth investigation into a broad range of psychological

techniques and skills as applied to diverse settings .

4.2. Eligibility

In accordance with the university's general policy of 'openness', 'flexibility' vis-à-vis eligibility criteria, all those who have completed their graduation are eligible for admission to M.A. Course in Psychology. There will be no admission test.

4.3. Programme Fees: Rs. 10,500 for the entire programme.

Fee structure and Schedule of payment:

1st year	Rs. 5,000/-	Along with the admission form during	Admission and re-registration forms
2nd year	Rs. 5,500/-	1st February —31st March along with	along with the draft are to be
		prescribed re-registration form and draft	submitted at Regional Centres and
		With a late fee up to 20th June as per	NOT at the headquarters.
		the following scheme, 1st April to	
		30th April, Rs. 200/-	
		1st May to 31st May Rs. 500/-	Student Registration Division
		1st June to 20th June Rs. 1,000/-	IGNOU, Maidan Garhi
			New Delhi - 68

The university can revise the programme fee and the revised fee shall be payable by the student as per the schedule of payment notified by the university.

The programme fee should be paid only by means of a demand draft drawn in favour of IGNOU and payable at the city where the student's regional center is situated. (To identify your regional center please see the list printed in this programme guide). Please write your name (in capitals), enrolment number and programme code and period for which the fee is paid at the back of your demand draft to ensure proper credit to your fee account.

Timely payment of programme fees is the responsibility of the student. Students are expected to remit fee as early as possible without waiting for the last date. Late payments will not be entertained. In case the student fails to remit the fee as per the above schedule he or she will have to wait for the next cycle of admission.

4.4. Duration

The programme can be completed in a minimum period of 2 years and a maximum period of 5 years.

4.5. Medium of Instruction

The M.A. Psychology Course is available in English Medium.

4.6 Credit System

IGNOU follows the credit system. For obtaining the degree of M.A. Psychology a student has to successfully complete course work of 64 credits. These credits are spread over 2 years. Each year the student has to opt for 32 credits. One credit is equivalent to 30 hours of study by the student. A learner will have to devote approximately 240 hours of study to complete an 8 credit course.

4.7. Programme Structure and details of the syllabus of MA (Psychology) Programme

Structure of MA Psychology Course for 3 years IGNOU

Structure of MA (Psychology) Course

Duration: 2 years

Year: 1

Course number	Course Name	Credits
Course 1	Cognitive Psychology, Learning and Memory	4 credits
Course 2	Life Span Psychology	4 credits
Course 3	Personality: Theories and Assessment	4 credits
Course 4	Advanced Social Psychology	4 credits
Course 5	Research Methods in Psychology	4 credits
Course 6	Statistics in Psychology	4 credits
Course 7	Practicals: Experimental Psychology and Psychological Testing	8 credits
Total Credits		32

Year 2

Group A: Clinical Psychology

Course 8	Psychopathology	4 credits
Course 9	Psychodiagnostics	4 credits
Course 10	Psychotherapeutic methods	4 credits
Course 11	Practicum: Clinical	6 credits
Course 12	Field Work	8 credits
Course 13	Project	6 credits
Total Credits		32

Group B. Counseling Psychology

Course 8	Counseling Psychology	4 credits
Course 9	Assessment in Counselling and Guidance	4 credits
Course 10	Interventions in counseling	4 credits
Course 11	Practicum : Counselling	6 credits
Course 12	Field Work	8 credits
Course 13	Project	6 credits
Total Credits		32

Group C. Industrial and Organizational Psychology

Course 8	Organisational Behaviour (OBY)	4 credits
Course 9	Human Resource Development (HRD)	4 credits
Course 10	Organisational Development (OD)	4 credits
Course 11	Practicum: Industrial and Organizational Psychology	6 credits
Course 12	Field Work	8 credits
Course 13	Project	6 credits
Total Credits		32

4.8. Details of the Syllabus

Detailed Syllabus of the M.A. Psychology Course

M.A. Psychology.

Detailed course in the format of blocks and units

Course 1. Cognitive Psychology, Learning and Memory

Block 1. Information Processing

Unit 1. Cognitive psychology

Unit 2. Information processing in learning and memory

- Unit 2. Formation of attitude and attitude change
- Unit 3. Prejudice and discrimination
- Unit 4. Social conflicts and resolution

Block 4. Group Dynamics

- Unit 1. Introduction to group, formation, types of group
- Unit 2. Group dynamics
- Unit 3. Social identity, crowding and crowd behaviour
- Unit 4. Cooperation, competition and conflicts

Course 5. Research Methods

Block 1. Introduction to Research Methods in psychology

- Unit 1. Basic process/concept in research
- Unit 2. Reliability and validity (external and internal)
- Unit 3. Variables and constructs
- Unit 4. Hypothesis formulation and sampling

Block 2. Types of Research

- Unit 1. Survey Research
- Unit 2. Ex-post facto Research
- Unit 3. Experimental Research (field experiment)
- Unit 4. Case Study

Block 3. Research Design

- Unit 1. Experimental design : Single factor
- Unit 2. Experimental design : factorial design
- Unit 3. Quasi experimental design
- Unit 4. Other designs (Coorelational design and comparative design)

Block 4. Qualitative Research in Psychology

- Unit 1. Introduction including ethnography
- Unit 2. Grounded theory
- Unit 3. Discourse analysis (content narrative)
- Unit 4. Reporting and evaluating quality research

Course 6. Statistics in Psychology

Block 1. Introduction to Statistics

- Unit 1. Parametric and nonparametric statistics
- Unit 2. Descriptive and inferential statistics
- Unit 3. Type I and Type II errors
- Unit 4. Setting up the level of significance

Block 2. Coorelation and Regression

- Unit1. Product moment coefficient of coorelation
- Unit 2. Other types of coorelation (phi-coefficient)
- Unit 3. Partial and multiple coorelation
- Unit 4. Bivariate and multiple regression

Block 3. Normal Distribution

- Unit 1. Characteristics of normal distribution
- Unit 2. Significance of mean differences, standard error of the mean
- Unit 3. ANOVA (One Way)
- Unit 4. Two way ANOVA

Block 4. Nonparametric Statistics

- Unit 1. Rationale
- Unit 2. Mann Whitney ‘U’ test for two sample test
- Unit 3. Kruskal Wallis Analysis of Variance
- Unit 4. Chi square and Kendall rank coorelation

Course 7. Practicals in Experimental Psychology and Psychological Testing

1. Span of Attention
2. Memory experiments
3. Threshold experiments
4. Reaction time experiments
5. Intelligence testing
6. Personality testing
7. Test for Social Behaviour
8. Sociometry
9. Firo-B

Note: Five practicals from the above 9 practicals must be completed and submitted by the students at the time of practical examination.

In addition all the practicals iv en above should be conducted, and report should be written in practical note books, checked by the laboratory or course in charge at the regional centers. .

GROUP A: CLINICAL PSYCHOLOGY (OPTIONAL 1)

Course 8. Psychopathology

Block 1. Foundations of Psychopathology

- Unit 1. A brief history of psychopathology
- Unit 2. Classification of psychopathology DSM IV TR
- Unit 3. Developmental pathogenesis
- Unit 4. Childhood mental disorder

Block 2. Generalised Anxiety Disorder and other Mild Mental Disorders

- Unit 1. Anxiety disorders, panic and phobias
- Unit 2. Generalised anxiety disorder and obsessive compulsive disorder
- Unit 3. Post Traumatic Stress Disorder (PTSD)
- Unit 4. Somatoform disorder and dissociative disorder

Block 3. Mood Disorders

- Unit 1. Mild, moderate and Major depressive disorder
- Unit 2. Biporal disorder
- Unit 3 Other Mood disorders: Mood disorder due to general medical condition
- Unit 4. Substance – induced mood disorder

Block 4: Schizophrenia and other Psychotic Disorders

- Unit 1. Schizophrenia: Etiology, Neruocognitive functioning and interpersonal aspects

1. Children's center/NGO, serving children and adolescents.
2. Agencies catering to population with severe emotional disturbances requiring psychiatric treatment.
3. Community mental health centers serving children, adolescents, adults, and geriatric populations, primarily from low economic category should be taken up.
Client problems may include moderate to severe family and individual dysfunctions.
Services provided include individual assessment, individual, family, and group therapy.
Some agencies focus on specific populations, such as patients with life-threatening illnesses or sexual problems like HIV/AIDS/STD
4. Another Institution where students can work is the State hospital with clients from every age group, including forensic populations. Diagnosis include any of the major mental illnesses, and treatment includes intermediate and long-term inpatient treatment. Trainees may be involved in providing individual and group psychotherapy, behavioural treatment, assessment, and working with an interdisciplinary treatment team.
5. The next place where the trainees can work are the counseling centers where clients range in age from late adolescence through 60's, suffering from problems such as: adjustment disorders, mood disorders, psychotic disorders, alcohol/drug problems, career decision making and learning disabilities. Trainees may participate in individual psychotherapy, group psychotherapy, outreach consultation, vocational testing and counseling, psychological assessment, and learning disability assessment.
6. Another institutions for training is the correctional institution, wherein the inmates with problems ranging from adjustment issues to severe persistent mental disorders, to facing crises could be attended to by the students during the training. For example, students may do assessment, consultation, and group and individual psychological interventions.
7. Children's Home, Home for women, special homes for the handicapped, home for beggars, mental hospitals, nursing homes dealing with mentally ill persons, where assessment consultation and group and individual therapies are carried on.

Note: Minimum number of cases to be handled in a year during field work is 5 cases. Supervising and monitoring by trained professionals is a mandatory requirement.

Course 13. Project:

Any topic of interest to students while doing his training could be taken up. The Project can be from primary or secondary source data. In consultation with the guide the student should select a topic and work on it.

The project at the final submission should contain the following chapters:

1. Introduction to the topic
2. Review of literature on the topic concerned.
3. Methodology used in the study
4. Results chapter
5. Discussion of results with other existing studies in the area
6. Conclusions and recommendations
7. References in American Psychological Association Style

GROUP B COUNSELLING PSYCHOLOGY (OPTIONAL 2)

Course 8. Counselling Psychology

Block 1. Introduction

- Unit 1. Introduction to Counselling and Characteristics of a counselor
- Unit 2. Process of counselling
- Unit 3. Theoretical approaches to counselling
- Unit 4. Ethics in counselling

Block 2. Counselling : Models and Approaches

- Unit 1. Psychoanalysis, Psychodynamic, Psychotherapy
- Unit 2. Behavioural therapy and Cognitive Behaviour Therapy Approaches to Counselling
- Unit 3. Drama and Art Therapy in Counselling
- Unit 4. Other therapies (persons centered counselling, solution focused counselling)

Block 3. Types of Counselling

- Unit 1. HIV/AIDS Counselling
- Unit 2. Educational and vocational Counselling
- Unit 3. Child Protection and Child Rights Counselling
- Unit 4. Addiction /Anxiety Counselling

Block 4. Counselling for Mental Disorders

- Unit 1. Depression
- Unit 2. Personality disorder
- Unit 3. Gender identity disorder
- Unit 4. Eating disorder

Course 9. Assessment in Counselling and Guidance

Block 1. Introduction

- Unit 1. Introduction to Assessment: Definition, Description and Differentiating between testing and assessment.
- Unit 2. Assessment complexities

the supervisor who will give them the feedback about their performance. At the end of their fieldwork internship, they will have to submit five cases in detail about the history, nature of the problem and strategies that will be used in counselling.

Course 13. Project As given in Group A

Any topic of interest to students while doing their training in the concerned agency could be taken up. The Project can be from primary or secondary source data. In consultation with the guide at the regional centre, the student should select a topic and work on it.

The project at the final submission should contain the following chapters:

1. Introduction to the topic
2. Review of literature on the topic concerned.
3. Methodology used in the study
4. Results chapter
5. Discussion of results with other existing studies in the area
6. Conclusions and recommendations
7. References in the American Psychological Association

GROUP C. INDUSTRIAL AND ORGANISATIONAL PSYCHOLOGY (OPTIONAL 3)

Course 8. Organisational Behaviour

Block 1. Organizational Psychology

- Unit 1. Introduction of Organisational Psychology
- Unit 2. Organizational Behaviour, definition and importance
- Unit 3. Fundamental concepts Organization Behaviour
- Unit 4. Different models of OB. (autocratic, custodial, supportive, collegial etc)

Block 2. Personality and Attitudes in OB

- Unit 1. Job satisfaction
- Unit 2. Work motivation
- Unit 3. Content theory, process theory and scheduled of reinforcement
- Unit 4. Organizational commitment

Block 3. Leadership and Team Building

- Unit 1. Definition of leadership and importance of team building
- Unit 2. Change Management
- Unit 3. Team Management
- Unit 4. Resolving Conflicts

Block 4. Learning process and motivation in Organisational behaviour

- Unit 1. Principles and Process of learning

- Unit 2. Behavioural management
- Unit 3. Motivation in Organization
- Unit 4. The process of motivation for higher moral and productivity

Course 9 Organisational Behaviour

Block 1. Human Resource Planning

- Unit 1. Assessment of Human Resource in Organization and Human resource Planning
- Unit 2. Human Resource Management
- Unit 3. People dimension in HR. management and short term human resource planning
- Unit 4. Short term programmes in HR. and evaluation

Block 2. Steps in HUM

- Unit 1. Introduction to HUM, Planning and management
- Unit 2. Training and Development
- Unit 3. Workforce diversity and multicultural factors
- Unit 4. Globalisation and changing economy and their effects on HUM

Block 3. Human Resource Laws

- Unit 1. Intellectual Property rights
- Unit 2. Labour laws (Indian and International)
- Unit 3. Laws related to workplace violence and harassment
- Unit 4. Laws related to Human Rights Violation

Block 4. Importance of HR. Planning

- Unit 1. Goals and objectives of Human Resource Planning, corporate social responsibility
- Unit 2. Business strategy and operational strategies (technology and innovation in HRS)
- Unit 3. Retention of qualified and technical personnel (competency mapping and performance appraisal)
- Unit 4. Planning investment in development (including corporate counselling)

Course 10. . Organisational development (OD)

Block 1. Introduction

- Unit 1. Definition and introduction to Organisational development.
- Unit 2. Foundations of Organizational Development:
- Unit 3. Conceptual frame work of OD
- Unit 4. First order and second order Change

Block 2. Assumptions, beliefs and values in OD

- Unit 1. Participation and Empowerment
- Unit 2. Teams and teamwork
- Unit 3. Parallel learning structures
- Unit 4. a normative re-educative strategy of change

Block 3. Analysing and Managing the OD Process

- Unit 1. Components of OD Process,
- Unit 2. Diagnosing the system, sub units and processes

suggested at the end of the print material. The University will make some of these books and articles available at the Study Center libraries.

5.2. Audio-Video Programmes

The audio-video programmes are supplementary, meant for clarification and enhancement of understanding. These are used during counseling sessions at the Study Centers. Video programmes are also telecast on the national network of Doordarshan / Gyn. Dashan. In addition, live cossetting is provided on radio. These sessions are conducted for an hour on Sundays from 189 All Indian Radio stations spread throughout the country. The student can ask questions right from their homes on telephone.

5.3. Counselling Sessions

Generally, counseling sessions are held at the study centers during weekends (Saturdays and Sundays) and holidays. The Study Center coordinators will provide the counselling schedule.

5.4. Teleconferencing

The teleconferencing sessions are organised by the School of Social Sciences with the help of the Electronic Media Production Centre staff. It shall be two-way video and audio through EDUSAT. The subject experts counsel students on various aspects of the courses in these sessions. The students will be informed about the schedules of these sessions in advance through the IGNOU newsletter and website. The learner will have to go to the nearest reception centre at the scheduled time for taking the benefit of this facility.

5.5. Study Centres

Each student admitted to this programme will be attached

to a Study Centre. At present, there are 278 study centres located in different places of the country activated for this programme. Students may opt for enrolment in the nearest study center. Every study center is managed by a coordinator. The students are advised to be in regular contact with their respective study centers and interact with the coordinator as frequently as possible. The facilities provided at the study centers, normally include the following:

1. Counselling sessions in different courses relating to M.A. (Psychology).
2. Library facility with basic reading materials related to various aspects of the discipline
3. Audio-video programmes specially designed for MA (Psychology)
4. Teleconferencing and radio counseling (at the Regional Centers)

5.6. Evaluation

Evaluation consists of 2 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 term-end examination. University follows grading system for continuous evaluation as well as term-end examination. It is done on a five-point scale using letter grades, A, B, C, D, E. The University has decided to provide numerical marking also in the grade card and award of division for Bachelor's Degree programme.

The following is the scheme of awarding divisions:

I division	60% and above
II division	50% to 59%
Pass	35% to 49.9%
Unsuccessful	Below 35%

The notional correlates of the letter grades and percentage marks are as under:

Letter Grade	Qualitative value	Point grade	Equivalent % of numerical marks
A	Excellent	5	70% and above
B	Very Good	4	Above 55% to below 70%
C	Good	3	Above 45% and below 55%
D	Satisfactory	2	Above 35% and below 45%
E	Unsatisfactory	1	Less than 35%

The student is required to score at least 35% marks (Grade D) in both continuous evaluation (assignments) as well as term-end examination of each course. In the overall computation also the student must get at least 35% marks (Grade D) in each course to claim the B.A. degree.

Students who do not qualify in the term-end examination are also allowed to take up the term-end examination in the next year. It means that the student can take the term-end examination of the first year courses in the second year of his study. But he can appear in examination for not

9. Write the question number with each answer.
10. The completed assignment should be sent to the Coordinator of the Study Center allotted to you. Under no circumstances should you send the TMA sheets to the Student Evaluation Division of the headquarters for evaluation.
11. After submitting the assignment to the study center, get the acknowledgement from the coordinator, on the prescribed assignment remittance-cum-acknowledgement card.
12. In case you have requested a change of study center, you should submit your TMA only to the original study center until the change of study center is notified by the University.
13. If you find that there is any factual error in the evaluation of your assignments, e.g. any portion of the assignment response has not been evaluated or the total of the score recorded on the assignment response is incorrect, you should approach the coordinator of your study center for correction and transmission of correct score to the headquarters.

5.8. Term-end Examination

This examination is the major component of the evaluation system and it carries 70% weightage in the final result.

Eligibility for examination

To be eligible to appear in the term end examination in any course, the student is required to fulfill the following four

conditions:

1. He should have paid the course fee
2. He should have opted and pursued the prescribed courses
3. He should have submitted the assignments for the respective courses.
4. He should submit the examination form in time.

Examination date sheet

Examination date sheets (Schedule which indicates the date and time of examination for each course) are sent to all the Study centers approximately 5 months in advance. The same is also notified through the IGNOU News letter from time to time. Thus, normally the date sheet for the June examination is released in January and for the December examination in July. It may be accessed from the website as well.

Examination form and examination fee

It is an essential pre requisite for you to submit the Examination Form for taking the examination in any course. Copies of the examination forms are available in the study center / regional centers/ student registration and evaluation division at Headquarters. A copy is also printed here in this programme guide. This copy is only a sample. You should download the form from IGNOU website to submit it. Only one form is to be submitted for all the courses in one term-end examination. You need to pay a separate fee for the examination.

The filled in examination forms to be submitted /sent only to the Registrar, SED, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068. The last date for the submission of examination forms are as follows:

Description	June Term-end exam	December Term-end exam	Where to submit
Without late fee	Up to 31st March	Up to 30th September	SED at IGNOU, Maidan Garhi, New Delhi
Online submission	Up to 31st March	Up to 30th September	For latest information see website ignou.ac.in
Late fee of Rs. 300/-	1st April to 20th April	1st October to 20th October	SED at IGNOU, Maidan Garhi, New Delhi
Late Fee Rs. 500/-	21st April to 15th May	21st October to 15th November	At your regional center (to take exam in Delhi forms have to be submitted at SE division, Maidan Garhi, New Delhi 110068)
Late fee of Rs. 1000/-	16th May to 29th May,	16th November to 28th November	At your regional center (to take exam in Delhi forms have to be submitted at SE division, Maidan Garhi, New Delhi 110068)

Please write your correct enrolment number, programme code and name of the Bank of the Demand Draft /IPO drawn in favour of IGNOU, New Delhi or the city where your Regional Center is located representing the examination fee and late fee and properly tag with your examination form to avoid its misplacement,.

The examination form received after the due date or without examination and late fee wherever applicable, shall be rejected.

It is your duty to check whether you are registered for a course and whether you are eligible to appear for that examination or not. If you neglect this, and take the examination without being eligible for it, your result will be cancelled.

No student is allowed to reappear in an examination or submit assignments after successfully passing it for improving the marks / grade.

Study center is the contact point for you. The University cannot send communication to all the students individually. All the important communications are sent to the coordinators of the Study centers and Regional Directors. The coordinators would display a copy of such important circular /notification on the notice board of the study center for the benefit of all students. You are therefore advised to get in touch with your coordinator for day to day information about assignments, submission of examination forms, date sheet, list of students admitted to a particular examination , declaration of results etc.

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

Examination Intimation Slip

After receiving the examination forms from you, the University will send an information slip to you before the commencement of the exams. If you do not receive the intimation slip 15 days before the commencement of examination, you may contact your study center or regional center or student registration and evaluation division at the Headquarters. If your name is registered for examinations in the list sent to the study center , even if you have not received it or misplaced the intimation slip, you can take the examination by showing your identity card (student card) to the Superintendent of the Examination Center.

The date sheet for the June/December term-end examination is available on the University website, www.ignou.ac.in in January / July.

Examination Centre

Your study center is normally your examination center. However, the University at its discretion may allot you any examination center other than your study center. Change of the examination center is not generally permitted. In exceptional cases only change of center may be considered. For this you should apply one month in advance to the Registrar SR & E, at IGNOU.

Your enrolment number is your roll number for the examination. Be very careful in writing it. Any mistake in writing the Roll number will result in the non-declaration of your result.

Declaration of Result

Although all efforts are made to declare the result in time, there will be no compulsion on the University to declare the results of the last examination before the commencement of the next examination. You are therefore advised to fill up the form without necessarily waiting for the result and get it cancelled at a later date if so required.

Improvement of Division/Marks

Improvement of marks/grades is permissible for those students who fall short of 2% marks in securing 1st or 2nd division. The prescribed form for the purpose is given in this programme Guide. Please read conditions governing this provision given on the back of the form.

5.9. Duration of the Programme

The minimum duration of the programme is two years and maximum is five years.

5.10. Registration

Registration to this programme will take place twice in a year i.e. in January and July

Application form for admission is attached in page No:

6. OTHER USEFUL INFORMATION

6.1 IGNOU Newsletter

The university publishes a newsletter in English as well as in Hindi. It is mailed to the students free of cost. All the important information relevant to then students is published in this newsletter.

6.2 Reservation of Seats

The university provides reservation of seats for scheduled castes, scheduled tribes and physically handicapped students as per Government of India rules.

6.3 Change of Courses, Programmes and Medium of Instruction

Change of course is possible within one month of the first receipt of study materials on payment of Rs. 300/- per course of 4 credits and Rs. 600/- for an 8 credit course by a Demand Draft drawn in favour of IGNOU payable at New Delhi.

Change of medium is also permitted within one month of the first receipt of study materials on payment of Rs. 100/- per course of 4 credits and Rs. 600/- for an 8 credit course by a Demand Draft drawn in favour of IGNOU payable at New Delhi

For change of course / medium you should address your form (given in this programme guide) to the Registrar, Students Registration and Evaluation IGNOU, Maidan Garhi, New Delhi – 110068 along with the draft for requisite fee.

6.4 Change or Correction of Address

There is a printed form for the change / correction of address. A copy of the same is given in this programme guide. In case there is any correction or change in your address, you are directed to make use of that printed card addressed to the Regional Director of the region where you are enrolled. You are advised not to write 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.

6.5 Change of Study Centre

The candidates are required to opt for only such study centers which are activated for the programme. As far as possible the university will allot the study center opted by the candidate. However, the University may change the study center at its convenience without the concurrence of the student at any time.

For the purpose of change of Study Center you have to send a request to the Director of your Regional Center. A copy of the same may be sent to the Student Registration and Evaluation Division at the headquarters.

Counselling facilities for a programme may not be available at all the centers. As such you are advised to make sure that counseling facilities are available for the programme you have chosen, at the new Center opted for. As far as possible the request for a change of the study center is considered favourably. However the allotment of the new study center is subject to availability of seats for the programme at the new center.

6.6 Change of Region

When you want transfer from one region to another you have to write to that effect to the Regional Center from where you seek a transfer marking copies to the Regional Center where you would like to be transferred to and also to the Registrar (SRD) , New delhi. Further you have to obtain a certificate from the coordinator of the study center from where you are seeking the transfer regarding the number of assignments submitted. The Regional Center from where you are seeking transfer will transfer all the records to the Regional center where you seek transfer under intimation to you and the Registrar (SR &E). The records are normally sent by Registered Post to guard against any loss in the postal transit.

6.7 Re-Evaluation

In IGNOU there is a provision for re-evaluation. Re-evaluation is done with reference to the grade / marks given in the answer book and award list. The request should be made on the prescribed form along with a draft of Rs. 500/- per course payable at IGNOU, New Delhi. The request for reevaluation by the students must be made before 31st March, for December TEE, and 30th September for June TEE or within one month of declaration of results whichever is later. The date of declaration of results will be calculated from the date on which the results are placed on the IGNOU website.

After re-evaluation the better of the two scores of original marks / grade and reevaluated marks will be considered.

The revised marks after the reevaluation shall be incorporated in the student record and the revised grade card / Marks sheet shall be sent to the students within one month from the receipt of application.

6.8 Early Declaration of Results

In order to facilitate the students who have got offer of admission and / or selected for employment etc., and are required to produce mark sheet / grade card by a specified given date, they may apply for early processing of their answer scripts and declaration of results for this purpose. The students are required to apply in the specified format available on the University website with the prescribed fee. The students can submit their request for early declaration before the commencement of the Term en Examination i.e. before 1st June and 1st December respectively. The university in such cases will make arrangements for processing the answer scripts and declare the results as a special case.

a minimum period of three months from the date of receipt of such requests with all the relevant documents by the above concerned officer.

6.13 Refund of Fees:

Fee once paid will not be refunded under any circumstances. Programme fee may however be refunded if admission is not offered by INOUE for any reason.

Disputes on admission and other university matters

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

7. TIPS FOR EFFECTIVE LEARNING IN OPEN UNIVERSITY

How to approach your studies: It would be good for you to go through the Programme Guide as well as the Handbooks provided by the University. This will help you to know exactly about the facilities being extended and how you can make best use of these in your learning. That is, you should have an idea of what to expect from the system and how best to use the support being provided.

Quasi Permanent Separation

To bridge you semi-permanent separation from your counselor and to enable you to take advantage of the flexibilities provided in the Open Distance Learning (ODL) system, provision for face to face interaction has been made. Moreover you can contact your teachers at the headquarters through phone or email. However the onus of learning is on you. You must make full use of the flexibility, facilities and innovativeness provided by the system.

Adhere to the Schedule of Operations

Various activities in the ODL system are time bound and the details are given in the programme guide and handbooks sent to you. Adherence to the schedule of operations shall help you enormously in completion of the courses. As a thumb rule, if you study three hours a day regularly, you should be successful in the minimum stipulated time.

Studying at your Pace and Place

You can learn at your pace and place, but it would help if you periodically revise what you have learnt. This would also enable you to assess as to how much remains to be done. The DE system provides for an in-built teacher in the Self Instructional Materials (SIMs) . Your pace of learning could be faster and effective if you abide by the instructions

given to you in the SIMs and follow the sequence and steps suggested therein, as the objective of these access devices is to regulate your pace of learning.

Taking notes

In SIMs some space has been provided to take important notes. You should identify keywords / terms and put remarks while going through it. This facilitates cross referencing. You must answer / solve problems in the Self assessment Questions (SAQ) and Terminal Questions (TQ) yourself rather than looking for solutions at the end.

Using Media Effectively

The audio-visual learning is faster and can be more effective. That is why multi-media is one of the integral components of our multiple media instructional package. For complementing your learning with the help of multi-media effectively, you should visit your study center for counseling and insist that your counselor shows A/V programmes. Such visits will also help you obtain the latest information on broadcast, and telecast of programmes and tele conferences being held. Now INOUE has a 24 hour TV channel "Gyn. Dashan". In case it is not possible for you to visit your SCs for some reason, you can procure these cassettes / CDs from the University for convenient viewing.

Preparing Assignment Responses

The separation between the teacher and the taught in the ODL system is bridged through dialogue established by continuous assessment. Your assignment responses provide an opportunity to your counselor to guide you and pace your learning depending on your progress. Therefore, you must write your assignment yourself, in your words depending on the scope of every question. In some questions you might be required to give a brief outline while in others you may be asked to give your justifications / demonstrate your skills and knowledge / give detailed description etc. It is also possible that you may be required to refer to a particular source of information or data and present your analysis. If possible, discuss implications and suggest application and / or give illustrations.

When you have answered the assignments, pause for a while, and recheck your response to make sure that :

- The language is your own, simple and comprehensible
- It covers all the relevant aspects and with expected details
- The content is accurate and relevant
- The presentation is logical and clear
- The main points are well supported by examples / arguments/ illustrations and
- The response has been neatly typed or legibly written.

8. SOME USEFUL ADDRESSES

S.No.	Matter /Issue	Address
1.	Non-receipt of study material and assignments, Repeat assignments	Regional director of your region
2.	Admissions, fees, scholarships, exemption, change of course /programme	Registrar (SRD), INOUE, Maidan Garhi, New Delhi-110068.
3.	Assessment sheets, examinations, examination centers, results etc.	Registrar (SED), INOUE, Maidan Garhi, New Delhi-110068.
4.	Counsellors and other problems related to study centers	Regional director of your region or Assistant Director (Student affairs), Regional Services Division, INOUE, Maidan Garhi, New Delhi-110068
5.	Change of address and all other related problems	Registrar (SRD), INOUE, Maidan Garhi, New Delhi-110068
6.	Purchasing of audio / video tapes	Marketing Unit, INOUE, Maidan Garhi, New Delhi-110068
7.	Academic matters	Professor V. Veeraraghavan, programme Coordinator, (BA Psychology), School of social Sciences, INOUE, Maidan Garhi, New Delhi-110068

IMPORTANT POINTS

1. Please file all letters that the university sends you, and keep this programme guide carefully. A record of your progress is maintained at our SE division. You must maintain your own record for comparisons if needed.
2. Do write to us if you have any difficulties or problems while working through the programme. Remember to intimate the relevant authority sufficiently in advance.
3. All types of communications (letters, applications etc) are attended to as soon as we can. It is therefore desirable that you make your letters brief and precise.

4. Also mention your enrolment number and present address in all your correspondence. It is mandatory.
5. The university reserves the right to change the rules detailed in this programme guide, however, you will be informed about these changes through supplementary circulars well in advance.
6. In your own time table, you must make provision for unforeseen difficulties, such as illness, official duties, various social obligations etc. By doing so, you will save yourself from unexpected delays. The golden principle is to do today what you have planned to do tomorrow.

SOME FORMS FOR STUDENTS' USE

In this section we are enclosing the sample of some forms which are useful to you. Whenever you have to correspond with the University, please get the photocopy of the relevant form, fill it carefully and send as per instructions therein. The detailed instructions for all these forms are provided in the programme guide for Bachelor's degree programme in different sections. The following forms are enclosed:

1. Assignment remittance-cum-acknowledgement form; change/correction of address/study center.
2. Intimation of non-receipt of study material/ assignments

3. Application for credit transfer in Bachelor's Degree programme
4. Requisition for fresh set of assignments
5. Term-end examination form
6. Form for improvement in division/class
7. Form for re-evaluation of answer scripts
8. Form for duplicate degree
9. Form for duplicate grade card
10. Form for provisional certificate
11. Migration certificate form
12. Course registration form for 2nd and 3rd year
13. Change of medium / elective/ programme of study
14. Re-admission form
15. Form for early declaration of results

PLEASE NOTE : FOR REGIONAL CENTERS AND STUDY CENTERS, PLEASE VISIT INOUE WEBSITE www.ignou.ac.in

School of Social Sciences
Indira Gandhi National Open University

