# 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** 

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

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

# M.A. Degree in Psychology



# 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

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 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.

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# 1. UNIVERSITY

The Indira Gandhi National Open University, established in 1985 by an Act of parliament, ranks as one of the premier educational institutions in the world. In the brief span of around two decades of its existence, it has contributed significantly to the development of higher education in India through the distance mode.

In the face of an ever increasing demand for higher education, upgradation of skills and need for continuous training of the workforce, IGNOU is fast developing into a sustainable system for enhancing seamless access to education in the country. At present, it caters to around 30 lakh students through its vast network of 58 regional centres, and around 1,400 Study Centres spread all over the country and its headquarters located in new Delhi. Its mission is to advance the frontiers of knowledge and provide sustainable and learner–centric quality education, skill upgradation and training to all by using innovative technologies and methodologies.

The University is committed to quality in all its activities — teaching, training and extension. IGNOU acts also as a resource center for expertise and infrastructure in the ODL system. It's an apex body responsible for ensuring the sharing of professional capabilities and resources as well as for improving the standards of distance education in the country.

# **Objectives**

In order to fulfill its mission of providing access to quality education to all citizens of this country, the University is mandated to

- Impart education and knowledge through various means suited to the open and distance education mode;
- Provide higher education to large sections of the population particularly to the disadvantaged segments of the society;
- Encourage, coordinate and assist open universities and distance education institutions to raise standards of education in the country and;
- Promote national integration and strengthen the natural and human resources of the country through the medium of education.

#### **Functions**

#### IGNOU serves two main functions:

 It offers various academic programmes that lead to Certificates, Diplomas and Degrees. It develops and produces courses for delivery through Open Learning

- and Distance Education mode. It is actively involved in research, training and extension education activities.
- 2. In its capacity as an apex body, it coordinates and monitors the open learning and distance education systems in the country through the Distance Education Council and provides expertise and financial assistance to such institutions.

#### **Features**

#### IGNOU has certain unique features such as:

- 1. National jurisdiction
- 2. Flexible admission rules
- 3. Individualised study
- 4. Flexibility in terms of place, pace and duration of study
- 5. Use of latest information and communication technologies
- 6. An effective Student Support Services network
- 7. Cost-effective programmes
- 8. Modular programmes
- 9. Resource sharing, collaboration and networking with Open universities and other institutions.

# 2. SCHOOL OF SOCIAL SCIENCES

School of Social Sciences (SOSS) is among the larger Schools of Studies at the Indira Gandhi National Open University. It has a faculty strength of 41 teachers and 32 administrative personnel. The School of Social Sciences offers academic programmes in six disciplines - Economics, History and Tourism Studies, Library and information Science, Political Science, Public Administration, and Sociology. The learning programmes in these disciplines relate to core subject areas and across disciplines presenting larger canvases for academic pursuits. The School also links the course development to the ever-expanding socio-economic and political contexts in which social science processes occur. Keeping in view the fact that Indira Gandhi National Open University is today the foremost centre of Open and Distance Learning and is adequately equipped with modern educational technologies, the foregrounding of ICT in devising our learning programmes is quite evident. This unique convergence has been used by the SOSS to incorporate the following features in its programmes and courses:

 Basic general programmes in various disciplines at Under-Graduate and Post-Graduate level have been

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

refunded after deduction of registration fee through A/c Payee Cheque only through OSD and Coordinator, CCETC, IGNOU.

# 3.8. Simultaneous Registration

A student is permitted to register for only one programme in a given academic session. Violation of this rule results in the cancellation of admission to the programmes and forfeiture of the Programme Fee. This, however, does not apply in the case of Certificate in Computing.

Note: Registration fee once paid will not be refunded under any circumstances. Programme Fee may, however, be refunded if admission is not given for any reason.

# 3.9. 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.

# 3.10. 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.

#### 3.11. 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.

# 3.12. 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 the reimbursement of Programme Fee.

Similarly, the Physically-Handicapped learners admitted to

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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.

# 3.13. 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 refunded after deduction of registration fee through A/c Payee Cheques only through OSD and Coordinator, CCETC, IGNOU.

# 3.14. Early Declaration of Result

In order to facilitate the students, who have got offer of admission for higher study and/or selected for employment etc., and are required to produce statement of marks/grade cards by a specified given date, which is before the prescribed dates of declaration of then University's results, the University arranges early processing of their answer scripts and declaration of their results. The students are required to apply in prescribed application form with a fee of Rs. 700 per course by means of Demand Draft drawn in favour of IGNOU and payable at New Delhi along with an attested photo copy of offer of admission/employment. They can submit their request for early declaration before the commencement of the term-end examination i.e., before 1st June and 1st December, respectively. The University in such cases will make arrangements for early processing of answer scripts and declare the result as a special case possibly within a month's time from the date of conduct of examination.

Application for early declaration, for the reasons such as to apply for recruitment/higher study/post and promotion purpose, etc., will not be entertained.

Early declaration of the results is permissible in term-end examination only and not in practicals/Lab courses, Project, Workshop, Assignment and Seminars, etc.

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

# 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 ass 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 indepth 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 2nd year	Rs. 5,000/- Rs. 5,500/-	Along with the admission form during 1st February —31st March along with prescribed re-registration form and draft With a late fee up to 20th June as per the following scheme, 1st April to 30th April, Rs. 200/-	Admission and re-registratiom forms along with the draft are to be submitted at Regional Centres and NOT at the headquarters.
		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 tom 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
	<b>Total Credits</b>	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 3. Neuropsychological basis of learning and memory
- Unit 4. Models of information processing (all the models)

# Block 2. Intelligence and creativity

- Unit 1. Theories of intelligence (G and S factor and the model of JP Das)
- Unit 2. Theories of multiple intelligence (Guilford, Gardner and Steinberg)
- Unit 3 Measurement of intelligence
- Unit 4. Creativity and problem solving

# Block 3. Language

- Unit 1. Language acquisition (cognitive theory)
- Unit 2. Language processing (comprehension and language expression)
- Unit 3. Multilingualism and cognition
- Unit 4. Language and speech disorders

#### **Block 4. Problem Solving**

- Unit 1. Nature of problem solving and processes
- Unit 2. Stages and strategies of problem solving
- Unit 3. Theoretical approaches to problem solving
- Unit 4. Impediments in problem solving

#### Course 2. Lifespan Psychology

#### Block 1.Prenatal, infancy and early childhood

- Unit 1. Concept of development, growth and development, life span perspective, methods of studying development and characteristics of development
- Unit 2. Prenatal development (genetics, environment influence and hazards of development)
- Unit 3. Development during infancy (Physical psychosocial, cognitive and linguistic)
- Unit 4. Early childhood (Physical, psychosocial, cognitive and linguistic)

#### Block 2. Development during early school years.(6-11)

- Unit 1. Physical development
- Unit 2 Cognitive, social, emotional and moral development
- Unit 3. Schooling and development
- Unit 4. Identification of problems in school children and remedial measures

# Block 3. Development during adolescence

- Unit 1. Physical changes
- Unit 2. Cognitive changes
- Unit 3. Identity, self concept, self esteem, peer group relationship
- Unit 4. Challenges and issues in adolescent development

#### Block 4. Adulthood and aging

Unit 1. Physical Changes (Early adulthood Middle age, old age)

- Unit 2. Cognitive changes (Early adulthood middle age, old age)
- Unit 3. Psychosocial changes (Early adulthood middle age, old age)
- Unit 4. Challenges and issues in aging process

# Course 3. Personality: Theories and assessment

# **Block 1. Personality: Theories and Assessment**

- Unit 1. Definition and Concept of personality and personality development
- Unit 2. State/trait approaches to personality
- Unit 3. Assessment of personality
- Unit.4. Key issues in personality

# Block 2. Theories of personality I

- Unit 1. Psychodynamic theory (including horney and sullyvan)
- Unit 2. Social cognitive theory of personality (bandura)
- Unit 3. Learning theory of personality (Pavlov and Skinner)
- Unit 4. Humanistic and self theory (Maslow, Rogers)

#### Block 3. Theories of personality II (Trait)

- Unit 1. Allport
- Unit 2. Cattell
- Unit 3 Eysenck
- Unit 4. The Big 5 factor model

# **Block 4. Assessment of personality**

- Unit 1 Introduction to assessment and testing
- Unit 2. Approaches to personality assessment (self report, problems of response in projective and behavioural assessment)
- Unit 3 Behavioural assessment
- Unit 4. Other measures of personality

# Course 4 . Advanced Social psychology

#### **Block 1. Introduction to Social psychology**

- Unit 1. Nature and concept of social psychology and social psychology related to other disciplines.
- Unit 2. Social Cognition (attribution theory)
- Unit 3. Methods of social psychology (observation, ethnography, correlational, experimental social psychology)
- Unit 4. Current trend in social psychology and ethical issues

#### **Block 2. Process of Social Influence**

- Unit 1. The concept of social influence
- Unit 2. Pro social behaviour and factors contributing to prosocial behaviour
- Unit 3. Inter personal attraction
- Unit 4. Aggregation and violence

#### Block 3. Attitude, Stero-types, Prejudice and discrimination

Unit 1. Introduction to attitude and stereotypes

- 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

.

- Unit 2. Paranoid and delusional disorders
- Unit 3. Psychotic disorder due to general medical condition
- Unit 4. Substance induced psychotic disorders

#### **Block 5: Personality Disorders**

- Unit 1. Borderline personality disorder
- Unit 2. Narcissistic personality disorder
- Unit 3. Dependent and histrionic personality disorder
- Unit 4. Schizoid and Paranoid personality disorder

# Course 9. Psychodiagnostics

# **Block 1. Introduction to Psychodiagnostics**

- Unit 1. Introduction to psychodiagnostics, definition, concept and description
- Unit 2. Methods of behavioural assesment
- Unit 3. Assesment in Clinical psychology
- Unit 4. Ethical issues in assesment

# Block 2. Psychodiagnostics in psychology

- Unit 1. Objectives of psychodiagnostics
- Unit 2. Different stages in psychodiagnostics
- Unit 3. Batteries of test and Assesment interview
- Unit 4. Report writing and recipient of report

#### **Block 3. Tests of cognitive functions**

- Unit 1. Measures of intelligence and conceptual thinking
- Unit 2. The Measurement of Conceptual thinking (The Binet and Wechsler's Scales)
- Unit 3. Measurement of Memory and Creativity
- Unit 4. Utility of data from the test of cognitive functions

#### **Block 4. Projective Techniques in Psychodiagnostics**

- Unit 1. Introduction to projective techniques and neuropsychological test
- Unit 2. Principles of measurement and projective techniques, current status with special reference to the Rorschach Test
- Unit 3. The Thematic Apperception Test, Children's Apperception Test.
- Unit 4. Personality Inventories

# **Course 10. Psychotherapeutic Methods**

# **Block 1. Psychological Treatment of Mental Disorders:** Major Madalities

- Unit 1. Psychoanalysis, Psychoanalytic/ psychodynamic therapy
- Unit 2. Insight Psychotherapy, interpersonal Psychotherapy
- Unit 3. Short term psychotherapies
- Unit 4. Methods of child psychotherapy

#### **Block 2. Cognitive and Behaviour Therapies**

Unit 1. Behaviour modification techniques

- Unit 2. Cognitive Behaviour therapies (including Rational emotive therapy)
- Unit 3. Solution focussed therapies
- Unit 4. Integrative and multimodal therapies

# **Block 3. Other Therapies for Psychological Interventions**

- Unit 1. Roger's Client Centered therapy
- Unit 2. Family and Group Psychotherapy
- Unit 3. Psychodynamic couple therapy
- Unit 4. Psychotherapy integration

#### Block 4. . Psychotherapy Across Life Cycle

- Unit 1. Psychotherapy with children and adolescents
- Unit 2. Psychotherapy with adults and middle aged persons
- Unit 3. Psychotherapy with older adults.
- Unit 4. Psychotherapy in terminal illnesses (AIDS, Cancer)

# **Course 11. Clinical Psychology Practicum**

The students should complete the following practicals in the laboratory at the regional center of IGNOU.

- Sentence Completion test
- Thematic Apperception Test
- The Rorschach Test
- The Neuropsychological test.
- Interviewing practice in the laboratory
- Draw a person Test.

The practicals should be conducted on a patient in the hospital or an agency in which the student proposes to do his internship and hands on experience. Each student should complete reports of five cases which they have tested in the year.

The conducted practicals should be written in detail in the practical note book and must be signed by the supervisor in the laboratory or in the regional centre.

There will be a viva voice on the practicals after the final practical examination. (25%) for the viva voice (5% for records written on the practicals)

# Course 12. Field Work Internship

The students complete their two years of required practicum while they are taking courses in the program. The practicum experience includes a minimum of 400 training hours, spread over two months after the term end examination (TEE). The practicum experience typically involves approximately 48 hours per week (48x4x2 mush) of supervised experience in a clinical setting, and affords the student the opportunity to integrate theoretical knowledge, research, and clinical skills.

Some of the places the students could do their internship and field work are given below:

- Children's center/NGO, serving children and adolescents.
- 2. Agencies catering to population with severe emotional disturbances requiring psychiatric treatment.
- 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 HIVE/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. HIVE/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

- Unit 3. The ambience and climate needed for assessment and counseling
- Unit 4. Determination of aspects to be covered

# Block 2. Approaches to Assessment in Counseling

- Unit 1. Interview, Case History, testing
- Unit 2. Approaches to Counselling: Psychodynamic approach and Cognitive approaches
- Unit 3. The person centered approach to assessment and counseling
- Unit 4. The narrative approach to assessment and counseling

#### **Block 3. Assessment in Counselling and Guidance**

- Unit 1. The counselling setting, and the role of counselors in guidance and counselling
- Unit 2. Individual and group techniques in counseling and guidance
- Unit 3. Counselling and guidance for career planning and decision making
- Unit 4. Multicultural counselling and guidance: Role of counselors in preventing illness and promoting positive health

# Block 4. Organising and Planning Counselling and Guidance.

- Unit 1. Introduction to developing guidance and counselling programme
- Unit 2. Rational and purpose of guidance and counselling programme
- Unit 3. Organizing and evaluation of guidance and counselling programme
- Unit 4. Methods of Evaluation

#### Course 10. Interventions in Counselling

# **Block 1. Psychological Intervention: Major Modalities**

- Unit 1. Psychoanalysis/Psychodynamic Counselling
- Unit 2. Insight and short term Counselling
- Unit 3. Interpersonal Counselling
- Unit 4. Counselling Children

# **Block 2. Cognitive Behavioural Counselling**

- Unit 1. Introduction to Behaviour modification and cognitive approach in Counselling
- Unit 2. Application of Cognitive therapies in Counselling
- Unit 3. Cognitive behaviour modification (Stress Inoculation, self-Instructional, Self-Management, Problem Solving)
- Unit 4. Solution focussed Counselling and Integrative Counselling

#### **Block 3. Other Counselling Interventions**

- Unit 1. Roger's Client Centered Counselling
- Unit 2. Psychodynamic couple's Counselling

- Unit 3. Family and Group Counselling
- Unit 4. Eclectic Counselling

# **Block 4. Counselling: Future Directions (E-Counselling)**

- Unit 1. Teaching and training for counselling
- Unit 2. Current status of counselling with special reference to India
- Unit 3. Future direction
- Unit 4. Research findings

# Course 11. Counselling Psychology Practicum

The practicals the students have to complete in Group B Counselling Psychology are:

- 1. Interviewing skill practice
- 2. Intelligence testing (Waist, Wis., Standard progressive metrises)
- 3. Sentence completion test
- Bender Gestalt Test

Out of the above test the student should complete 5 test and submit report.

The integration of coursework within field experience is an essential aspect of the M.A. Curriculum. These field experiences will enrich and enhance their learning and promote student's professional and personal development. Psychological tests and various other assessments including interviewing techniques will be taught during contact classes in the laboratory.

# Course 12. Field Work Internship in Counselling (Year II)

At the end of final examination, the student will do internship in counselling for two months. All student are expected to follow specific formalised and organised plans that afford them useful supervised opportunities to learn and practice counselling. For this, they must consult their regional centre of IGNOU.

The places they could go for field work include the following;

- 1. Schools
- 2. Hospitals
- 3. Private clinics
- 4. NGOs providing service for women and children and other deprived population.
- 5. Correctional institutions

The choice of agency is left to the student.

The training goals is to help students acquire skills in counselling.

The Students thus will learn under acquire and professional counsellors in the concerned setting. There will one to one supervision and the students will be closely supervise by

the supervisor who will give them the feedback about there performance. At the end of there 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 OBY**

- 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. Shot 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

- Unit 3. Models for managing change (including 6-box organizational model)
- Unit 4. The programme evaluation process in OD (Including third wave consulting

#### **Block 4. OD Interventions**

- Unit 1. Definition, factors to be considered, Nature and classification of OD interventions.
- Unit 2. Selection and organizing of intervention activities
- Unit 3. Typology of interventions based on target groups.
- Unit 4. Human process interventions: individual, group and inter-group, coaching, counseling, training, behavioural modeling, metering, motivating etc.

#### Course 11. . Practicum

The students will be required to do the given below tests in the psychology laboratory.

These include the following:

- MIT (Myers Briggs Typology Test)
- Aptitude test
- Interest test
- Intelligence test
- Achievement orientation test
- Value system test
- Personality tests
- Projective tests including TAT and the Rorschach test
- Sentence completion tests
- How to conduct interviews training in simulated conditions
- How to conduct the selection interviews
- How to analyse the biographical data of candidates
- How to devise a test as required by the company or the corporate.

Each of these tests will be conducted by the student in the laboratory selected by the regional, center and to complete all the tests in 6 working days time at a stretch.

They will write the details of the lab work done in the practicals notebook covering title, concept of the practicals, history of the test, description of the test, reliability and validity of the test, the subjects profile, administration of the test, scoring and interpretation of the test.

The practical written will be checked by the supervisor at the regional center or at the laboratory by the Psychology Course Inchoate.

They will evaluate the written work and in addition there may be a viva voice of 30% marks.

#### Course 12. Field Work Internship

Just as in group A and B, the students are placed for 2 months in a setting to work, the students opting for industrial

psychology would also be required to work in the HR. department of any corporate / company, and do their internship under the HR. manager.

Supervision and evaluation would be exactly on the same format as used in clinical and counselling psychology groups (\* Groups A and B)

Five cases will be worked out by the students and submitted.

#### Course 13. Project

The student with the help of the guide or teacher in the regional center will select a topic for research. The research may be based on primary or secondary source data they may also select a topic as desired by the HR. Manager and the whom they are doing the training. The statistical technique used for analysis of the data should be appropriated interpreted.

The project report must contain the following chapter:

# **Title of the Topic**

- 1. Introduction to the topic
- 2. Review of literature on the topic
- 3. Methodology used in the study
- 4. Results of the data analysis
- 5. Discussion of the result in terms of the earlier studies
- 6. Summery and conclusion
- 7. References in American Psychological Association Format
- 8. Appendices (if needed)

# 5. INSTRUCTIONAL SYSTEM

The programme will adopt multi media approach. Courses will be offered in both print and CID format. It will also have a few Audio and Video components. Also assignments and counseling sessions and teleconferencing modes will be adopted.

# 5.1. Print Materials

These comprise mainly self instructional material. Other study materials required for a particular course such as original texts of thinkers or essays from secondary sources will be made available at the study centers libraries.

Then units inn the course have been carefully designed and written by specialists engaged in study, research and profession of psychology. The names of the authors are listed in the course material. It may however be added that the Units are by no means comprehensive inn discussing different themes. It is therefore advised that the student read as much of the books and research articles as possible,

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 cosseting 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:

- Counselling sessions in different courses relating to M.A. (Psychology).
- 2. Library facility with basic reading materials related to various aspects of the discipline
- 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 Batchelor'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
Α	Excellent	5	70% and above
В	Very Good	4	Above 55% to below 70%
С	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

more than 48 credits in one examination. Similarly the first and second yearn courses can be carried over to the third year.

# 5.7. Assignments

Assignments constitute the continuous evaluation system. The submission of assignments is compulsory. Assignments of a course carry 30% weightage while 70% weightage is given to the term end examination.

All assignments are Tutor Marked Assignments (TMAs). The student will have to submit One TMA for each course. These assignments are designed to test the student's comprehension of the print material he has received and to prepare him or her for the term-end examination. They are designed in such a way that it helps student to concentrate mainly on the print course material and supplement with personal experience, conceptual grasp and keen observation.

The student will not be allowed to appear for the term-end examination for a course if he or she does not submit the specified number of assignments in time for that course.

The evaluators or the counselors after correcting the assignments shall send them back to the student with their

comments and marks. These comments guide the students in his study and helps in improving his performance.

The University coordinator of the study center has the right not to entertain or reject the assignments submitted after the due date. The student is therefore advised to submit the assignments before the due date.

If the student does not get a passing grade in the assignment he has to re submit the assignment. Assignments are not subject to reevaluation except for factual errors, if any, on the part of the evaluator.

Specific instructions for Tutor Marked Assignments (TMA)

- Write your enrolment number, name, address, signature and date on the top right hand corner of the first page of your response sheet.
- Write the programme title, course guide, course title, assignment code and name of your study center on the left hand corner of the first page of your response sheet.

Course code and assignment code may be reproduced from the assignment.

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

#### **Enrolment No:**

Programme title:	Name
Course code :	Address:
Assignment code:	Signature:
Study Center:	Date:

All Tutor Marked Assignments are to be submitted at the study center assigned to you.

- Read the assignment 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 draws up a rough outline of your answer. While answering essay type question, give adequate attention to introduction and conclusion. The introduction must offer your 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 in the question. Once you are satisfied with your answer, write down the final version neatly and underline the points you wish to emphasise.
- 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 to the left and at least 4 lines in between each answer. Theis 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. If you copy you will get a zero for the respective question.
- Do not copy from the response sheet of other students.
   If copying is noticed the assignments of the student 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 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.
- After submitting the assignment to the study center, get the acknowledgement from the coordinator, o the prescribed assignment remittance-cumacknowledgement card.
- 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
- 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 enters 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 termend examination. You need to pay a separate fee for the examination.

The filled in examination form os 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	Ist 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 inn 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.

# 6.9 Issue of duplicate Grade Card /Mark Sheet/Degree/Diploma/Certificate

A duplicate Grade Card is issued after a request is made on the prescribed form along with a draft of Rs. 150 to be paid in favour of IGNOU, New Delhi. In case of loss of Degree /Diploma/Certificate a duplicate can be obtained after paying a fee of Rs. 500 and filling the prescribed form. The forms for the purpose are given in this programme guide.

#### 6.10 Re-admission

If you are not able to complete the programme in a maximum of 5 years, the University has made a special provision for re-admission. The form and guidelines are available in the programme guide. Kindly fill and submit it as per instructions.

# 6.11 Migration Certificate

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

- Application (can be obtained from the Head Office or photocopy of the one given in the programme guide could be used).
- 2. Attested copy of the Mark sheet
- Fee of Rs. 300/- in the form of Demand Draft drawn in favour of IGNOU and payable at the city where the regional center is located.

# 6.12 Credit Transfer

#### **Definition**

"Credit transfer" means allowing a student of another university to get admitted to IGNOU for completing any equivalent degree / diploma programme on the basis of credits obtained by him / her from that university. A student thus admitted does not need to write IGNOU examinations for such courses which are found equivalent to and for which appropriate credits would be deemed to have been acquired for fulfilling the IGNOU requirements for the award of a degree / diploma.

# **Eligibility**

The credit transfer scheme is applicable to only those candidates who have not completed their degree from any other recognized university and yet are willing to complete it through IGNOU as per the rules provided.

#### **Modalities**

 Normally credit transfer will be applicable only from a diploma, a Bachelor's degree, master's degree to an

- equivalent diploma, Bachelor's degree or a master's degree.
- Credit transfer will be permissible only in the case of students coming from institutions established by an Act of Parliament or by an Act of State Legislature; or an institution "deemed to be university" or an" institution of national importance" or institution ns recognized by statutory bodies like AICTE, ICMR, ICAR, CSIR etc.
- Credit transfer can be done only on the basis of individual courses and not on the basis of year to year courses as in conventional institutions.
- 4. In order to get a diploma / degree from INOUE a student will be required to earn at least 50% credit from INOUE. For example, a B.A. student should earn at least 48 credits from INOUE for an INOUE degree.
- The degree, certificate or the marks list thus given to the students will specifically indicate the credits earned in INOUE and those obtained from the other institution.

#### **Rules and Regulations for Credit Transfer**

- Students who want to avail credit transfer shall get registered with INOUE for the programmes they want to study. All the applications for credit transfer should be addressed to the Registrar, SRD, INOUE, Maidan Garhi, New Delhi – 110068.
- The students have the choice to opt for the electives of second year or the third year of their study depending on which year of the course they have got admitted to INOUE.
- 3. The student by opting for the courses in such a way so as to complete the balance credits can reduce the period of study prescribed for the completion of the degree programme and thereby, avail no payment of fees for the period not covered. The students availing credit transfer would be allowed to complete the programme early provided they do not offer more than 32 credits in a year.
- 4. INOUE programmes and courses means subjects or papers respectively of conventional universities.
- 5. Students seeking credit transfer should apply directly to the Registrar (SR & E) INOUE, Maidan Garhi, New Delhi 110068 enclosing a Demand Draft for Rs. 100/- per course drawn in the name of INOUE and payable at New Delhi , attested copies of marks sheet and attested copies of syllabus of such courses covered by them. Such cases will be examined separately by the Equivalence Committee at the Headquarters of the University. This process will take

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 inn 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.

You must keep a copy of each of your assignments and file them in order, separately for each course. While submitting your assignment at your study center / programme center you must insist on obtaining acknowledgement. In case you send your assignment by post, keep the registration slip as evidence. In case of any difficulty or unconvincing response at the study center, please contact your Regional Center or the Headquarters. Normally you should obtain your TMA within 45 days. In case you do not receive your evaluated TMAs withy tutor comments in the stipulated period, you should check with the study center coordinator. Once you receive the evaluated assignment responses, go through tutor comments. A careful reading of the comments should give you an idea as to how you can improve your responses in future.

# **Learning from Counselling and Peer Group**

In order to make the best use of the counselling sessions, you should have read the relevant units before going for the counseling session. This will enable you to have useful interactions with your counselor and peer group. Participate in the discussion with an open mind. Take not of important points identified by other peer group members and the counselor. Do not hesitate to clarify doubts, even if they are trivial.

#### **Taking the Term-end Examination**

In our system of education, career prospects are influenced by the performance in examinations. So we should approach examinations with some caution. However, this should not cause anxiety. Another important point to be kept in mind, is that you must submit your assignments as per schedule before the examination.

#### **Preparing for the Examinations**

The surest way to succeed in any examination is to conscientiously employ effective study techniques over a period of time. For example, if you follow the tips provided here, your chances of success will improve. If you follow them, you will certainly remember more, have a better understanding and be able to organize your ideas quickly and effectively.

Even solving previous examination question papers and getting your answers checked by your counselors should help improve your performance. You can down load these from the INOUE website www.ignou.ac.in. Revision of text materials plays a vital part in your preparation for the examinations. The following are two good reasons for doing regular revisions from the start:

- You may not have enough time to revise everything you have studied in a course / programme at the last minute
- 2. You will find the latter materials easier to study if you have sound understanding of what has been studied earlier.

#### On the Examination Day

- When you receive the question paper:
- Read the instructions and the question paper right through very carefully paying attention to each question.
- Be objective and assess what precisely the question demand of you.
- Budget your time, carefully allocate time according to the weightage given to each question.
- Plan your answer and form a sense of priority.

# 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 shets, 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**

- 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.
- 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.

- Also mention your enrolment number and present address in all your correspondence. It is mandatory.
- 4. 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.
- 5. 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.
- 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

