

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**REGIONAL CENTRE MUMBAI**

**GUIDELINES FOR MSW/BSW/BSWG FIELD WORK SUBMISSION**

The Regional Centre is in receipt of number of queries from the learners of MSW/BSW/BSWG programme towards submission of fieldwork practicum and other guidelines. Thus, in order to help the students, guidelines have been prepared as per the programme guide, field work manuals and University rules.

**Eligibility for Submission:** Each year the learners are expected to submit the Field Work Practicum under the guidance of a professionally qualified Social Worker\*. After the completion of the duration of 01 year of admission, whether the learner passes/attempts the examinations or not, the learner is eligible to submit the field work journal/ practicum/ internship report of that particular year.

**It should be noted that without completion of one year the report should not submitted as marks will not be updated in the grade card. For instance July 2022 first year registered student should submit first year fieldwork practicum for June 2023 TEE in the month of March/April/May 2023 only. More illustrations given in the below table**

S.No	Admission Year	Year/ session	Submission eligibility	Not eligible for
1	Firs year admission	July 2020	Eligible for submission from June 2021 session onwards i.e. from June 2021 session onwards can submit report in any exam session upto programme validity	Not eligible for first year submission in December 2020
2	Second year admission	January 2023	Eligible for submission from December 2023 session onwards i.e. from December 2023 session onwards can submit report in any exam session upto programme validity	Not eligible for second year submission in June 2023

**Allotment of Guide/ Supervisor:** The Regional Centre Mumbai has updated the list of guides/ supervisor at <http://rcmumbai.ignou.ac.in/studentcorner/19> and the students may contact the guides from the list. In case guides are not available or not get consent from our list then the concerned student can get his/ her own guide as per eligibility: **A fieldwork supervisor should have M.S.W/M.A in Social Work.** The

selected fieldwork supervisor bio-data should be submitted at Regional Centre Mumbai along with photocopy of certificates (email/by post) and get approval or the prospective ACs/Guides/Fieldwork supervisors can upload bio-data with education qualification certificates in online portal: <https://eportal.ignou.ac.in/oace/OACEHome.aspx>

**Second year submission:** Second year field work submission is allowed only if the learner has submitted his/ her first year journals.

**Third year submission:** Third year field work submission is allowed only if the learner has submitted his/ her first and second year journals.

**Submission of Journals:** The learners of MSW/BSW/BSWG have to submit their field work reports at Regional Centre Mumbai during the submission dates (for working hours/visiting time/RC address: <http://rcmumbai.ignou.ac.in/>)

**Receipt of submission:** If the learner is submitting the report through speed post then the learner should keep the acknowledgement received from post office and if submission is done by hand at Regional Centre then the learner should collect the receipt at inward counter.

Also it is informed that before submission the learner should keep a Xerox copy of scanned copy of his/her report till the declaration of results.

**Revised evaluation sheet for supervisor:** The learners should attach the revised evaluation sheet only with their reports otherwise submitted reports will be rejected summarily

The revised evaluation sheet is available at <http://rcmumbai.ignou.ac.in//Ignou-RC-Mumbai/userfiles/file/Social%20Work.pdf>

For more details the learners can also see video of the online orientation programme organized through online mode which is available at our YouTube Channel (IGNOU RC MUMBAI): <https://www.youtube.com/watch?v=GZY9jyURTuc>

The learners are also expected to read the programme guide and field work manual before starting the field work or visits. The softcopies are available at <https://egyankosh.ac.in/>

In case of any query the learner may contact their study centre. Study centres address and timing: <http://rcmumbai.ignou.ac.in//Ignou-RC-Mumbai/userfiles/file/LSC%20details%20updated.pdf>

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**#telegramchannel #MITRA** (Mumbai IGNOU Telegram Room for Assistance):

<https://t.me/+FtTsL7sRVQQ3MmE1>

#YouTube: [https://www.youtube.com/channel/UCxjWrq2oZYJe\\_cCb6oW2XuA](https://www.youtube.com/channel/UCxjWrq2oZYJe_cCb6oW2XuA)

Attend online Student Grievance Redressal Drive - "**E-Shiksha** □□ □□□, **Regional Director** □□ □□□" under the tagline "**Speak with your Regional Director**" through Google meet second and fourth Friday of every month at 11am: <https://meet.google.com/ofh-oeeee-kwo>

**Dr. E. Krishna Rao**  
**Regional Director (i/c)**

\*List of approved ACs/Guides/Fieldwork supervisors

<http://rcmumbai.ignou.ac.in//Ignou-RC-Mumbai/userfiles/file/Online%20Portal%20AC%20Data.pdf>