V. SOP ON PROJECT/WORKSHOP/INTERNSHIP / ECP / SEMINAR

SUMMARY

Projects, internships, workshops, Extended Contact Program (ECP) and seminars are the essential components of the curriculum of some of the IGNOU programs, such as B.Ed, MAEDU, MBA, BCA, MCA, BSW, MSW, PGDHE, MLIS and so on. The program specific instructions are mentioned in the concerned program curriculum guides including project manual. SOPs, on the other hand, can provide guidance on how to manage procedures that must be followed in the execution of activities that are described in any curriculum and are an inherent element of any academic programme.

The main objective is to provide step-by-step instructions, guidelines, and procedures for all the stockholders, including staff at the regional centers and functionaries of the study centers, academic counsellors, and students.

An initiative has been taken design and develops SOPs for all such above-mentioned components of curriculum of various academic Programme.

SOP for B.Ed workshops - workshop is mandatory for all learners in the B.Ed. program. There are two practical-based workshops spread over two years. Each workshop will have a duration of 12 days. The proposed SOP includes detailed guidelines and procedures for conducting workshops, as well as the roles of the RC, PSC, academic counsellors, and schools. The SOP also specifies the instructions for the students.

SOP for ECP - The Extended contact program (ECP) is the mandatory component of two programs offered by School of Education that is PGDHE and PGDSLM. The ECP of PGDHE is of 10 days duration. It is assigned 4 credits and is a compulsory component of the program. The ECP of PGDSLM on the other hand is of 4 days duration. Although it is not assigned any formal credits, it is a compulsory component of the program. The SOP for ECP specify the roles and responsibilities of host institution and students to be followed during conduct of the program.

SOP for Internship - The SOP has been designed in order to undertake the internships for BBA (Retailing), MAPC, MSCDFSM, MSW, MSWL, MSCCFT, MAWGS, PGDWGS, PGDMH, DEVMT, CCR Programs. SOP provides the step-by-step instructions and guidelines for the

students as well as Study Centers, Academic Counselors as per the needs of the course curriculum.

SOPs for Project work- SOP describes the steps how to carry out the Project word under MAPC, MEC, MLIS, MAAN, MARD, MSCDFSM, MSCCFT, MSW, MAEDU, MADE, MAAE, MTTM, MADVS, MAEDS, MAEDS, MSCMACS, MBA, MPB, MCA. Project component is integral to some of the Diploma and Certificate programs of IGNOU as well. In some programs the project component is compulsory, while in others, Project is an optional component. SOP for project works is also having the guidelines for undertake the project works under PGDRD, PGDT, PGDDM, PGDLAN, PGDHE, PGDET, PGDEMA, PGDUPDL, PGDFSQM, PGDCJ, PGDEOH, PGDFCS, PGDSS, PGDWGS, PGDBP, DECE, DNHE, DTS, DAQ, PGCPP, CCP, CAHT, CIHL, CHCWM, CES, CETM.

SOP for Seminar–Seminar is an integral part of Master of Library and Information Sciences (MLIS) Program of IGNOU. The SOP has details about holding the Seminar for MLIS students, role of Coordinator, monitoring strategy and preparation of award list.

Standard Operating Procedure for Workshop in Bachelor of Education (B.Ed.)

Activity to be performed

1. After completion of the workshop, learners are expected to submit their reports of all activities completed during the workshop, their internship reports and EPC activity reports at PSCs. The PSC will evaluate these Reports during the workshop and forward awards to university HQs through the Regional Centre immediately after the completion of the workshop.

2. Attendance would be compulsory in all sessions of workshop and it will be maintained and recorded by the PSCs for all sessions.

   i. For F2F sessions students will put their signatures in hard copy of attendance sheets as per conventional practice.

   ii. However, for the online sessions the electronic attendance on google meeting app will be used. The print of the electronic attendance will be kept on record.

3. Award lists will be prepared by the PIC and bills will be raised through Monthly Recoupment Bills

4. B. Ed Programme will require conduct of two Practical based workshops spread over two years. Each workshop will have a duration of 12 days. It is compulsory for a learner to complete both the workshops. Program Study Centre (PSC) would not allow a learner to attend both the workshops simultaneously. In general, gap of one academic year is mandatory between First Workshop and Second Workshop.

5. Each PSC will prepare a daily feedback Report on the workshop including details of the session including the name of the Resource person' attendance list, screen shot of the session for record and reference. After the completion of workshop, the PSC will submit a consolidated report along with attendance to the concerned RC.

6. Every PSC will identify a suitable faculty who will serve as Workshop Facilitator and will coordinate the entire workshop activity.

7. Further PSC would ensure that the learners complete Internship activities before attending the workshop. For First year workshop, it would be compulsory to complete

Internship-I prior to the workshop. Similarly, it would internship-II before participating in workshop II.

8. In case of a smaller number of participants, the PSCs of different RCs can be clubbed. This decision of clubbing will be taken by SoE

    i.   In case the workshop is being conducted face to face the schedule will be compiled by the PSC for all the sessions as per the broad framework suggested by the SoE so as to ensure that the structure and nature of proposed workshop activities are in sync with the university guidelines and quality benchmarks in a consistent and uniform manner across PSCs.

    ii.   In case of the workshop being conducted online, the schedule for every day will be divided into two major halves *i.e* morning and afternoon session.

    iii.   The morning sessions will be organized centrally by the School of Education from IGNOU HQs which will convey the session details and the online meeting link to the learners through the Workshop facilitator (PSC).

    iv.   Afternoon sessions will be organized by PSCs which will convey the session details and the meeting link to the learners directly under information to the Regional Centre and SoE

    v.   The schedule will be approved by Regional Centre and will post it on web site of the Regional Centre. PSC will communicate the schedule to all the students through E Mail, post, WhatsApp groups etc

9. PSC will identify suitable Resource persons / subject experts for the sessions conducted by it. The list of the Resource persons session wise will be maintained and conveyed to the RC by the PSC.

10. The monitoring and supervision of the workshop sessions will be done by the Regional Centre which will identify a nodal officer for overall supervision and coordination of the B. Ed workshop in the Region. The nodal officer will liaison between the PSC and the SoE and will trouble shoot in case required.

11. The PIC will recoup the workshop expenditure Bills through Monthly Recoupment Bills submitted at RC along with the requisite supporting documents.

12. The PSC will ensure that the Meeting link in case of online organization is timely conveyed to all stakeholders. It is advised that same meeting link can be created by the

PSC for all 12 days to avoid any confusion among learners. To ensure better connectivity with the learners, the PSCs may use ICT and social media group for communicating links and updates about the workshop.

13. The RC will prepare a pool of resource persons to facilitate the workshop in charges. This pool will be utilized for conducting Online/F2F sessions during workshops

14. The workshop would be conducted off line (face to face) or online as per the decision of the university so as to adapt to the pandemic like situations as faced in 2019 / 2020. The decision regarding the mode of conduct of workshop will be communicated by the School of Education well in advance so as to ensure that the workshop is scheduled within the stipulated calendar of activities as per Programme guidelines.

15. Whichever the mode they are conducted in, the workshops will have practical sessions on various dimensions of teaching-learning process as per Programme guidelines. These activities will be assessed on the basis of tools, which will be developed and suggested by the SoE as per nature of the activity. Orientation to the assignments will also be provided during the workshops.

Standard Operating Procedure for Workshop in BHML 101 elective course of Certificate in health Care Waste management (CHCWM)

Activity to be performed

1. The Elective course BHML 101 requires the conduction of one Practical based workshop The workshop has a duration of 16 hours. This workshop can be conducted face to face over a period of two to three days or online.

2. A minimum of 10 candidates and maximum of 30 candidates are permitted for holding one workshop. This may be relaxed in case the workshop is held online

3. In case of a smaller number of participants, the PSCs of different RCs can be clubbed. This decision of clubbing will be taken by programme coordinator SOHS

4. The students are required to complete a pre workshop log book before coming to the workshop and a post workshop log book after completion of workshop. In addition, they are required to complete their workshop log book and submit during the workshop.

5. Every LSC will identify a suitable faculty who will serve as Workshop Facilitator and will coordinate the entire workshop activity.

6. In case the workshop is being conducted face to face the schedule will be compiled by the LSC for all the sessions as per the broad framework suggested in the workshop manual so as to ensure that the structure and nature of proposed workshop activities are in sync with the university guidelines and quality benchmarks in a consistent and uniform manner across LSCs.

7. In case of the workshop being conducted online, the classes can be done for three continuous days or spread over a larger number of days to have a better retention and also to accommodate the duty hours of the students who may not be able to take leave from their duty.

8. The schedule will be approved by Regional Centre and will post it on web site of the Regional Centre. LSC will communicate the schedule to all the students through E Mail, post, WhatsApp groups etc. The programme coordinator will be kept informed of all the schedules by the Regional Centre and LSC coordinator.

9. LSC will identify suitable Resource persons / subject experts for the sessions conducted by it. The list of the Resource persons session wise will be maintained and conveyed to the RC by the LSC.

10. The PSC will ensure that the Meeting link in case of online organization is timely conveyed to all stakeholders. To ensure better connectivity with the learners, the LSCs may use ICT and social media group for communicating links and updates about the workshop.

11. Attendance would be compulsory in all sessions of workshop and it will be maintained and recorded by the LSCs for all sessions.

12. For F2F sessions students will put their signatures in hard copy of attendance sheets as per conventional practice.

13. However, for the online sessions the electronic attendance on google meeting app will be used. The print of the electronic attendance will be kept on record.

14. After completion of the workshop, learners are expected to submit their workshop log bookL at PSCs. The LSC will evaluate these Reports and forward awards to university HQs through the Regional Centre.

15. The RC will prepare a pool of resource persons to facilitate the workshop in charges. This pool will be utilized for conducting Online/F2F sessions during workshops.

16. The monitoring and supervision of the workshop sessions will be done by the Regional Centre.

17. Each PSC will prepare a daily feedback Report on the workshop including details of the session including the name of the Resource person' attendance list, screen shot of the session for record and reference. After the completion of workshop, the PSC will submit a consolidated report along with attendance to the concerned RC.

18. Award lists will be prepared by the coordinator and bills will be raised through Monthly Recoupment Bills.

19. The PIC will recoup the workshop expenditure Bills through Monthly Recoupment Bills submitted at RC along with the requisite supporting documents.

Standard Operating Procedure for Extended Contact Programmes (ECP) in PGDSLM and PGDHE

Activity to be performed

1. The Extended contact programme (ECP) is the mandatory component of two programmes offered by SOE viz PGDHE & PGDSLM.

    i.   The ECP of PGDHE is of 10 days duration. It is assigned 4 credits and is a compulsory component of the programme.

    ii.   The ECP of PGDSLM o the other hand is of 4 days duration. Although it is not assigned any formal credits, it is a compulsory component of the programme

2. Attendance in all sessions on all days of ECP is mandatory

3. The ECP is a blended activity with judicious integration of face to face and web-based inputs.

4. Under normal circumstances, the ECP will be organized by the respective Regional Centres at their premises as per the schedule and programme guidelines. However, in case protocol does not permit organization of face-to-face meetings as happened in corona / Covid pandemic period, the ECP would be conducted through online mode using any of the viable digital platform.

5. It will be the duty of the Regional centre or nodal Regional Centre (in case the learners of different RCs are clubbed) to ensure effective implementation of norms and guidelines while organizing ECP in the region

6. The Regional centre will nominate one of the Academics as the ECP Coordinator who will be responsible for the overall management of the ECP including finalization of the session wise schedule ; identification of session experts ; informing the learners and day to day management of the ECP activities . For assisting in day-to-day management of the sessions and to moderate the discussions / presentations in the sessions, the regional director could engage a Senior Academic Counsellor as ECP Director who will assist the ECP Coordinator (DD/ARD) in micro execution of the ECP.

7. While the broad framework of the ECP structure & its schedule will be proposed by SOE, the Regional Centers will have flexibility in organizing ECP as warranted by the regional / local circumstances while adhering to the broader themes / guidelines and

the calendar of TEE for which the ECP is conducted . Except from the first & the last session of the ECP, all sessions of the will be technical and subject based. The nature of the ECP sessions (in both online / face to face mode) is to be interactive and practice / activity based.

8. It will be ensured that ECP is organized for every academic year. For January session / batch, the ECP would be scheduled& linked to December Term End Examination of the same year and for July admitted batch, the ECP would be conducted for the ensuing June Term End Examination

9. The Attendance Records of face-to-face sessions will be maintained by the ECP Coordinator with help of the ECP Director on day-to-day basis. In case of online sessions, the attendance records will be maintained through suitable App or through other viable means on session-to-session basis.

10. The student assessment will be done every day on session-to-session basis (continuous evaluation) on standard benchmarks such as attendance, proactive participation, contribution to discussion, timely submission of activities etc

11. The Consolidated Award list of the ECP will be compiled at the end of the ECP by the ECP Coordinator with the help of ECP Director and submitted to the Regional Director for verification and onward transmission to the SED for updating in the student grade card for the June / Dec term end examination for which the ECP was organized.

    i. The successful participants will be issued Certificate of Completion in the last (valedictory) session of the ECP.

    ii. The Resource persons will be issued Certificate of participation by the RC.

    iii. The Payment to the ECP Director & the Resource persons will be done as per the prevalent norms immediately after the ECP.

<p style="text-align: center;">**Standard Operating Procedure for Internships**</p>

Programme   BBA (Retailing)

Activity to be performed

1. RC/LSC will apprise the students about the internship modalities, guidelines and Workbook writing and assessment mechanisms for Workbook and Viva-voce during the Induction Meeting.

2. Students will be attached to retail company at a particular city/town for undertaking the internship. Students will perform the activities step by step as given in to all aspects of retailing

3. The internship schedules will be informed by RC/LSC. Regional Centre will attach the students to different retail companies and put the information on the web site of the regional center. Contact detail of the authorized person in retail companies will be displayed on the web site.

4. Students will perform the activities as given in workbook for minimum of 8 hours in a day, six days in a week, for a period of three months, excluding holidays to be worked for completing the internship.

5. **First year students:** The students of first year will complete a workbook based on the work performed in a retail store. It will be authenticated with remarks by the Sponsored, Retail Unit about his/her performance during the internship.

6. Students will get the workbook authenticated periodically by the Supervisor allotted to them by the Retail Unit.

7. It will be mandatory for the students to submit workbook after completion of 3 months internship to the respective IGNOU Regional Centre.

8. Working or sponsored candidates of retail sector will fulfill the criteria of internship from their respective organization.

9. While submitting the Workbook, students are required to enclose a "Certificate of Originality of Workbook" which should be authenticated by the Supervisor on the prescribed format.

10. Regional Centre will organize a viva voce to assess the skills and competencies acquired by the student. Viva-Voce will be organized prior to/after term-end examination.

11. The viva voce will be coordinated by Regional Centre. The Regional Centre will inform the date, time and place of Viva-voce. Venue can be study center/Regional Centre/any other location. Students will attend the viva voce at their own expenses.

12. Students are required to carry filled in Workbook at the time of first Viva-voce (verbal face-to-face assessment by the examiner)

13. In case any student does not attend internship or attend to partly internship and drop himself without completing the mandatory requirement of three months or failed to secure 50% in the Workbook, s/he will be required to pay a fee for getting re-admitted into BRLT005 course as per university norms. However, re-arranging internship will be possible subject to availability of internships in particular year.

14. **Students of 2nd and 3rd year:** Students of 2nd and 3rd year will undertake, On the Job Training (OJT) during which they will write a Work Book based on activities and assignments to be provided by the University.

15. Students will write workbook on day-to-day basis based on their work experiences and discussions with supervisor and peer group learners. Students of OJT are required to give a declaration that the OJT Work Book is written by them in original and not copied from any other source.

16. No other format will be provided for BRLT-009 and BRLT-016. Students are required to submit Work Book(s) of OJT at the Regional Centre. They need to keep a photo copy of each Work Book before submission to the Regional Centre. Evaluation of the workbooks will be carried out by Regional Centre and evaluation reports will be sent to SED.

Programme   MAPC (MPC 15,25,35)

Activity to be performed

1. MAPC Learner has to do internship in 2nd year. Completion of MPC-005 and MPC-006 (MAPC Part I) is pre-requisite condition for starting the internship. Student has to be allotted an approved academic counselor for internship. The academic counselor, with the help of the agency supervisor where the learner is placed for internship will supervise the learner.

2. Internship can be joined at 1) Schools 2) Hospitals 3) Private clinics 4) NGO's providing service for women and children and other deprived population. 5) Correctional institutions 6) Child Guidance Clinics.

3. The selection of an agency can be made by the learners on their own or academic counselors (as per the criteria given in the internship handbook). If learner selects the agency, s/he must inform the academic counselor at the study center about the organization/ agency. S/he can seek the support of regional center/SC for reference letter (if required). The academic counselor is expected to confirm the suitability of the organization/agency where the learner has been placed.

4. If the learners a face any difficulties/ problem/conflicts at the agency/organization, the same may be reported to the academic counselor/Regional Centre. The academic counselor may then discuss the matter with the learner as well as the agency supervisor and try to sort out the problem. If any agency or setting selected initially does not provide the needed exposure to learners, the same can be given up and another similar agency may be selected in place of it. The intership is to be carried out in only one organization/agency.

5. During the course of the internship, the learner is expected to regularly interact and report about the cases taken by him/ her to the academic counselor, who in turn will discuss the cases with learner and clarify any doubts in the learner's mind. The report pertaining to the cases is to be corrected by the academic counselor. The academic counsellor is expected to evaluate the learner on the basis of the report written, intervention designed by the learner and the overall understanding of the cases displayed by the learner

6. The learners will learn and acquire skills and professional acumen under trained practitioners in the concerned setting. There will be one to one supervision and the learners will be closely supervised by the supervisor who will give them the feedback about their performance.

7. The agency supervisor has to provide the learner with suitable cases that will be handled by the learner under his/her supervision. To the extent possible the agency supervisor may try to provide the learner with diverse cases.

8. The agency supervisor will evaluate the learner on the basis of his/her sincerity and professional competence, on the basis of assessment (case history taking, Mental Status Examination, Interview, Psychological Testing, etc.) conducted by the learner, interaction with the patients/clients/employees and overall impression10 cases with case history, Mental Status Examination and Psychological testing are to be handled by the learner in a year. Out of these 10 cases, for any 2 cases intervention needs to be carried out by the learner

9. A report in proper format (as given in Handbook on Internship) has to be submitted by the learner to the Academic Counselor. Assessment by academic counselor carries 30% weightage, assessment by agency supervisor carries 30% weightage and assessment by the external examiner (viva – voce) carries 40% weightage.

10. The Learner should keep a photocopy of Internship Report before submitting it to their Study Centre.

11. The TEE (viva-voce) for Internship and Project will be held at the concerned Regional Centre for which the students will be informed through email/ SMS/ Social Media Platform.

12. Viva-voce will be held at respective Regional Center. Students need to carry practical notebook/Internship/Project Report for TEE (viva-voce). Yes, or else they will not be allowed to appear for TEE.

Programme   MSCDFSM (MFNP 11)

Activity to be performed

1. All M Sc. (DFSM) learners except those seeking credit transfer for Internship (as per norms) the following are required to undertake an internship in any recognized approved multi-specialty Government and Private hospital or institute or organization concerned with patient care and imparting dietetic counseling under a senior dietitian (preferably a registered dietitian) for three-month period.

2. Learners need to complete all the practical courses before the start the internship.

3. The Coordinator (P) shall provide the list of recognized hospital in the country where learners may perhaps undertake the internship programme.

4. A tentative list of internship centers is mentioned in the Internship Manual. Other multispecialty Government or Private Hospital can also be selected for Internship

5. Regional Centre will prepare a list of recognized hospitals /institutions and display it on the web site for the convenience of students. The details of such authorized contact persons in such hospitals will also be displayed. Students can directly contact such places for their internship work

6. It is strongly recommended to select a multi-specialty recognized hospital in city/region where the learner resides, which has a well-established dietetic department for undertaking the internship.

7. There should be a registered dietitian and/or a senior dietitian, with 5-10 years of experience, heading the unit.

8. The request for placement with the in charge who would liaise with the dietetic department of the concerned hospital/institution where the learner plans to undertake the internship and arrange for the placement. Alternatively, the learners can make their own efforts in contacting the dietetic department/chief dietitian of the concerned centre and arrange for their placement. Do inform the programme in charge of such arrangements.

9. Once the centre for internship has been identified and assigned, the student should present herself/himself at the centre and in consultation with the dietitian shall decide on

the appropriate schedule for the internship (for three months with 40 hours/week schedule).

10. Plan the three months schedule with the Chief Dietitian/Dietitian under whose guidance the internship is being undertaken. In accordance with the schedule and considering the aspects/points of interest to be addressed as part of the internship programme the internship supervisor will plan the three months training schedule for Learners.

11. The student should review the functioning of the department with respect to administration, therapeutic services and research and training by getting hands down experience in these areas.

12. The student should record the activities undertaken and their experience in this internship manual itself as per the format presented in the manual.

13. The tasks assigned, experiences, report on the activities undertaken, problem points, report the difficulties/problems encountered to the supervisor on a regular basis.

14. Submission of the internship report (manual) including administrative information on the host organization and its dietary department, 9 different therapeutic/hospital diets prescribed and served, policies followed by the hospital, case studies observed and maintenance of a daily work sheet of the activities undertaken by the learners are required.

15. At the end of the three months, the record of all the activities undertaken as part of the internship programme, duly authenticated by the chief dietitian/dietitian in charge, must be sent for evaluation to

    Registrar SED, IGNOU, Maidan Garhi New Delhi 110068

16. Evaluation by Supervisor: Internship report and the conduct/performance during the internship period will be evaluated by the chief dietitian/dietitian in-charge (internship supervisor). This internal assessment will carry 60% weightage.

17. External Evaluation: The internship report submitted to the SED at IGNOU headquarters shall be evaluated in the order received. The internship report will be sent to an expert for evaluation. This evaluation will carry 40% weightage.

Programme   MSW (MSWL016)

Activity to be performed

1. The internship should be done in one organization/institute/social welfare agency for one month which is mandatory under the supervision of an approved FWS (by IGNOU) provided at the study centre having at least MSW/MA (Social Work) as qualification. The Internship is required to be done under the guidance of the field work supervisor from the agency.

2. The allocation of field work supervisor for internship will be done by LSC/RC. Contact details of such guides will also be displayed on the web site and students will be advised to contact the guides directly.

3. The field work supervisor MSWL - 015 will facilitate the student for Internship by helping the student in finding an agency, seeking necessary permission, issuing necessary letters and finally forwarding the evaluated journal to -

   Registrar, Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi-110068.

4. It will be the duty of students to take prior appointments with guide and seek his guidance

   The Internship Report has to be written in separate Journal, wherein the learners have to write the details of profile of agency, Community and House hold survey.

5. The field work supervisor (internal) will be giving marks out of 100. After evaluation the report will be submitted to the Study Centre. The coordinator will forward the field book journal to IGNOU New Delhi.

6. The learner should retain the duplicate/photocopy of Internship Report before submitting the same to the study center for forwarding to the University.

7. The journal will be evaluated by faculty (external) SOSW, IGNOU will be assigning marks out of 100.

Programme MSW(Counselling) (MSWL049)

Activity to be performed

1. Internship should be done in one organization/institute/ social welfare agency for one month which is mandatory under the supervision of a professionally qualified social worker who has done MSW/MA (social work). The internship is required to be done under the guidance of the same field work supervisor from the study center.

2. The allocation of guide for internship will be done by LSC/RC. Contact details of such guides will also be displayed on the web site and students will be advised to contact the guides directly.

3. It will be the duty of students to take prior appointments with guide and seek his guidance

4. The internship guide will make the placement of students in a community setting to facilitate the work of the students.

5. The evaluation for "Internship" would be done both by the same field work supervisor and by the faculty from SOSW, IGNOU HQ.

6. The field work supervisor (internal) will be giving marks out of 100. After evaluation the report will be submitted to the Study Centre. The coordinator will forward the field book journal to IGNOU New Delhi.

7. The learner should retain the duplicate/photocopy of MSWL-049 before submitting the same to the study center for forwarding to the University.

8. The journal will be evaluated by faculty (external) SOSW, IGNOU will be assigning marks out of 100.

9. Due to pandemic, some changes have been brought for internship. The details are available on http://ignou.ac.in/userfiles/Guildelines%20for%20SOSW-P(1).pdf

Programme MSC (CFT)

Activities to be performed

1. Each intern is required to undergo training under the guidance of a supervisor (a counselor or a family therapist with requisite qualification and at least 5 years of relevant work experience) who has to be approved by the programme coordinators IGNOU HQs Delhi.

2. The internship work may be undertaken in specified settings (as given in manual for internship) such as an approved Government or private hospital, institute, school, rehabilitation center, health center, remand home, family guidance center, child guidance center or any such allied settings, including community and neighborhood

3. The students can start their internship only after successfully completing all the courses of the first year as well as after having submitted the assignments of second year theory courses theory courses and having submitted the supervised practicum files of the 3 theory courses of the second year.

4. It is the duty of the incharge of PSC Incharge or the Study Centre coordinator to verify that student has cleared the first year courses and submitted the second year assignments and supervised practicum files.

5. The students are permitted to identify the supervisor/Guide under whom they wish to do their internship, as well as internship center(s) where they would like to do their internship work. In such a case the student must provide the biodata of the proposed supervisor/guide for internship to the programme incharge of the PSC or study centre coordinator. Whether identified by the student or the PSC/SC the biodata of the proposed supervisor/guides for the internship must be forwarded by the PSC/SC to the Programme Coordinators at IGNOU HQs for approval. The information should be sent through concerned Regional Centre.

6. Only after this approval is granted, should the programme in charge at LSC/SC permit students to do internship under the particular supervisor. Once approved the supervisor/guide may form a part of the panel available to future students at the PSC/SC

7. The internship supervisor at any given time shall have a maximum of only 6 learners/intern attached to him/her.

8. Internship is to be carried out as per the stipulations given in the Internship Manual, and is compulsory for the award of M.Sc. (CFT) degree. The activities to be carried out under Internship are stipulated in the Internship Manual

9. At the end of 180 hours of internship duration(consisting of 45 working days @ 4 hours of work per day) , learners will submit the internship report duly verified and evaluated by the respective Academic Counselor/Guide to the Student Evaluation Division of the University for external evaluation. If the internship takes more time than this scheduled duration, then learner can rearrange his/her work accordingly, but only after discussing it with supervisor. The maximum permissible duration for internship is four months. Once the supervisor has been allotted, the supervisor would be committed to learner for internship work from a minimum 45 working days to a maximum four months.

10. If for any reason a student is not able to complete the work in a maximum duration of four months, the student has to start afresh and would be treated as a new student to supervisor. Student is not permitted to hop between different supervisors. If the student has to change the supervisor , then it should be done in the beginning itself; once the work assigned starts no changes are permissible.

11. If the learner wishes the marks of the internship to be included in the TEE June, then his/her internship report must reach to -
   Registrar, SED IGNOU HQs Maidan Garhi New Delhi
   latest by **30th April**. In case the internship report is submitted after **30th April**, and before **31st October**, marks would be included in December TEE marksheet

12. Evaluation of Internship will be done by Supervisor (50 out of 100 marks) and by the External Evaluator (50 out of 100 marks). External evaluator has the right to moderate the marks obtained from internal evaluation.

13. Student must score 40% separately in both internal evaluations carried out by Supervisor/Academic Counselor and external evaluation. If the student fails in any one of these components, they will have to repeat Internship.

Programme MA (Women & Gender Studies)/PG Diploma in Women & Gender Studies (MGSP-001 & MGSP-002)

Activities to be performed

1. Learners have an option to do a one-month internship in an NGO/Other approved organization in place of research project

2. Learners can choose their organization for internship with intimation to the Programme Coordinators (MAGD), School of Gender and Development Studies, Block 15 B, New Academic Building, Maidan Garhi, New Delhi-110 068 or by email at athomas@ignou.ac.in, and guma@ignou.ac.in as Internship Coordinators.

3. Learners can choose from organizations active in gender and development work or organizations attempting to become active in gender and development work or receptive to inculcating or developing a gender-sensitive organizational culture.

4. The head of the organization or any person who is nominated by the head of the organization can facilitate the learner as an Internship Counselor.

5. Faculty/experts designated by faculty will provide support in case they need any academic advice /input. Qualifications for Internship Counsellor should be as per the guidelines given in Programme Guide (Page No-61)

6. The CV of the proposed Internship Counsellor should be sent by ``the learner to the Director, School of Gender and Development Studies and Programme Coordinator, MAGD), School of Gender and Development Studies, MaidanGarhi, IGNOU, New Delhi-110 068 for approval

7. In the Internship/Field-Based Research Project Courses (MGSP-001 and MGSP-002), 100% weightage would be accorded to the Internship Report or Research Project Report submitted.

8. Learners should spend 120 hours for completing internship in an organization/institute which includes working in an organization, meeting counselors for clarifying doubts and writing an Internship Report.

9. Pre-requisites for evaluation of the Research Project Report are as follows: Certificate of Bonafide Work/ Certificate of Satisfactory Completion of Research Project (Certificates would be issued by the Project Counselors and attached with the Project

Report).Evaluation of the Research Project Report by approved evaluators would be based on criteria including relevance and scope; current literature review; attention to detail in setting and fulfilling project objectives; adopting suitable research design, methodologies, methods, tools and techniques; use of statistics (where appropriate), and deriving relevant meaningful conclusions, implications and recommendations.

Programme PGDMH (MPCA-55)

Activities to be performed

1. MPCA 055(Internship) will be carried out at a Work Centre under an approved supervisor there. The learner will complete different activities as prescribed at the work centre. The Practical will be carried out at the Work Centre attached to the concerned Regional Centre that has agreed to provide training facilities. The learner needs to get in touch with the Supervisor at the Work Centre to carry out his/ her practical training.

2. The learner may also do the practical at his/ her workplace provided necessary requirements are fulfilled. In this regard, the learner needs to submit the Certificate (Appendix-I) duly signed by the Head/ Director of the Hospital/ Institution/ University along with the Consent letter from the supervisor (Appendix-III) including his/ her bio-data. The Supervisor has to be from the same place where the learner is working. The learner will submit both these to the Programme Coordinator (PGDMH), Discipline of Psychology, IGNOU, New Delhi for approval

3. The learner is required to put in 240 hours of work at the Work Centre. If the learner devotes 3 hours per day, then he/ she has to spend 2 months and 20 days to complete the 240 hours of supervised practical training. The learner will observe cases being handled by the clinical psychologist/ psychiatrist in the hospital or institution. S/he will learn about assessment and diagnosis, including interviewing, case history taking, conducting mental status examination and therapeutic interventions.

4. Learners will be closely supervised by the supervisor who will give them feedback about their performance. The supervisor is required to help and guide the learner in carrying out the various activities of the Practical. S/he should interact and discuss cases with the learner.

5. For this there is a need to schedule a learner-supervisor conference as and when needed, preferably once in 15 days. The supervisor can include all the learners s/he is supervising in the conference. The supervisor needs to provide cases, case vignettes to the learner. The supervisor will expose the learner to case history taking and conducting mental status examination of the patients. The learner can then take case histories and carry out MSE

on his/her own. Further, the learner can also be part of the treatment team and learn about the therapeutic interventions. The supervisor can also give the learner some materials to read if necessary. The supervisor may advise the learner on professional development. The supervisor must make sure that the learner is not demoralized in any way and reinforce the positive aspects in the learner while pointing out clearly how the errors could be corrected and what the learner should do on his or her part.

6. The Handbook on Practical has mentioned some items with regard to certain criteria for self evaluation by the learner and evaluation by the Supervisor. Both the supervisory evaluation and the learner's evaluation may be discussed at the evaluation conference between the supervisor and the learner. This evaluation conference is to make the learner understand how far s/he has acquired the needed skills and proficiency in dealing with patients/clients.

7. Learners/trainees are required to work with complete commitment and dedication and must follow the standards of ethical and professional conduct. Each institution/organization has its own ethical and professional standards. The learners need to adhere to these standards and display professionalism in their manner and functioning.

8. The learner has to maintain a diary regarding his/ her activities of each day at the hospital/ institution/clinic where s/he is carrying out the practical. The diary will help the learner in further discussion and clarification with regard to cases with the supervisor.

9. At the end of practical training, the learner has to prepare a report of the various activities carried out, using the format for writing the Report.

10. The learner should attach the certificate of completion (Appendix VI) in the Report. The learner will submit the Practical Report at the Regional Centre and take acknowledgement (Appendix-IV)

11. The Term End Examination (TEE) of MPCL-055 consists of evaluation of the Practical Report and Viva-Voce by the External Examiner. The learner has to appear in the TEE of MPCL-055 on the date scheduled by the Regional Centre. S/he also to pay the examination fee for appearing in the TEE of MPCL-055. The examiner is to be selected from the approved list provided by the Discipline of Psychology. The examiner will go through the Report and conduct the viva of each learner. The evaluation consists of the following: Practical Report – 15 Marks Viva-Voce – 25 Marks The viva voce will be

organized by the regional center on any day as per their convenience during the time period.

Programme Diploma in Event Management (BHCP 11)

Activities to be performed

1. For Internship learner will attach himself/herself with an Event Management Company and becoming a part of an event team to organize and execute an event as per the guidelines given in Internship Manual

2. The schedule for internship will largely depend upon the category/type of event learner will be working upon. It can range from one month to four months. The number of hours the learner put in every day may also vary based on in learners' inputs in event activities.

3. Learner will submit internship report in the form of file as per the structure given in internship manual. However, the learner may change in sequence of activities based on the type/category of event s/he is engaged in. Learner can also add a greater number of subheadings in to the prescribed structure.

4. There are two levels of evaluation of Internship. The first level is evaluation of the Internship Report at the Event Management Company by the event manager / event organizer / event planner after the Internship is completed. This evaluation is called 'external evaluation.' The internship report file has to be shown to internship supervisor under whom learner worked in event company/firm. The internship supervisor will evaluate the internship report file (70 % weightage). This is first level of evaluation and is called external evaluation.

5. After evaluation by supervisor (external evaluation) the internship report file has to be submitted for internal evaluation to student evaluation division (SED) at IGNOU HQs. The internship report will be sent to an expert for evaluation at following address:

DEVMT Internship Report-BHCP-011

Students Evaluation Division

Indira Gandhi National Open University

Maidan Garhi, New Delhi-110068

6. This level of evaluation is called 'internal evaluation.' The internal evaluation of the Internship Report File carries the remaining 30 per cent weightage.

Programme Certificate in Community Radio (CHR)

Activities to be performed

1. The regional center will inform about the internship during the Induction Programme. The students will inform to choose the nearest Community Radio and to inform the RC so that RC can issue a reference letter for completing the internship.

2. The Programme Counselor for Internship will be either the-Station Manager or a senior person attached to the Community Radio Station. This person is a professional with expertise in running a Community Radio Station. He/ She will also act as the link: between the Regional Programme Center of IGNOU and the Community Radio Station.

3. In a community radio station usually, a Technical Supervisor is appointed as staff member who is in charge of all equipments, maintenance and technical aspects of broadcast operations. The Technical Supervisor is expected to guide the learners in the right ways of using the technical equipments, and will help them to observe recording sessions and direct broadcast of live programmes and answer their queries on equipment and their usage.

4. Community Volunteers are not regular staff members of the station, but they are life-line of the station. The Programme Counselor will assign one suitable community volunteer for each learner during the internship period.

5. Internship at a CR station is mandatory. Learners will have to go to a CR station within your state and preferably close to their regional study centre. The choice of the CR station will be decided by IGNOU. Learners can choose the dates from the time slots given to them but they will have to attend the internship to qualify for the final assessment/examination.

6. The daily work schedule has been planned in great detail. In the internship manual for each day of internship, observation reports as well as practical work has been given.

7. Learners are also expected to attend the programme meetings of the Station Manager/ Production In-Charge.

8. Learners should ensure that they complete the Internship Assignments and hand them over to the Programme In charge. Each learner expected to put in at least 12 hours daily

for during the internship at the CR Station and work for another few hours to complete the Assignments and the Final Project.

9. There are 8 Assignments included in the Internship which each student will have to complete during the 10 day-stay at the CR Station.

10. No specific work has been assigned on the 9th and 10th days of internship. The time has been allotted to complete any residual work left over from the earlier assignments and for the completion of the assigned work.

Standard Operating Procedure for Project Work

(Master Degree Programme)

Programme MAPC (MPCE- 16/26/36)

Activity to be performed

1. Learners will have to prepare a synopsis as per the guidelines given in their programme guides/project handbook and submit the same at Regional Centre. Learner can submit it online or alternatively through hard copy by post. Learners need to retain a copy of the synopsis.

2. List of empaneled supervisors will be put on the website by Regional Centre. However, students will have the option to choose any guide as per the criteria laid down in the project handbook.

3. Incase if the learner chooses to identify their own guide, they will have to attach bio-data of proposed guide with synopsis for approval.

4. The Regional Centre will then send the synopsis to the Programme Coordinator, Discipline of Psychology, SOSS, IGNOU, New Delhi. The synopses will be evaluated by the faculty.

5. The approval for the synopsis will be communicated by RC. Students will start to work on the project only after the approval of the synopsis. RC will put the list of approved synopsis in the website.

6. After completion of project work the learner will submit the Project report at the Regional Centre only.

7. The Regional Centre will make appropriate arrangements for the evaluation of the Project reports by the external examiner. Thereafter a date will be finalized by the Regional Centre for conduction of the viva-voce by the same external examiner. The schedule of viva-voce will be displayed on the website.

Programme - MEC (MECP-101)

Activity to be performed

1. Learners will prepare a synopsis as per the guidelines given in their Programme Guides/Project Guide and submit hard copy the same at -

   To,

   Course Coordinator MECP-101 Course M.A. Economics Programme

   Block 'F' School of Social Sciences

   IGNOU, Maidan Garhi New Delhi – 110068

2. Learners need to retain a copy of the synopsis.
3. All approved Academic counselors are eligible to act as supervisors for Project Work.
4. A list of supervisors will be available with the Coordinator of the Learner Support Centre. Regional Centre will put the list on the website also. Students will have the option to choose any guide as per the criteria laid down in the project handbook. However, if they choose to identify their own guide, they will have to attach bio-data of proposed guide with synopsis.
5. The project proposal and the name of the supervisor will be approved by the faculty of economics of the university at the HQs. Students will start to work on the project only after the approval of the synopsis
6. After completion of project work the learner will submit one hard copy along with a CD containing the soft copy of the report on the following address for evaluation -

   To

   The Registrar

   Student Evaluation Division

   Indira Gandhi National Open University

   Block 12, Maidan Garhi,

   New Delhi – 110 068

Programme – MLIS (MLIP-002)

Activities to be performed

1. Learners will prepare a synopsis in consultation with the supervisor as per the guidelines given in their Programme Guides/Project Guide and submit hard copy the same at

    To

    The Programme Coordinator (MLIS),

    Faculty of Library and Information Science,

    School of Social Sciences,

    Academic Complex, Block-F,

    IGNOU, Maidan Garhi, New Delhi - 110068

2. Approved Academic counselors are eligible to act as supervisors for Project Work. A list of supervisors will be available with the Coordinator of LSC.

3. Regional Centre will also make efforts to put the list of supervisors on the website of Regional Centre.

4. Students will have the option to choose any guide as per the criteria laid down in the project handbook. However, if they choose to identify their own guide, they will have to attach bio-data of proposed guide with synopsis.

5. A written communication regarding approval/ non-approval of the project will be sent to the student by the Programme Coordinator as per schedule mentioned in the Project Guide.

6. Students will start to work on the project only after the approval of the synopsis. After completion of project work the learner will submit one hard copy of the report on the following address for evaluation:

    To

    The Registrar

    Student Evaluation Division

    Indira Gandhi National Open University

    Maidan Garhi, New Delhi – 110 068

Programme – MAAN (MANP-001)

Activities to be performed

1. Learners will prepare the research proposal based on the guidelines given in the fieldwork manual as well as guidance given by the supervisor and submit hard copy through registered/speed post only at -

To

The Programme Coordinator of the (MAAN)

Discipline of Anthropology,

School of Social Sciences,

Academic Complex, Block – F,

Indira Gandhi National Open University

Maidan Garhi, New Delhi – 110 068

2. Approved Academic counselors of MAAN are eligible to act as supervisors for Project Work. A list of supervisors is available with the Coordinator of Study Centre. Regional Centre will also make efforts to put the list on the website of Regional Centre.

3. Students will have the option to choose any guide as per the criteria laid down in the Fieldwork Manual. However, if they choose to identify their own guide, they will have to attach bio-data of proposed guide with synopsis for approval.

4. A written communication regarding approval/ non-approval of the project will be sent to the student by the Programme Coordinator as per schedule mentioned in the Fieldwork Manual.

5. Students will start to work on the project only after the approval of the synopsis. After completion of project work the learner will submit the Project report at the Regional Centre only.

6. The Regional Centre will get the Project reports by the external examiner, and will finalize the dates for viva-voce examination. The learners will be informed accordingly and the schedule of viva-voce will also be displayed on the Regional Centre's website.

Programme - MARD (MRDP-1)

Activities to be performed

1. Learners will prepare the research proposal based on the guidelines given in the fieldwork manual as well as guidance given by the supervisor and submit hard copy only to the supervisor for approval. He/She will go through the same and give the approval.

2. Approved Academic counselors of MARD are eligible to act as supervisors for Project Work. A list of supervisors will be available with the Coordinator of Study Centre. Regional Centre will also make efforts to put the list on the website of Regional Centre.

3. Students will start to work on the project only after the approval of the synopsis. After completion of project work the learner will submit the Project report at

To

The Registrar

Student Evaluation Division

Indira Gandhi National Open University

Maidan Garhi, New Delhi – 110 068

Programme MSCDFSM (MFNP-12)

Activities to be performed

1. Learners will prepare the research proposal based on the guidelines given in the dissertation manual as well as guidance given by the supervisor and submit hard copy only to the supervisor for approval. He/She will go through the same and give the approval.

2. Approved Academic counselors of MSCDFSM are eligible to act as supervisors for Project Work. A list of supervisors will be available with the Coordinator/PIC of Study Centre. Regional Centre will also make efforts to put the information on the website of Regional Centre.

3. Students will start to work on the project only after the approval of the synopsis by the academic counselor/supervisor within a specific time period. After completion of project work the learner will submit the Project report to the Coordinator/Programme In-charge.

4. The Coordinator/Programme In-charge will make appropriate arrangements for the evaluation of the Project reports by the external examiner. Thereafter a date will be finalized by the Coordinator/Programme In-charge for conduction of the viva-voce under intimation to Regional Centre. The viva-voce will be conducted at the study centre or any other place specified by the coordinator/programme in charge and/or the Regional Director, IGNOU. The schedule of viva-voce will be displayed on the website of Regional Centre.

Programme – MSCCFT (MCFTP-2)

Activities to be performed

1. The learners need to commence the dissertation work only after having successfully completed all the courses (theory as well as supervised practicum) comprising the first year of the M.Sc.(CFT) programme. This is a pre-requisite for the dissertation component of the programme of study.

2. Learners will prepare the Research Proposal based on the guidelines given in the dissertation manual as well as guidance given by the supervisor and submit hard copy only to the supervisor for approval. Learners are required to get their research proposal approved by their Guide/Supervisor.

3. No further approval is required. However, learner must provide a copy of the approved proposal to the Programme Incharge/coordinator of the study center for records.

4. A list of supervisors is available with the Coordinator/PIC of the Study Centre. Regional Centre will also put it on the notice board of the study centre and uploaded in the website of Regional Centre.

5. Learners may Consult the Programme In-charge/coordinator of the Study Centre for allotment of approved Dissertation Guide/Counsellor. Learners may also identify the dissertation counsellor/supervisor/guide on their own from the programme study centre or an expert from outside (with relevant qualifications and subject background).

6. However, if they choose to identify their own guide, they will have to attach bio-data of proposed guide with synopsis and send to the Programme Coordinators at IGNOU Headquarters for approval.

7. Learners may start dissertation work under the proposed supervisor/guide, only after the approval has been granted by the Programme Coordinators at IGNOU, Headquarters.

8. Learners will be informed of the approval through the Programme Incharge/Coordinator, and are requested to stay in touch with the Programme Incharge for the purpose.

9. On being assigned an approved Guide/Supervisor by the Programme Incharge, the student is allowed a time period of eight months to complete the dissertation work and submit the dissertation report. Failure to do so would require fresh approvals, and the

student may then be assigned the same or a different Guide by the Programme In charge through mutual consent.

10. The time would start from the date of communication of approval of the proposed Guide by the Programme Coordinators at IGNOU Headquarters by the Programme Incharge, or if student is assigned an already approved Guide, the commencement of the eight month period would be from the date of allotment by the Programme Incharge.

11. Students should be strictly advised not to pay any fees/remuneration to the Dissertation Guide/ Supervisor, as the University has the provision for paying remuneration to the Guide.

12. After completion of dissertation work the learner will submit the dissertation report at:

To

The Registrar

Student Evaluation Division,

Indira Gandhi National Open University,

Maidan Garhi, New Delhi – 110068

13. The University will require about 4 to 6 months completing the evaluation process before grades/ results are declared.

Programme MSW (MSWP-001)

Activities to be performed

1. Learners must start their project work once they have completed the courses of first year and re-registered for second year.

2. Learners may contact Study Centre Coordinator for allotment of supervisor for project work. Usually, one of the Academic Counsellors of MSW will guide the student as supervisor.

3. Learners will prepare the research proposal based on the guidelines given in the project manual as well as guidance given by the supervisor and submit hard copy only to the supervisor for approval. Learners are required to get their research proposal approved by their Guide/Supervisor.

4. After getting project proposal approved by the supervisor, learners should start developing tools for data collection as mentioned in the project manual. The analysis of the data has to be presented in the form of a report as mentioned in the project manual. The approved original research proposal will be bound along with the final project report and it wil be submitted at:

To

The Registrar

Student Evaluation Division,

Indira Gandhi National Open University,

Maidan Garhi, New Delhi – 110068 NOU.

5. The University will require about 4 to 6 months completing the evaluation process before grades/results are declared.

Programme MAEDU (MESP-1)

Programme to be performed

1. After identifying and formulating the research problem. Learners are required to prepare a synopsis for dissertation.

2. Learners will prepare the synopsis based on the guidelines given in the handbook on dissertation work as well as guidance given by the supervisor and submit the same at Regional Centre. List of empaneled supervisors will be put on the website by Regional Centre.

3. RC is required to get their synopsis approved by empaneled subject expert/external.

4. The approval for the synopsis will be communicated by RC. Students will start to work on the dissertation only after the approval of the synopsis. RC will put the list of approved synopsis in the website.

5. After completion of project work the learner will submit the Project Report at the Regional Centre only.

6. The Regional Centre will make appropriate arrangements for the evaluation of the Project reports by the external examiner. Thereafter a date will be finalized by the Regional Centre for conduction of the viva-voce by the same external examiner. The schedule of viva-voce will be displayed on the RC website.

Programme MADE (MDEP-420)

Activities to be performed

1. Based on their understanding of the subject, experience in the field and interest, learner should decide a topic (from the theme areas suggested or any other relevant to Distance Learning mentioned in the handbook on project work) to work upon for the completion of the project work.

2. After identifying and formulating the research problem, learners are required to prepare a synopsis for dissertation.

3. For allotment of supervisor learners have to contact to the STRIDE, IGNOU New Delhi.

4. Learners will prepare the synopsis based on the guidelines given in the handbook on dissertation work as well as guidance given by the supervisor and submit the same at –

To

Course Coordinator, MDEP-420,

Room No. 18, Block 14,

Staff Training and Research Institute of Distance Education (STRIDE),

Indira Gandhi National Open University (IGNOU)

Maidan Garhi, New Delhi-110068

5. STRIDE is required to get their synopsis approved by course coordinator and other faculty or subject expert and communicate the approval to the concerned learner.

6. Learners have to incorporate the suggestions/comments (if any) in the proposal as given by STRIDE supervisor when they receive the same. Once it is approved by STRIDE supervisor, learner may start working on the project as per the guidelines mentioned in the handbook of project work.

7. After completion of project work the learner will submit two copies of the Project report at -

To

The Registrar,

Student Evaluation Division (SED)

IGNOU, Maidan Garhi, New Delhi – 110068

Programme – MAAE (MAEP-001)

Activities to be performed

1. The student will start dissertation work in the second year of the programme by way of submitting a research proposal on a problem either related to the compulsory courses (of first or second year) or the optional (i.e. elective) courses of the programme or any other aspect area of adult education that has relevance to the programme.

2. Learners will prepare a synopsis as per the guidelines given in their programme guides/project handbook and submit the same at Regional Centre. Learner will carry out his dissertation work under the supervision of an approved supervisor.

3. List of empaneled supervisors will be put on the website by Regional Centre.

4. However, students will have the option to choose any guide as per the criteria laid down in the project handbook. However, if they choose to identify their own guide, they will have to attach bio-data of proposed guide with synopsis.

5. Once the proposal is approved, it will be sent to Learner by the Regional Centre. After completing the dissertation work on the approved proposal, the student will submit two copies of dissertation to the Regional Director of the concerned Regional Centre, towards the end of the second year preferably before the Term-End Examination, for evaluation.

6. The Regional Centre will make appropriate arrangements for the evaluation of the Project reports by the expert in the field of adult education or allied areas fields.

7. Thereafter a date will be finalized by the Regional Centre for conduction of the viva-voce by the same external examiner. The schedule of viva-voce will be displayed on the website.

Programme MTTM (MTTM-16)

Activities to be performed

1. After identifying the area of study and a proper topic, learner will prepare a Proposal/Synopsis as per the guidelines given in their programme guides/project handbook as well as in consultation with the supervisor.

2. Learner need to send the hard copy of the synopsis/proposal (preferably typed), obtain the approval of Supervisor on the format given in the handbook and has to send on the following address for approval:

To

The Programme Coordinator (MTTM),

School of Tourism and Hospitality Services Management (SOTHSSM),

Block No.15, 2nd Floor,

Indira Gandhi National Open University (IGNOU),

Maidan Garhi, New Delhi - 110 068

3. All approved academic counsellors of the MTTM programme at the study centers are recognized as supervisors for guiding dissertations. A list of supervisors is available with the Coordinator of the Study Centre.

4. However students will have the option to choose any guide as per the criteria laid down in the project handbook. However if they choose to identify their own guide, they will have to attach bio-data of proposed guide/supervisor with synopsis for approval.

5. A written communication regarding the approval/non-approval of the Dissertation proposal will be sent to the student. The approval should normally reach to the learner within a month of the receipt of the proposal in the School.

6. Learner should begin on the Dissertation only after obtaining the approval from Programme Coordinator MTTM.

7. The Letter of Proposal Approval should be attached in with final Dissertation Report as and when learner will submit it. Learners need to retain a copy of the Letter of Proposal Approval and synopsis.

8. After completing the dissertation work on the approved proposal, the student will submit one copy of dissertation at:

To

The Registrar,

Student Evaluation Division (SED),

Block-12, Indira Gandhi National Open University (IGNOU)

Maidan Garhi New Delhi - 110 068

9. Upon its submission, dissertation will be sent to an examiner for evaluation and the grades will be upgraded in declaration of results.

Programme MADVS (MDVP – 117)

Activities to be performed

1. After identifying the area of study and a proper topic, learner will prepare a Proposal/Synopsis as per the guidelines given in their Programme guides/project handbook as well as in consultation with the supervisor.
2. All approved academic counsellors of the MADVS Programme at the study centers are recognized as supervisors for guiding project.
3. A list of supervisors is available with the Coordinator of the Study Centre.
4. However, students will have the option to choose any guide as per the criteria laid down in the project handbook. However, if they choose to identify their own supervisor/ guide, they will have to attach bio-data of proposed guide/supervisor with synopsis for approval.
5. Learner need to send (a) Filled in Project Proposal Proforma signed by the supervisor (Annexure-II) (b) One copy of the typed Project Proposal (4 to 5 pages) and (c) Bio-data of the supervisor (2 pages with complete contact details, email, mobile number, academic background, work experience etc) for approval to:

To,
The Project Coordinator (MADVS)
School of Extension and Development Studies (SOEDS)
Block 15-F IGNOU Maidan Garhi New Delhi-110068

7. Students are advised to retain a copy of the synopsis.'
6. A written communication regarding the approval/non-approval of the project will be sent to the student within four weeks of the receipt of the proposal in the school through e-mail and by post.
7. In case of non-approval of the proposal, the comments/suggestions for reformulating the project will be communicated to the student.
8. In such case the revised project proposal should be submitted with revised project proposal proforma and a copy of the rejected project proposal, project proposal proforma bearing the comments of the evaluator and P.P. No. (Project Proposal Number) allotted.
9. Learner should begin on the project work only after obtaining the approval from Project Coordinator MADVS.

10. The Letter of Proposal Approval should be attached in with final project Report as and when learner will submit it. Learners need to retain a copy of the Letter of Proposal Approval and synopsis.

11. After completing the project work on the approved proposal, the student will submit one typed hard bound copy of the project report with a cover letter to:

To

The Assistant Registrar (Project Section),

Students Evaluation Division,

IGNOU Maidan Garhi New Delhi-110 068

12. With cover letter, students should attach supervisor's Remuneration Bill for Guidance of Project Work available in the project handbook.

Programme – MAEDS (MEDSP – 004)

Activities to be performed

1. The students will initiate the Project Work - I in the second month of admission to the programme, and submit it before six months, that is, before appearing for the term end examination of the PG Certificate level programme in Extension and Development Studies. The completion of Project-I work is compulsory for PG Certificate, PG Diploma, and MA in Extension and Development Studies

2. The students will conduct project work in any of the topics of the core courses covered in the PG Certificate level programme (covered during the first six months).

3. Learner need to prepare a Proposal/Synopsis as per the guidelines given in their programme guides/project handbook as well as in consultation with the supervisor and submit the same at Regional Centre.

4. All approved academic counsellors of the MAEDS programme at the study centres are recognized as supervisors for guiding project. A list of supervisors is available with the Coordinator of the Study Centre/Regional Centre.

5. The Regional Director will send the proposal back to the students after getting it approved by an expert in extension and development studies.

6. After completing the project work on the approved proposal, the student will submit one typed hard bound copy of the project report at Regional Centre only.

7. The Regional Centre will send the project report to SED for evaluation.

To

The Assistant Registrar (Project Section),

Students Evaluation Division,

IGNOU Maidan Garhi New Delhi-110 068

Programme MAEDS (MESP – 017)

Activities to be performed

1. Learner needs to select the topic for project by going through the project handbook and some of the broad areas and topics for project proposals are given in the handbook

2. Learner need to prepare a Proposal/Synopsis as per the guidelines given in their Programme guides/project handbook as well as in consultation with the supervisor and submit the same to supervisor.

3. The final proposal must be approved by the supervisor before proceeding for data collection.

4. All approved academic counsellors of the MAEDS Programme at the study centers are recognized as supervisors for guiding project. A list of supervisors is available with the Coordinator of the Study Centre/Regional Centre.

5. The supervisor will return the proposal to the students after approval.

6. Learners may conduct survey for the collection of data for their topic. After data collection they will conduct analysis and write report.

7. After completing the project work on the approved proposal, the student will submit one typed hard bound copy of the project report at Regional Centre only.

8. The Regional Centre will send the project report to SED for evaluation:

To

The Assistant Registrar (Project Section),

Students Evaluation Division,

IGNOU Maidan Garhi

New Delhi-110 068

Programme - MSCMACS (MMTP – 001)

Activities to be performed

1. Learners are advised to choose a project which has a direct relevance to their day-to-day activities. A sample list of some of the projects is given in the guide.

2. However, it is not mandatory for learner to choose a project from the given list. Learner can formulate a project problem on their own or with the help of project supervisor.

3. All approved academic counsellors of the MSCMACS programme at the study centres are recognized as supervisors for guiding project. A list of supervisors is available with the Coordinator of the Study Centre/Regional Centre.

4. After preparing the proposal learner should submit the proposal along with the Project Proposal Proforma, duly filled and signed by learner as well as project supervisor, to the Programme Facilitator of their Programme Study Centre. Learner must retain a photocopy of the complete Project Proposal (along with the Project Proforma) for future reference.

5. Programme Facilitator will communicate the approval/non-approval of project proposal within a month of receiving the proposal. In case of non-approval, the suggestions for improvements/reformulation will be communicated to learner by the Programme Facilitator.

6. Learner can resubmit the revised proposal along with a new proforma and a copy of earlier project proposal proforma which was not approved, to the Programme Facilitator.

7. A project proposal, once approved, is valid for one year (two slots). In case, learner is unable to submit project report in the two scheduled slots, then learner will have to submit a fresh proposal for the approval.

8. After receipt of the project approval from the Programme Facilitator learner may carry out the project work and prepare the project report.

9. After completing the project work on the approved proposal, the student will submit one typed hard bound copy as well as the CD containing the soft copy of the project report to

To
The Registrar,
Student Evaluation Division,
IGNOU, Maidan Garhi, New Delhi-110 068

10. The learner has to appear for the viva-voce at Programme Study Centre as per the intimation by the Programme Facilitator.

Programme MBA (MS-100)

Activities to be performed

1. Learner can take up Project Course only after registering for MS-1 to MS-11 and MS-95 courses.

2. Learners will prepare a synopsis as per the guidelines given in the Programme guides/project handbook and in consultation with the supervisor and send hard copy of the project synopsis, which must be duly signed by the guide) by post to:

To

The coordinator (PROJECTS),

School of Management Studies,

IGNOU, Maidan Garhi,

New Delhi-110068

for approval.   The learner can take any topic / theme from his / her area of specialization

3. All approved academic counselors of the Management Programme (MP) having relevant experiences at the study centres are recognized as supervisors for guiding project.

4. A list of supervisors is available with the Coordinator of the Study Centre/Regional Centre. However, students will have the option to choose any guide as per the criteria laid down in the project handbook. However, if they choose to identify their own guide, they will have to attach bio-data of proposed guide with synopsis for approval.

5. In case the proposed supervisor is not acceptable to the faculty, the student shall be advised so, and in such cases the student should change the supervisor and resubmit the proposal.

6. Hence the student will submit project proposal afresh with the signature of the new supervisor, as it will be considered as a new proposal.

7. Similarly, if a student wants to change his/her supervisor for any reason, s/he would be required to submit the project proposal along with the signature of the new supervisor on a new project proposal proforma, as it would be considered as a new proposal.

8. A written communication regarding the approval/non-approval of the project will be sent to the student within eight weeks of the receipt of the proposal in the School.

9. In case of non-approval of the proposal the comments/suggestions for reformulating the project will be communicated to the student. In such case the revised project synopsis should be submitted with revised project proposal proforma and a copy of the rejected synopsis and project proposal proforma bearing the comments of the evaluator and P.P. No. (Project Proposal Number) allotted by the School of Management Studies.

10. After receipt of the project approval from the coordinator (PROJECTS) learner may carry out the project work and prepare the project report.

11. After completing the project work on the approved proposal, the student will submit one typed hard bound copy of the project report to the Registrar (SED), IGNOU, Maidan Garhi, New Delhi-110 068.

12. Students should keep a copy of the Project Report with them. The Project Report will not be returned to the student.

Programme MPB (MS-100)

Activities to be performed

1. Learner can take up Project Course only after registering for MS-1 to MS-11 and MS-95 courses.

2. Learners will prepare a synopsis as per the guidelines given in the programme guides/project handbook and in consultation with the supervisor and send hard copy of the project synopsis, which must be duly signed by the guide) by post at –

To,

The Coordinator (PROJECTS),

School of Management Studies,

IGNOU, Maidan Garhi, New Delhi-110068

for approval.

3. All approved academic counselors of the Management Programme (MP) having relevant experiences at the study centers are recognized as supervisors for guiding project.

4. A list of supervisors is available with the Coordinator of the Study Centre/Regional Centre. However students will have the option to choose any guide as per the criteria laid down in the project handbook. However if they choose to identify their own guide, they will have to attach bio-data of proposed guide with synopsis for approval.

5. In case the proposed supervisor is not acceptable to the faculty, the student shall be advised so, and in such cases the student should change the supervisor and resubmit the proposal. Hence the student will submit project proposal afresh with the signature of the new supervisor, as it will be considered as a new proposal. Similarly if a student wants to change his/her supervisor for any reason, s/he would be required to submit the project proposal along with the signature of the new supervisor on a new project proposal proforma, as it would be considered as a new proposal.

6. A written communication regarding the approval/non-approval of the project will be sent to the student within eight weeks of the receipt of the proposal in the School.

7. In case of non-approval of the proposal the comments/suggestions for reformulating the project will be communicated to the student. In such case the revised project synopsis should be submitted with revised project proposal proforma and a copy of the rejected synopsis and project proposal proforma bearing the comments of the evaluator and P.P. No. (Project Proposal Number) allotted by the School of Management Studies.

8. After receipt of the project approval from the coordinator (PROJECTS) learner may carry out the project work and prepare the project report.

9. After completing the project work on the approved proposal, the student will submit one typed hard bound copy of the project report to the Registrar (SED), IGNOU, Maidan Garhi, New Delhi-110 068.

10. Students should keep a copy of the Project Report with them. The Project Report will not be returned to the student.

Programme – MCA (MCSP060/ MCSP232)

Activities to be performed

1. Procedure for completion of project is same as given for BCA Programme.
2. MCA (3 Yrs) (Programme Code: MCA) learner can start project only in 5th semester or second year. For MCA (2 Yrs) (Programme code: MCA_NEW), learner should make the synopsis in the 3rd semester and submit it as per the due dates for approval
3. The synopsis is a guided one.
4. The guide can be selected as per the criterion given in MCSP060/ MCSP232 hand book.
5. The synopsis can be submitted for evaluation from April to June and from October to December at the Regional Centre.
6. The project work is submitted only after synopsis is approved.
7. The project is submitted at the Regional Centre from Jan to March and from July to September.
8. The viva voce is coordinated by the Regional Centre using the pool of the evaluators / examiners who are duly empaneled by the university
9. The award lists along with assessment sheets are transmitted at –

To,

The Registrar,

Student Evaluation Division,

IGNOU, Maidan Garhi, New Delhi-110 068.

10. For more details please refer to Programme Guide
    https://www.egyankosh.ac.in/handle/123456789/72362 (MCA_New)

    https://www.egyankosh.ac.in/handle/123456789/52253 (MCA_Old)

Programme-BCA (COURSE BCSP-064)

Activity to be performed

1. The project work constitutes a major component in most of the professional programmes and it is to be carried out with due care and should be executed with seriousness by the candidates. Learners are supposed to take BCSP-64 in their 5th Semester of BCA Programme.

2. **Guidelines for writing project proposal/ synopsis**

   Learner should include the following while submitting the Project Proposal:

   - Selection of the guide to undertake the project work.

   - The project proposal should be prepared in consultation with guide selected by the learner.

   - The project proposal should clearly state the project objectives and the environment of the proposed project to be undertaken. The project work should compulsorily include the software development.

   - **After finalizing the topic and the selection of the guide, students should send the Project Proposal Proforma given on page no. 6 along with the synopsis and bio-data of the guide to The Regional Director of the Regional Centre concerned. Incomplete project proposals in any respect will be summarily rejected.**

   - Proforma for Approval of Project Proposal duly filled and signed by both the student and the Project Guide with date.

   - Bio-data of the project guide with her/his signature and date.

   - Synopsis of the project proposal (12-15 pages).

   - A self-addressed envelope with duly affixed postage stamps (to send it by ordinary post only) on it.

   - A photocopy of the complete Project Proposal (along with Project Proforma, Project Synopsis, Biodata of the guide) submitted to the Regional Centre, should be retained by the learners for future reference.

   - Detailed instructions and guidelines are available in BCSP-64 Project Guide.

- Learners are advised to read instructions and guidelines BCSP-64 before undertaking BCSP-64 project activity.
- The BCSP-64 Project guide is also available on: https://egyankosh.ac.in/bitstream/123456789/51906/1/project_guidelines.pdf

3. **Items to be included in the project report**

- The project report should be types, hard bound and should be organized (as per the structure provided in BCSP-64 Program Guide).
- **The Project Report may be about 50 to 80 double spaced A-4 size typed pages (excluding program code). However, 10% variation on either side is permissible.**
- Original copy of the Approved Project Proposal Proforma, Synopsis and Guide's Bio-data.
- Certificate of Originality (Format given on page no. 13).

4. **Timeline for the submission of Project proposal/Report at the Regional Centre**

- Submission of a Guide's bio-data and project proposal to **The Regional Director** Twice a year as shown below:

1st April to 30th June or **1st October to 31st December**

- After the approval which is received from the school within 30 days of submission of proposal learners are advised to write the Proposal.
- Submission of the Project Report (one copy) in bound form to: The Regional Director **Twice** a year as shown below:
  - ✓ *1st July to 30th September (For Project Proposal that have been approved during the 1 st April to 30th June slot)* or
  - ✓ *1 st January to 31st March (For Project Proposal that have been approved during 1 st October to 31st December slot)*
- Viva-Voce to be conducted In July (For project reports submitted during 1st January-31st March slot)
- Viva-Voce to be In January (For project reports submitted during 1st July – 30th September slot)

5. **Non-Approval of Project proposal and Resubmission of Project proposal**

In case of non-approval, the suggestions for reformulating the project will be communicated to learners.

The revised project synopsis along with a new Performa, should be re-submitted along with a copy of the earlier synopsis and non-approval project proposal Performa in the next slot.

For example, if the student submitted the synopsis during the **1st April to 30th June** slot and is not approved due to some reasons, s/he is eligible to resubmit the revised project synopsis only during the next slot i.e., **1st October to 31st December**.

6. These guidelines are applicable for earlier batch learners also whose project work is pending.

7. **Resubmission of the BCA project in case of failed students** -

- Learners who are Unsuccessful in the project will re-do the whole cycle, right from the submission of the project synopsis.

- Learners are advised to select a new topic for the project and should prepare and submit the **project synopsis** to the Regional Centre concerned as per the project guidelines.

- **There are no separate slots for the submission of the project synopsis / project reports for the failed students**.

- Respective submissions of the project synopsis and the project reports should be done strictly as per the "calendar for the BCA project" given in the project guidelines.

- Along with the resubmission of the project report, the student is required to remit the pro-rata fee (subject to change as per university rule – may be contacted to concerned Regional Centre for necessary update).

- The fee should be remitted to the Regional Centre at the time of resubmission of the project report by the way of Demand Draft favoring IGNOU and payable at the city where your Regional Centre is located.

- **Unfair cases of copied versions of the project synopsis and project reports will be sent to Unfair Means Committee of IGNOU for action.**

8. **Eligibility of Project Guide**

A person having Ph.D./M.Tech. in Computer Science.

<div align="center">OR</div>

A person having B.E/B.Tech (Computer Science), MCA, M.Sc (Computer Science) with minimum 2 years' experience in Industry / Teaching.

9. **Guidelines regarding processing of BCA(BCSP-064)/MCA(MCSP-060/ MCSP232) Project Synopsis of SOCIS**

Steps that need to be followed by Regional Centres -

i.   After the last date for submission of project synopsis, all the hard copies of project synopsis received from students need to be scanned and converted into PDFs

ii. All the project synopsis that are submitted online as well as those submitted in the form of hard copies but converted into PDFs by RCs may be allocated to approved Evaluators. Please ensure that RCs get in touch will all the approved evaluators under their region, take their consent and uniformly allocate both BCSP-064 and MCSP-060 project synopsis uniformly among the approved evaluators who gave consent to evaluate

iii. For each evaluator, all the allocated Project Synopsis needs to be shared through Google Drive only to that evaluator (In case of Online submission).

iv. The evaluators need to take print of the Proforma, then Approve /Disapprove the same with appropriate comments/suggestions based on the submitted Synopsis

v.   The evaluator can speed post the hard copies of the evaluated proformas or scan each proforma as PDF and e-mail/share with concerned Regional Centre

vi. If the evaluator is sending hardcopies of the evaluated proforma, the RC needs to scan them into PDFs and email the evaluated Proforma (in PDF form) to student by e-mail

vii. If the evaluator shared the PDFs of evaluated Proformas with the RC, then each PDF can be mailed to the concerned student

viii. While mailing the evaluated synopsis to the student, RC should instruct him to include it in the Project Report of BCA/MCA

ix. Regional Centres are requested to check whether the Student and Guide signed on the proforma before sharing it with examiners. If the signatures of either are not

present, the synopsis need not be sent to Examiner for evaluation. Student can be communicated appropriately with direction to resubmit synopsis with signatures.

x. RC should consider only those Project Reports of BCA (BCSP-064) and MCA(MCSP-060/ MCSP232) for evaluation and viva which have Project Synopsis Proforma with signatures of Guide, Student, Proposal Evaluator with status of approval along with comments.

xi. Any other forms such as Claim Form, Evaluation sheet etc. can be shared by concerned RC with each examiner along with the PDFs of Project Synopsis.

10. Payments of Evaluators

Payment of evaluators will be done by the Regional Centres as per the guidelines of IGNOU.

11. For Online practical sessions -The learner is required to log-in at the scheduled time till end of the of the session. The learner should the camera on for entire duration of the practical session to mark the attendance during the session.

Programme-BAPCH (BPCE 144)

Activities to be performed

1. The course is mandatory for the learner. The code is BPCE 144 (Discipline specific elective).

2. Six sessions will be conducted which are mandatory for the learner to attend.

3. The TEE has viva-voce which is to be conducted by the External Examiner. The External Examiner will be from the list that is approved by the Discipline of Psychology, SOSS, IGNOU. The list is forwarded to all RCs for their reference.

4. The Handbook on Dissertation will be shortly uploaded on eGyankosh.

Standard Operating Procedure for Projects Works
(PG Diploma/Diploma/PG Certificates/Certificates Programme)

Project component is integral to some of the Diploma & Certificate Programmes of IGNOU. In some programmes the project component is compulsory, while in others, Project is an optional component. The Programme specific instructions are mentioned in the concerned Programme curriculum guides including project manual. However certain SOPs are integral to management of projects of all Programmes.

Most of the Projects at Diploma & PG Diploma level have synopsis / project proposal component except a few PGDET & PGDEPPED in which project work does not require human guides and refer the Project manual for guidance. No synopsis is required in such cases and the learner can compile project work activities as per guidelines mentioned in Project manual.

In remaining Diploma & PG Diploma Programmes, the learner is required to prepare the project Proposal / synopsis under supervision of a Guide and then submit the proposal for evaluation.

The procedure for selection of Guide depends upon the Programme. In majority of the Diploma & PG Diploma Programmes, academic counsellors at the LSC of the learner serve as Guides & Supervisors unless it is specified otherwise in the Project Handbook.

For certain programmes such as PGDEMA, PGDET, PGDPPED, the university has compiled a panel of Guides which is available with the Programme In charge of the PSC for the purpose of reference and sharing with the learners. The learner would approach these counsellors / Empaneled Guide directly or through the Coordinator of the Study Centre. The coordinator of the LSC would also maintain the list of the academic counsellors to whom the learners are attached for project guidance and supervision for reference and records.

The RC will monitor the activity and would also intervene where ever required to ensure that the learners are able to access requisite guidance for project proposals. The Project Proposals will be submitted by learners for evaluation along with the Synopsis approval Performa duly filled and carrying the signatures of the learner and the Guide/ Supervisor.

The synopsis evaluation is done at one of the three offices of the university which is clearly specified in the Project Manual/ Handbook.

For most of the Diploma Programmes the synopsis is to be submitted by the at the allotted Study Centre (unless it is specified otherwise in the Project Handbook). For majority of the PG Diploma Programme the synopsis / project proposal is to be submitted at the concerned School of studies at IGNOU HQs.

The mode of submission is in hard copy (print out) except in circumstance (such as corona times) where protocol warrants social distancing. In such cases the word file of the synopsis can be emailed along with the requisite formats for evaluation through e mail.

In Certificate & PG Certificate Programmes, the synopsis / project proposal is largely submitted at the Concerned Study Centre for evaluation (unless the project manual specifies otherwise)

The carrying out of Project work should be done only after approval is obtained. The standard procedure to avail guidance & supervision for Projects in Certificates & PG Certificates programmes, remains the same as in Diploma / PG Diploma Programmes.

Key points

a) The submission of Project work should not be in the same calendar as that of Project Proposal. The Project Handbooks should clearly mention the calendar of submission of proposal and subsequent submission of Project Report very clearly so that learners do not squeeze the time of submission of synopsis and Report compromising on the quality of project work.

b) Submission of Project work is done as per the university calendar of Term end examination viz June & December.

c) For majority of Diploma & PG Diploma Programmes the Project Reports are to be submitted to Asst Registrar (Projects), Student Evaluation Division (SED) , IGNOU Maidan Garhi New Delhi 110068. The exceptions are PGDEMA, PGDET, PGDPPED, PGDIS & PGDLAN Programmes in which the Project Report is to be submitted at the concerned Regional Centre

d) The mode of submission is in hard copy (print out) except in circumstance (such as during Pandemic) where protocol warrants social distancing. In such cases the pdf file of the Project Report can be uploaded on the link made available by the university on the website, or can be emailed to the concerned office by email.

e) In Certificate & PG Certificate Programmes, the Project Reports are to be submitted For majority of Diploma & PG Diploma Programmes the Project Reports are to be submitted at –

To,

Asst Registrar (Projects),

Student Evaluation Division (SED),

IGNOU Maidan Garhi New Delhi 110068.

f) The mode of submission remains same as that in Diploma / PG Diploma Programmes

g) The Evaluation of Project Proposals in Certificates & PG Certificates programmes, is to be done at the LSC level only (unless specified otherwise in Project Guide).

h) The Evaluation procedure of Project Reports submitted at Regional Centre involve Viva Voce component.

i) The Viva Voce exam is coordinated by the Regional Centre as per the calendar of term end examination for which the Project Report has been submitted

j) The Regional Centre generates a pool / panel of examiners who evaluate the Project Reports and conduct the Viva voce exam

k) The viva voce exam is conducted at the Regional Centre premises or through online mode in case protocol (as in corona times) warrants it

l) The RC sends schedule of viva in advance to the learners. Proper attendance Records are maintained. In case of online viva, the recording of the meeting is preserved for reference and record

m) The award lists are prepared by the evaluators immediately after the viva exam and handed over to the RC. These awards are transmitted online to SED online followed by dispatch of the hardcopy.

Programme PGDRD (RDD-05)

Activities to be performed

1. Every student has to carry out project-work on the subject of his/her choice. Student is free to select a topic for the project work. The learner has to prepare the project proposal as per guidelines given in Annexure III of Programme Guide (in about 1000 words) and seek the approval of Supervisor/Counsellor assigned by Study Centre. Counsellors of RDD-05 can act as supervisors for project. Student can approach the coordinator of the study center to assign him/her a supervisor out of the list of approved academic counsellors.

2. Supervisor will grant final approval to project proposal. Supervisor will go through project proposal and return the same to student with his remarks within 30 days. This approval will form part of his /her project report.

3. Student can begin work on his/her project, once his/her project proposal is approved by supervisor. The step-by-step process as given in Programme guide will be carefully followed by student while carrying out the project. Student will conduct the research work and prepare the project report under the guidance of supervisor/counsellor who will certify that student took his guidance while working on project.

4. Student can choose either Hindi or English for writing project work

5. Learner should submit a properly typed (double-space) and bound report of about 60-70 pages in A-4size (29x20cm) paper. S/he is expected to show project report to supervisor and seek his/her guidance before final typing and binding-work.

6. Learner should submit a Declaration (as per Annexure-IV, given in Programme Guide) which should form a part of the Report that the work is original and has not been' submitted earlier to this University or to any other institution for fulfillment of the requirement of any course of study.

7. Student will also attach a Certificate from the Supervisor stating that the Project work was done under his/her supervision and that it is a genuine and original work. A specimen certificate is provided at Annexure-V.

8. Learner should also include the approved project proposal (original) given to him/her by the Supervisor before binding the project work. The Project Report should also indicate the Enrollment No., Programme of Study, Name and Address of the student.

9. Learner should keep a copy of the project report including a copy of the approved project proposal. The project report submitted to IGNOU will not be returned to the student.

10. A typed and bound copy of the project report has to be submitted by Registered Post to following address:

To,

The Registrar,

Student Evaluation Division

IGNOU, Maidan Garhi

New Delhi - 110 068

11. The completed Project Report should reach the Student Evaluation Division latest by **November 30** for December TEE and **May 31** for June TEE. If the Project Report is submitted after this date the score will not be counted along with the result of other courses for which student has appeared

12. The minimum grade which must be obtained in the Project Report is 'C'

Programme - PGDT (PGDT-05)

Activities to be performed

1. The learner has to perform a project activity as part of the PGDT. For this purpose, some materials will be sent by university and learner has to systematically translate the material. This translated material has to be submitted to university as per the guidelines given in the Programme guide(page-31)

2. The project work has to be hand written in a full scape paper on one side. Some margin must be left on the paper. In case it is not possible to submit handwritten copy, then student can write a typed copy. However, under photocopy will not be allowed under any circumstance.

3. The learners are not expected to do project work under any academic counsellor. They have to do this activity on their own without the help of anybody. Every learner has to attach a certificate clearly specifying that s/he has done the work himself/herself and has not taken help of anybody.

   Learner has to submit project work directly at following address:

   To,

   The Registrar

   Student Evaluation Division

   IGNOU Maidan Garhi,

   New Delhi-110068

4. The last dates for submission of project reports for January and July sessions are as follows: January Session: 30th November for December TEE July Session:31st May for June TEE.

5. A copy of the project work submitted to university should be retained by learner.

6. In case any learner fails to submit project work in the minimum time period of the course then they have to download project materials meant for subsequent year.

Programme - PGDDM (MPAP-001)

Activities to be performed

1. Themes and other details concerning the Project Work will be sent separately in Project Handbook. Learners who are not interested in doing Project Work can opt for another course, namely, MED-004 'Towards Participatory Management', in lieu of the Project Work. MED-004 is also of four credits.

2. Learners will prepare the project work as per the guidelines given in Project Handbook.

3. The completed Project Work will be submitted to the University at following address:

To,

The Registrar

Students Evaluation Division

IGNOU HQs

Maidan Garhi New Delhi-68

4. The students who have opted for MPAP-001 (Project Work) should submit the project work by October 30 (Jan-December session) and April 30 (July-June session). Re-evaluation is NOT permissible in the Project/Dissertation/Practical/Lab courses, Workshops, Assignments & Seminar etc.

Programme - PGDLAN (MLIP-018)

Activities to be performed

1. In addition to theoretical and practical components of seven courses, a student has to submit Project Work/Dissertation (MUP-008) which is considered as a full course of 4 credits. For the purpose of Project Work/Dissertation, a student has to work in an area related to any area of her/his courses of study.

2. Students are advised to select a topic for work in consultation with a guide and send the proposal/synopsis to the Programme Coordinator, PGDLAN for approval. The proposal/synopsis should be submitted as per the structure given in Programme Guide.

3. A student may choose her/his guide according to her/his choice. The proposal / synopsis should be accompanied by a bio-data of the guide, duly signed by her/him. A person who is willing to supervise for PGDLAN Project Work/Dissertation (MLIP - 008) should have either:

   Ph.D./M.Tech. in Library and Information Science/Computer Science. OR 2) B.E./B.Tech (Computer Science), MCA, M.Sc. (Computer Science) / MLIS or equivalent with minimum 2 years IT experience in an established and reputed organization or teaching.

4. A Supervisor can guide a maximum of 6 candidates at a time.

5. On receipt of the approval, the work may be carried out. The learner should carefully follow the guidelines given in Project Guide for submission of project. The Project Report should be typed in double space in A4 size paper and submitted in a bound form. This should include a certificate from the guide stating the fact that the work has been carried out under her/ his supervision/guidance.

6. Final report should be sent at :

To,

The Registrar

Students Evaluation Division (SED), IGNOU HQs

Maidan Garhi New Delhi-110068.

7. The schedule for submission of Proposal/Synopsis and final report is as follows:

For January Session submit latest by 31st of May for June TEE

For July Session submit latest by 30th of November for December TEE

8. A student has to secure a minimum of 40% pass marks in Project Work/Dissertation Course.

Programme - PGDHE (MESP – 105)

Activities to be performed

1. Learners are expected to work on a project in an area of their choice within the framework of the courses of PGDHE Programme. However, it should be essentially related to higher education. The work has to performed as per the guidelines given in project manual.

2. The learners can work on the project only after the proposal is approved.

3. The Programme is offered in English medium. However, those who desire to write project proposal/outline and project report in Hindi are allowed to do so.

4. Details guidelines are available in the MESP – 105 Project guide.

Programme - PGDET (MESP-135)

Activities to be performed

1. The learner has to complete a compulsory Project work (8 credits) as part of PGDET Programme. The project has to be carried out as per the guidelines given in project manual.

2. Project report should be submitted at the Regional Centre of the learner.

3. There will be a viva voce based on the project work submitted by the student. It will be conducted at the Regional Centre.

4. The overall grade of the project is arrived at by taking in to account the grade obtained by the student in project report and grade received in viva voce. The student has to obtain at least C grade for project work and viva for successful completion of the course. Reevaluation will not be possible in project report.

Programme - PGDEMA (MESP-049)

Activities to be performed

1. The learner has to complete a compulsory Project work (6 credits) as part of PGDEMA Programme. Learners are required to identify a research problem in the area of educational management and administration. They are expected to go through the project work handbook provided to them for the purpose and accordingly submit a project proposal to the concerned Regional Centre for formal approval

2. Regional Centre will conduct viva voce for PGDEMA project work at the Regional Centre. The date of viva voce will be communicated to student by Regional Centre. During pandemic phase the viva voce can be organized online as a specific measure based on the approval of IGNOU Hqs

3. A minimum of 'C' Grade is necessary to pass in project. Reevaluation is not possible for project work.

Programme - PGDUPDL (MEDSP-045)

Activities to be performed

1. The project work MEDSP-045 and theory course 'MEDSE- 046 are elective courses. Students can opt either of these as an elective course to fulfil the requirements of the PGDUPDL.

2. Student has to write a project proposal and submit to the School of Extension and Development Studies directly at the following address at:

To,

Programme Coordinator (PGDUPDL)

School of Extension and Development Studies (SOEDS)

Block 15-F IGNOU Maidan Garhi

New Delhi-110068

3. The completed project report is to be submitted to:

To,

The Registrar

Student Evaluation Division

IGNOU HQs

Maidan Garhi New Delhi-110068

4. The students are advised to consult hand book on Project Work provides self-orientation and self-training to the students for doing the project work, MEDSP-045 - Project Handbook' for guidelines to prepare and submit the project proposal as well as project report

5. Deadlines for submission of project proposals and project reports are as follows:

For July Session:

31st October: Submission of Project Proposal (If applicable) to the School.
31st March: Submission of) Project Report

For January Session:

30thApril: Submission of Project Proposal (If applicable) to the School.

30th September: Submission of Project Report

6. Students can seek project work related information and for information on academic matters directly from –

Programme Coordinators, PGDUPDL,

School of Extension and Development Studies, Block 15-F,

IGNOU, Maidan Garhi,

New Delhi-110068.

7. The evaluation report of Project Work will carry 100% weightage. In order to successfully complete the project work, the student must obtain at least '40%'.

Programme – PGDFSQM (MVPP – 001)

Activities to be performed

1. The objective of the project is to develop capabilities, among the students, for a comprehensive analysis of implementation of Good Hygienic Practices/ HACCP/ Quality Management System/ Food Safety Management System in a food establishment. The students may undertake any topic studied in the seven courses of the PG Diploma Programme in Food Safety and Quality Management.

2. The project work may be undertaken in a food manufacturing/processing (organized/ unorganized), hospitality, retail & street food unit. The project should not be a theory/literature-based exercise. It should be practice oriented.

3. Who can be Project Supervisor?

    i. Faculty at the Headquarters (School of Agriculture).

    ii. Academic Counsellors of PGDFSQM.

    iii. Teacher in Agriculture having 5 years of PG teaching experience in areas related to disciplines, / Professionals holding Masters' degree in Food technology or allied disciplines having a minimum of 5 years of experience in the relevant area.

4. The concern RC will put a list of approved counsellors who can act as Project Supervisors at their website.

5. Project Synopsis (Proposal) - Each Learner is required to prepare the Synopsis for the project. The synopsis should clearly state the objectives and research methodology, sampling, instruments to be used, limitations if any, and future direction for further research

6. The selection of topic is of crucial importance. It should be decided and based on the Learner's understanding of the study, experience in the field and interest. The topic should be discussed with the supervisor. It should be in harmony with the areas of interest and the specialization of the supervisor

7. The synopsis should be around 500 words. The synopsis should consist of: i) a clear statement of the topic of the project; ii) a statement of objectives (what they intend to achieve through the project); iii) the hypothesis (if any) iv) the methodology intended to

adopt to carry out the study – tools and techniques to be used, if any; v) population and sample size proposed, if the project involves any field work; and vi) implications of the project for food safety & quality Management.

8. In addition to it. the proposal may also include relevant literature/ studies, and Time/ Schedule, listing various activities they have to carry out in the project, time needed for each activity and resources they have to spend on them

9. Students are advised to send their project synopsis and bio-data of the supervisor (in case of (ii) and (iii) criteria given for supervisors, which must be duly signed by the guide) to

To,

The Programme Co-coordinator (PGDFSQM),

School of Agriculture, IGNOU,

Maidan Garhi, New Delhi – 110068.

10. Synopsis proposals not accompanying a complete and signed Bio- Data of supervisor will not be considered for approval. Project synopsis can be submitted throughout the year.

11. The school will forward the original approved synopsis to the student and a copy shall be forward to the concerned Regional Centre for information and record please.

12. In case the proposed supervisor is not acceptable to the faculty, the student shall be advised so, and in such cases the student should change the supervisor and resubmit the proposal. Hence the student will submit project proposal afresh with the signature of the new supervisor, as it will be considered as a new proposal.

13. Similarly if a student wants to change his/her supervisor for any reason, he/she would be required to submit the project proposal along with the signature of the new supervisor on a new project proposal proforma, as it would be considered as a new proposal. In case of academic counsellors, it should be clearly mentioned as to which are the course he/she is counselling for, and since when, along with the name and code of the study centre, he/she is attached with.

14. A written communication regarding the approval/ non- approval of the project will be sent   to the student within eight weeks of the receipt of the proposal in the School.

15. In case of non- approval of the proposal the comments/suggestions for reformulating the project will be communicated to the student. In such case the revised project synopsis

should be submitted with revised project proposal proforma and a copy of the rejected synopsis and project proposal proforma bearing the comments of the evaluator and P.P. No. (Project Proposal Number) allotted by the School of Agriculture)

16. The Project Report may be presented in accordance with the following outline:

    i.   Introduction:

    ii.   Objectives: Specific and lucid statement of what they wish to achieve through the project.

    iii.   Review of literature: The work done in the area be reviewed for reference.

    iv.   Methodology: This may contain: a) Design: A statement on the overall plan of action Sampling: How did the learner go about selecting the specific object, events or respondents they selected for study? c) Tools/ Techniques: What instruments, devices, material or techniques has been chosen for collecting theyr data? d) Processing and Analyzing Data: What techniques have been used to process the data which has been collected and analysed by the learners to answer theyr question?

    v.   Analyses and Findings: A lucid presentation (numerical or graphical wherever necessary) of the analyzed data and the interpretations

    vi.   Suggestions and Action live: Recommendations/ suggestions and action live with people who are to perform them have to be specified.

    vii.   Conclusions: The insights they have gained through this exercise, and how these may help in understanding the concept and promoting the principles and practices of food safety and quality management on the whole.

    viii.   Bibliography and Appendices.

17. Approved Project Proposal.

18. The length of the report may be about 50 to 60 double spaced typed pages not exceeding approximately 18,000 words (excluding appendices and exhibits). However 10% variation on either side is permissible.

19. One typed copy of the project report is to be submitted to the Regional Director (RD) of the concerned Regional Centre (RC). The students are also advised to send a soft copy through email of the *Final Project Report to the Programme Coordinator for reference and record please. The email id is pgdfsqm@ignou.ac.in*

20. Project Report can be submitted any time throughout the year. Students are requested to kindly note that the "Project Report submitted after 30th November to till 31st May will be counted for June Term-End and Project Report submitted after 31st May to till 30th November will be counted for December Term-End".

21. Viva-voce is compulsory for all the PGDFSQM students for MVPP-001 course, and the Regional Centre shall conduct the viva-voce after evaluation of project report and intimate about it to the students through emails/SMS/RC Website.

Programme - PGDCJ (MLEP – 017)

Activities to be performed

1. The Learners have to choose a topic from any of the 6 courses and send it for approval to the Supervisor/Academic Counsellor.

2. Before choosing the topic read the Project Handbook carefully. This will help the learners in initiating work related to project. If they do not have a study center or cannot visit it then send the topic of their project by email to the Programme Coordinator

3. Once the topic is approved prepare the synopsis as per the guidelines given in the project handbook.

4. Learners have to get the synopsis approved by the supervisor. Once the supervisor approves their synopsis prepare the project and get it approved too.

5. Once the topic is approved see the project handbook and prepare the Synopsis which has to be typed.

6. After preparing the Synopsis share it with the Supervisor for his/her inputs and approval.

7. After getting the Synopsis approved refer once again to the project handbook and prepare the project in consultation and guidance of the supervisor.

8. The learners have to send the project for approval to their Supervisor once it is ready.

9. Once the project is approved by the Supervisor send the soft copy of the project to the Programme coordinator at mansisharma@ignou.ac.in

10. The ideal length of the Project must be approximately between forty to fifty pages. It may include

    i. Title page as per the Format

    ii. Declaration page

    iii. Acknowledgement

    iv. Contents page

    v. List of tables, figures, abbreviations (if applicable)

    vi. Chapters of the Project

    vii. References As explained earlier

    viii. Tables and figures (if not a part of text itself)

11. The project has to be spiral bound and submitted in person or by post to -

To,

Project Section,

Student Evaluation Division, IGNOU,

Maidan Garhi, New Delhi- 110068

by **30th May** for June Term End Examination and **30th of November** for December Term End Examination.

Programme – PGDEOH (MEVP – 001)

Activities to be performed

1. Learners have to do Project work which will enhance their skill in selecting a topic, preparing a project proposal, formulating tools for data collection, collecting data, and generating information for a report on a particular topic. The details of some methods have been given in the Project Guide of MEVP – 001

2. The learners have to prepare the Project Proposal In consultation with their Project Guide/supervisor. The Project Proposal should clearly state: Title, Introduction, Objectives, Problem Statement, Research Methodology (with locale, sampling, instruments and statistical tools to be used), Limitations if any, and References. Some of the broad areas and topics for project proposals are given in the Project Guide as reference.

3. Who Can Be a Project Guide/Supervisor?

   a. *Faculty at the Headquarters.*

   b. *Academic Counsellors of P G Diploma in Environmental and Occupational Health with relevant experience.*

   c. *Teachers / Researchers in the area of Ph.D. with 2 years of experience / M.Sc. with 5 years of experience in relevant discipline/ MD in relevant discipline/areas/ MBBS with 2yrs of experience. Relevant discipline includes Botany/Zoology, Physics / Chemistry /Bio-chemistry / microbiology / Biotechnology/ Life science/ genetics/ engineering in any specialization, medical in all specializations and paramedical.*

4. In case the proposed supervisor is not acceptable to the programme coordinators / Regional Centre, the student shall be advised so, and in such cases the student should change the supervisor and resubmit the proposal.

5. Hence the student will submit project proposal afresh with the signature of the new supervisor, as it will be considered as a new proposal.

6. Similarly, if a student wants to change his/her supervisor for any reason, he/she would be required to submit the project proposal along with the signature of the new supervisor on a new project proposal proforma, as it would be considered as a new proposal.

7. In case of academic counsellors, it should be clearly mentioned as to which are the courses, he/she is counselling for, and since when, along with the name and code of the study centre, he/she is attached with

8. After selection of the supervisor and finalizing the topic, student should send the Project Proposal Proforma along with one copy of the Project Proposal signed by the supervisor and Bio-data of the supervisor at their respective Regional Centers for approval.

9. Students are advised to retain a copy of the synopsis. Students admitted in January session are advised to submit project proposal by **30th April** and those admitted in July session by **31st October** for timely approval and completion of the Programme.

10. However, students who miss these dates can submit project proposals throughout the year for approval.

11. A written communication regarding the approval/non-approval of the project will be sent to the student within six weeks of the receipt of the proposal in the School/ RC through e-mail and by post.

12. In case of non-approval of the proposal the comments/suggestions for reformulating the project will be communicated to the student.

13. In such case the revised project proposal should be submitted with revised project proposal proforma and a copy of the rejected project proposal, project proposal proforma bearing the comments of the evaluator and P.P. No. (Project Proposal Number) allotted.

14. The Final Project Report may be about 40 to 50 double spaced typed pages not exceedingly approximately 10,000 words (excluding appendices and exhibits). However, 10% variation on either side is permissible.

15. Each project report must include Title, Introduction, Objectives, Problem Statement, Research Methodology (with locale, sampling, instruments and statistical tools to be used), Results and Discussion, Summary, Limitations if any, and References.

16. The project report should also contain the following:
    a) Copy of the approved project proposal proforma and project proposal.
    b) Certificate of originality duly signed by the student and the supervisor.

17. One typed copy of the project report is to be submitted at their respective Regional Centres.

18. On submission of the Project Report, a P.R. No. would be allotted which will be communicated to the student. Student should quote this P.R.No. while corresponding with RCs regarding Project Report.

19. The Regional Centre would get the project evaluated and will schedule the Viva Voce Examination for the Project.

20. The learners will be informed through e-mail/SMS/RC website

21. After the viva, the marks will be submitted to the *SED, IGNOU New Delhi* for declaration of the results.

22. Project Report can be submitted any time throughout the year. If a Project Report is submitted between 1st December to 31st May then the result will be declared along with June Term-end examinations. If a Project Report is submitted between 1st June to 30th November, then the result will be declared along with December Term-end examinations.

Programme – PGDFCS (MFCI – 005)

Activities to be performed

1. Each learner is required to undertake a project on a chosen theme in folklore and culture studies. The learners need to refer the project manual which will equip them with all the necessary methodological tools that they will needs to carry out such type of a project work. The project work needs to be submitted in the form of a project report or dissertation.

2. The Academic Counselors of the study centers, or any other teacher having interest/expertise in folklore and culture studies may be taken as local guides by the students. The local guides will be given academic credit, they are not entitled for any payment from the University.

3. The learners have to prepare the proposal/synopsis (within approximately two pages) on the topic of their chosen topic project work for approval of the Programme Coordinator in the following format.

    i. *Introduction: The basis of the study, the logic, the rationale.*

    ii. *Objectives: Specific objectives of the study, the research point.*

    iii. *Methodology: Qualitative or Quantitative data techniques.*

    iv. *Case Study: Justify the sampling procedure.*

    v. *Data Analysis: Description of the tool/questionnaire/interview schedule/ranking Schedule etc.*

    vi. *Chapterization: The number and titles of the chapters.*

    vii. Local Guide: The resume of the local guide with this/her signature and readiness to guide the student.

4. The Project proposals may be sent on the following address:

<center>

Dr. Nandini Sahu

Reader, Faculty of English

Programme Coordinator, PGDFCS

Block-F, Room No. 30, SOH

IGNOU, Maidan Garhi, New Delhi-68

</center>

5. Once they receive approval from the Programme Coordinator, the learners can start working on the project.

6. The learners need to work on the Project and has to submit a Project report of approximately 20,000 words covering the topics from Course 1 to 4 and also on flexible topics related to the folk traditions of any part of the world.

7. The medium/language of the term paper/project work should be English.

8. Project manual - The Learner should go through the different sections of the project manual carefully. This will guide them in Choosing the topic of research as well as how to conduct the research through a given research methodology.

Programme PGDSS (MSDP – 018)

Activities to be performed

1. Learners have to do Project work which will enhance their skill in selecting a topic, preparing a project proposal, formulating tools for data collection, collecting data, and generating information for a report on a particular topic. The details of some methods have been given in the Project Guide of MSDP-018.

2. The learners have to prepare the Project Proposal In consultation with their Project Guide/supervisor. The Project Proposal should clearly state: Title, Introduction, Objectives, Problem Statement, Research Methodology (with locale, sampling, instruments and statistical tools to be used), Limitations if any, and References. Some of the broad areas and topics for project proposals are given in the Project Guide as reference.
   Who Can Be a Project Guide/Supervisor?

   a. *Faculty at the Headquarters.*

   b. *Academic Counselors of P G Diploma in Sustainable Sciences with relevant experience.*

   c. *Teachers / Researchers in the area of sustainable Sciences .*

   d. *Ph.D in environmental Science/ study or Economics or Sociology or anthropology or any related disciplines.*

   e. *Masters/M.Phil in Environmental Science/ Study or Economics or Sociology or Anthropology or any related disciplines any related disciplines with 2 years research or teaching experience.*

3. In case the proposed supervisor is not acceptable to the 9 the student shall be advised so, and in such cases the student should change the supervisor and resubmit the proposal.

4. Hence the student will submit project proposal afresh with the signature of the new supervisor, as it will be considered as a new proposal.

5. Similarly, if a student wants to change his/her supervisor for any reason, he/she would be required to submit the project proposal along with the signature of the new supervisor on a new project proposal proforma, as it would be considered as a new proposal.

6. In case of academic counselors, it should be clearly mentioned as to which are the courses, he/she is counselling for, and since when, along with the name and code of the study centre, he/she is attached with

a. After selection of the supervisor and finalizing the topic, student should send the Project Proposal Proforma along with one copy of the Project Proposal signed by the supervisor and Bio-data of the supervisor to Coordinator (PGDSS), School of Interdisciplinary and Transdisciplinary Studies (SOITS), Maidan Garhi New Delhi for approval.

9. Students are advised to retain a copy of the synopsis. Students admitted in January session are advised to submit project proposal by 30th April and those admitted in July session by 31st October for timely approval and completion of the programme.

10. However, students who miss these dates can submit project proposals throughout the year for approval

11. A written communication regarding the approval/non-approval of the project will be sent to the student within six weeks of the receipt of the proposal in the school through e-mail and by post.

12. In case of non-approval of the proposal the comments/suggestions for reformulating the project will be communicated to the student.

13. In such case the revised project proposal should be submitted with revised project proposal proforma and a copy of the rejected project proposal, project proposal proforma bearing the comments of the evaluator and P.P. No. (Project Proposal Number) allotted.

Programme – PGDWGS (MWGP – 001)

Activities to be performed

1. The Final Project Report may be about 40 to 50 double spaced typed pages not exceedingly approximately 10,000 words (excluding appendices and exhibits). However, 10% variation on either side is permissible. The language to be followed for the Project work should be English

2. Each project report must include Title, Introduction, Objectives, Problem Statement, Research Methodology (with locale, sampling, instruments and statistical tools to be used), Results and Discussion, Summary, Limitations if any, and References.

3. The project report should also contain the following:

   a) Copy of the approved project proposal proforma and project proposal.

   b) Certificate of originality duly signed by the student and the supervisor.

4. The learners should refer "Some important notes while preparing Project proposal/ Project Report given in the project manual"

5. One typed copy of the project report is to be submitted to the - *Registrar, Student Evaluation Division, IGNOU Maidan Garhi, New Delhi 110068.*

6. On submission of the Project Report, a P.R. No. would be allotted which will be communicated to the student. Student should quote this P.R.No. while corresponding with RCs regarding Project Report.

7. Project Report can be submitted any time throughout the year. If a Project Report is submitted between 1st December to 31st May then the result will be declared along with June Term-end examinations. If a Project Report is submitted between 1st June to 30th November then the result will be declared along with December Term-end examinations.

8. The SED would get the project evaluated (75% Project Report + 25% Viva) as per the evaluation policy and will declare the results.

9. The objective of the Research Project/Internship is to provide learners with an opportunity to implement the knowledge and apply the skills gained from MWG 001, MWG 002, MWG 003 and MWG 004. This would benefit them to carry out proper

research if they pursue higher studies in the areas, or may hone their skills for employment in gender related organizations. The learners would need to present the results of their research in about 4000- 5000 words.

14. Before starting the research work, the learners are required to get the topic approved by submission of Proforma V as given in the Project manual and the same may be sent in hard copy to –

Dr. Himadri Roy,

School of Gender and Development Studies,

Block # 15 B,

Indira Gandhi National Open University,

Maidan Garhi,

New Delhi –110068

15. Upon completion of the Project work, attach the Research Project along with Proforma VI as given in the Project manual and submit the Project Report

Dr. Himadri Roy,

School of Gender and Development Studies,

Block # 15 B,

Indira Gandhi National Open University,

Maidan Garhi,

New Delhi –110068.

16. The learners can refer the project manual for Research Project and its structure

17. The study can be a critical analysis of a text book, or a film, or newspaper report/s, or article/s, or a case study, or a study which primarily involves the area of Their interest. It may involve discussion and analysis based on the theoretical concepts they have studied, or empirical work. Some research projects may be based on humanities related areas, such as a critical feminist analysis of a work of fiction or a film, while others may draw from the social sciences.

18. Depending on the type of study and their own interests, they may use either of the following two structures for organizing the Project Report - .

A) For Literature and other Humanities related areas:

a) Title

b) Introduction

c) Purpose of Study

d) Discussion and Critical Analysis

e) Conclusion

f) References

B) For Social Science related areas:

a) Title

b) Introduction and Statement of the Problem

c) Objectives

d) Methodology

e) Analysis

f) Conclusion and Recommendations, if any

g) References

19. For Developing various Sub-Sections of the Project Report the learner should follow the guidelines given in the project manual. Depending on the type of study, learners can refer to the two structures

    Adopting a Feminist/Gender Approach

    Adopting a Queer Approach.

20. The detailed guideline can be referred from the Project Guide.

21. Having decided on the topic, learners can start brainstorming – that is, putting down all the random thoughts that come to their mind when they think of the topic. This will help them to broaden their scope and examine the topic from divergent angles.

22. Then, learners can start the actual process of research, the collection of primary and secondary data, which they have already studied in another unit. The most difficult task is that of sorting out their data, and deciding what material to include, and what to exclude. The following may be kept in mind

    • *Research Project Title*

The title of the topic should be clear, short and specific. It will be useful if the topic selected is related to the area of the learner's interest derived from any unit from the courses already studied.

- *Introduction and Statement of the Problem*

The introduction should clearly set out the topic, purpose of they research and why it has been proposed to be taken up. The statement of the problem should contain a critical analysis of the topic with specific examples and its relevance.

- *Objectives*

Research projects in the Social Sciences usually require objectives to be clearly mapped out. The objectives should mention what the learner wish to focus in the research project. Usually a research topic has three to four objectives which are related to the topic. The temptation of having too many objectives should be avoided.

- *Methodology*

In Social Science based research projects, it is extremely important to describe the methodology they would be using.

- *Discussion and Critical Analysis*

In Humanities related areas, this would form the main body of the project report.

This is where the learner would discuss and analyze their topic in the light of theoretical perspectives they have acquired. Try to think critically about issues so their discussion comes across as original, interesting and informative

- *References*

It is extremely important to list all the references that has been used for the research project.

Programme – PGDBP (MBPP – 001)

Activities to be performed

1. The Learners are required to complete internship for minimum 3 weeks in the first year of the study after internship every student is required to submit the project report/ workbook which records the performance and the same shall be authenticated with the remarks by the supervisor.

2. There shall be a project proposal which will be submitted by the students to the faculty at IGNOU New Delhi for approval. At the end of the training the learners will be submitting the project as per the guidelines given in the programme guide.

3. The learners will be attached to supervisor or mentor who will guide them through the entire training period. The learners have to report to him or her and get their workbook duly signed by the supervisor.

4. The project report should be about 2500 words and should basically cover the following:

   a. An introduction covering the details of publishing house, the process of work allocation and training received.

   b. A firsthand account of the training received and the benefits of training as perceived   by learner.

   c. Expectations before training and whether these were fulfilled.

   d. Suggestions as to how the training could be improved, modified or duration altered

   e. Any other experience the student may like to report on.

5. The project report should be arranged in the following sequence

   a. Cover page & Title Page

   b. Bonafide Certificate from Supervisor.

   c. Table of Contents

   d. Weekly Report in given format

   e. Appendices (if any)

6. The other guidelines for submission of the project are mentioned in the project guide. The project should contain the Bonafide Certificate of the supervisor as per

the Appendix 5 given in the project guide. The project report (clearly mentioning PGDBP on cover) must be submitted along with Workbook/ Daily Dairy Supervisor's Report through proper channel within 4 weeks of completion of training to :

7. There will be a face-to-face interview which would be conducted and when the Project Report, Workbook and Supervisor's (confidential) Report have reached us. This may be at HQs at Regional Centres or at places identified by the university for the purpose.

The Registrar,

Student Evaluation Division (SED)

IGNOU Maidan Garhi,

New Delhi 110068

Programme – PGDBP (MBPP – 001)

Activities to be performed

1. Course 8 (MBP 008) of PGDBP is a compulsory course. Students have two options in this course: they can either take up the option of 'Apprenticeship/ training' (MBPA 001) and submit a project report on the training for which they will be evaluated OR they can select the 'Project' option (MBPP001).

   *Option 1: MBPA 001***:**

   (i) The learners are required to complete training in a publishing house for minimum 3 weeks, and after training, every student is required to submit the project report/ workbook which records the performance and the same shall be authenticated with the remarks by the supervisor.

   (ii) At the end of the training the learners will be submitting the project report as per the guidelines given in the programme guide and the Training Manual.

   (iii) The learners will be attached to supervisor or mentor who will guide them through the entire training period. The learners have to report to him or her and get their workbook duly signed by the supervisor.

   (iv) The project report should be about 2500 words and should basically cover the following:

      a. An introduction covering the details of publishing house, the process of work allocation and training received.

      b. A firsthand account of the training received and the benefits of training as perceived by learner.

      c. Expectations before training and whether these were fulfilled.

      d. Suggestions as to how the training could be improved, modified or duration altered.

      e. Any other experience the student may like to report on.

   (v) The project report should be arranged in the following sequence

- ➢ Cover page & Title Page
- ➢ Bonafide Certificate from Supervisor.
- ➢ Table of Contents
- ➢ Weekly Report in given format
- ➢ Appendices (if any)

(vi)   The other guidelines for submission of the project are mentioned in the Training Manual provided on the SOH website. The project report (clearly mentioning PGDBP on cover) must be submitted along with Workbook/ Daily Dairy Supervisor's Report through proper channel within 4 weeks of completion of training to :

The Registrar,

Student Evaluation Division (SED)

IGNOU Maidan Garhi,

New Delhi 110068

Option 2 (MBPP001):

1. A student who has opted for the Project option (MBPP001), has to prepare a Project Proposal in the prescribed format and submit it along with the duly filled in Project Proposal form to:

2. The Programme Coordinator, (PGDBP), School of Humanities, IGNOU, Maidan Garhi, New Delhi-110068.

3. The student will be duly informed whether the Project Proposal has been approved or not.   If necessary, he / she may be asked to re-submit the Project Proposal with modifications. Once the project proposal is approved by the faculty, the students can prepare the project as per the guidelines provided on the SOH website.

Guidelines for Project Report Submission (MBPP001):

1. The student can start writing the Project Report after he/ she has collected enough data and   analyzed the data using the appropriate methodological tools.

2. The Project Report should be written in around 5000 words and should have the following sections:

    i. Title of the project.

    ii. Introduction

    iii. Objectives of the Study

    iv. Research Questions

    v. Methodology

    vi. Research Outcomes and Findings

    vii. References

Format for Project Report:

1. Cover page & Title page
2. Bona fide certificate signed by the student.
3. Table of Contents
4. Chapters (with the sections mentioned in (A)above)
5. Appendices if any

4. The Project Report should be typed (12 point with one and a half spacing) on A4 size paper, and bound with a flexible cover. The approved Project Proposal must be attached with the completed project to enable the evaluator to check whether there is conformity with the Project Proposal and suggested modifications if any. The report must include a signed Bona fide certificate stating that the work is original, and has not been submitted elsewhere.

5. The Project Report (clearly mentioning PGDBP on the cover) must be sent by Registered Post to:

The Registrar, Student Evaluation Division (SED),

Indira Gandhi National Open University,

Maidan Garhi, New Delhi 110068

Programme – DECE (DECE – 004)

Activities to be performed

1. Project Work is the fourth Course of the DECE Programme and its Course Code is DECE 4.The learners for Project Work have to carry out activities with a child / children between 3-6 years of age under the supervision of a 'Guide' .

2. The learners need to read Organizing the Child Care Services' (DECE-1) thoroughly as it helps them to understand development of children and how this development can be fostered by planning curriculum. Only after this they will be equipped to start the Project Work

3. The next step is to read the Project Manual titled 'DECE 4 - Project Work: Working with The young children in a Child Care Setting' which gives the details of how the learners have to carry out activities with preschool children during the 30 days of Project Work.

4. The third step is to read these New Guidelines. These Guidelines are based on the content given in the Project Manual.

5. Learners will be able to understand the New Guidelines   only, and only when they first read the Project Work Manual. The guidelines are available at http://www.ignou.ac.in/userfiles/PDF%20English%20+%20Hindi%20Guidelines%20for%20DECE%20Project%20work%20in%20COVID%20Scenario.pdf

6. The fourth step is to identify a Guide for Project Work. Guide has to be identified   before beginning the Project Work.   The learners will need to interact daily with their Guide, show him/her the work their are doing as per these New Guidelines and get their work evaluated.

7. Who can be a guide:

   - Any of the following professionals/ teachers could be the guide. He/she may in service presently or could be retired.

   - Professionals / teachers with Masters Degree in Child Development/ Human Development

   - Masters Degree in any other field of Home Science / Bachelors Degree in Home Science who has attended one or more seminars/ workshops/training programmes in

field of preschool education totaling up to 15 days or has experience of teaching preschool children Diploma in Nursery Teacher Training/ Diploma in Preschool Education

- Diploma in Elementary Education/ Elementary Teacher Training / Junior Basic Training / Basic Teacher CourseB. Ed and who has attended one or more seminars/ workshops/training programmes in field of preschool education totaling up to 15 days or has experience of teaching preschool children.

- Graduate Degree in any discipline who has attended one or more seminars/ workshops/training programmes in field of preschool education totaling up to 6 months and has at least one year experience of teaching preschool children

- Any other qualification/ training in the area of preschool education/ early childhood education and at least one year experience of teaching preschool children

8. It is COMPULSORY to attach Revised Annexure 1A, 1B, 3A and 7, as given in the revised document available at IGNOU website with Project File. A Project File submitted without these Annexure will not be accepted by the IGNOU and will be returned back.

9. The learners may contact the Counselors in their Study Centre for clarifications about the Project Work, so that they are able to complete the work as per these requirements. They also need to attend the counseling sessions organized by the Regional Centre/ Study centre for DECE 1 and Project Work.

10. In Section A, the New Guidelines for Project Work due to School Closure Situation have been described. The learners are advised to go through it.

11. Task for Phase 1 According to the Project Manual, during Phase 1 learners have to observe the Guide interacting with and teaching theyng children. Since this cannot do this presently due to closure of schools, IGNOU have planned an alternative for learners that can be referred from revised guidelines.

12. Task for Phase 2 and 3 According to the Project Manual, during Phase 2 and 3 learners have to work in a nursery school with children. Since this cannot do this presently due to closure of schools, IGNOU have planned alternatives. For doing Phase 2 and 3 of Project Work learners have to follow the steps (a) to (j) mentioned in the revised guidelines.

13. Duration of Project Work As stated in the Project Manual, the duration of Project work is 30 days.

14. Phase 1 – 5 days–See the two videos and write their analytical reports

15. Phase 2 – 20 days – 1 activity per day for 1st 10 days and 2 activities per day for next 10 days, totaling 30 activities.

16. Phase 3 – 5 days – a) Planning the curriculum; b) Carrying out 3 to 4 activities per day for 5 days; totaling a minimum of 15 and maximum of 20 activities.

17. Therefore, do not write all the Activity Plans of Phase 2 and 3 all together.

18. Write a few, show to Guide, conduct the activities, write their reports and then move to next set of Activity Plans.

19. Conduct only the required number of activities each day with the child.

20. In Phase 2, do not try to do many activities with the child in one day.

21. In Phase 3 since they will plan 3-4 activities for each day, learners have to carry out these 3-4 activities every day for 5 days with the child giving adequate break to the child for eating, toilet etc.

22. So what we mean is that learners follow the same schedule of conducting activities for Phase 2 and 3 as they would do if they were actually going to a preschool.

23. For the last dates please keep on checking IGNOU website

24. IGNOU gives they four years to complete DECE. So if learners cannot do this alternative Project Work just now, they can do the Project Work any time, within the period of their registration.

25. If preschools reopen later, learners can do the Project Work, as described in the Project Manual in a preschool for 30 working days, as has been the usual practice till now.

26. The Project File can be submitted as hard copy or soft copy.

27. Hard copy has to be posted to "Assistant Registrar (Projects), Student Evaluation Division, Block 3, Room 19, IGNOU, Maidan Garhi, New delhi – 110068.

28. Soft copy has to be uploaded on portal on IGNOU Official website.

29. Chose only one method of submission. Do NOT submit hard and soft copy both. Submission of Soft copy is preferable as evaluation process becomes quicker.

Programme - DNHE (DNHE – 004)

Activities to be performed

1. Learners are advised to go through the project guide carefully and choose a suitable, relevant topic from the suggested topic list or learner can formulate/select on their own topic with the consultation of project supervisor/guide.

2. Learner will be allotted a Supervisor/guide by the Coordinator of the Study Centre. All approved academic counsellors of the DNHE Programme at the study centres are recognized as supervisors for guiding project. A list of supervisors is available with the Coordinator of the Study Centre.

3. After preparing the proposal learner should submit the proposal along with the Project Proposal Proforma, duly filled and signed by learner to supervisor for approval.

4. After receipt of the project proposal approval from the supervisor learner may carry out the project work and prepare the project report (2 copies).

5. Fill form given in Annexure 3 in the project guide and submit one copy of the final project report to the coordinator of the study center.

6. The student will submit second copy of the project report to

DNHE Project Evaluation,

Block – 12, Student Evaluation Division,

IGNOU, Maidan Garhi,

New Delhi-110 068.

Programme - DPLAD (BPR – 004)

Activities to be performed

1. Learners are advised to go through the project guide (Part – 3) carefully and choose a suitable, relevant topic from the suggested topic list or learner can formulate/select on their own topic with the consultation of project supervisor/guide.

2. Learner will be allotted a Supervisor/guide by the Coordinator of the Study Centre. All approved academic counsellors of the DPLAD programme at the study centres are recognized as supervisors for guiding project. A list of supervisors is available with the Coordinator of the Study Centre.

3. After preparing the proposal learner should submit the proposal along with the Project Proposal Proforma, duly filled and signed by learner to supervisor for approval.

4. After receipt of the project proposal approval from the supervisor learner may carry out the project work and prepare the project report (two copies).

5. After completing the project work on the approved proposal, the student will submit one typed hard bound copy of the project report to -

The Registrar,

Student Evaluation Division,

IGNOU, Maidan Garhi, New Delhi-110 068.

6. The other copy to be retained by learner as personal copy.

Programme - DAQ (BAQP – 001)

Activities to be performed

1. Learners are advised to go through the project guide carefully and choose a suitable, relevant topic from the suggested topic list or learner can formulate/select on their own topic with the consultation of project supervisor/guide.

2. Learner will be allotted a Supervisor/guide by the Coordinator of the Study Centre. All approved academic counsellors of the DAQ programme at the study centres are recognized as supervisors for guiding project. A list of supervisors is available with the Coordinator of the Study Centre.

3. After preparing the proposal learner should submit the proposal along with the Project Proposal Proforma (Annexure – A), duly filled and signed by learner to supervisor for approval.

4. Programme Coordinator required a copy of proposal for his/her own records and analysis. Therefore send second copy on the following address :

   Programme Coordinator (DAQ),
   School of Sciences,
   Indira Gandhi National Open University,
   Maidan Garhi, New Delhi - 110 068

5. After receipt of the project proposal approval from the supervisor learner may carry out the project work and prepare the project report.

6. After completing the project work on the approved proposal, the student will submit one typed hard bound copy of the project report to -

   The Registrar,
   Student Evaluation Division,
   IGNOU, Maidan Garhi, New Delhi-110 068.

7. Upon its submission, the report will be sent to an examiner. Learner must secure a minimum of 40% in Project Work in order to successfully complete the course.

Programme – DCE (DCE 6)

Activities to be performed

Learners are required to write a report on a subject of their special interest duly approved by the Faculty of English, School of Humanities. The project may be in any area of creative writing such as fiction (a novella or a set of short stories), verse (a set of poems), a set of feature articles, scripts for either Radio or TV or a judicious combination of the above. This course enables to put into practice what they have learnt.

Detailed information about this course has been provided in the Programme Guide of DCE. There is no separate Project Guide of the course DCE-6. The experts at the Extended Counselling Programme may also give information on the topic.

DCE 6 is a Compulsory course in which the learner will have to prepare a Project which has two components

(a) Project Proposal and

- Length of Project Proposal: 500 words approximately
- While sending the learners are required to mention their complete details including Name Enrollment no., Regional Centre and Study Centre and send to the school address as follows -

The Director
School of Humanities
Block F, Academic Complex,
Indira Gandhi National Open University
Maidan Garhi,
New Delhi-110068
Phone: 011-29536441

- Proposal should be sent at above-mentioned address directly marking a copy to the/Regional Director as well).

(b) Project Report.

- Learners are expected to write approximately 20,000 words project.
- In the case of a project which consists of only a set of poems, this limitation will not apply.

- Project Report should be submitted by Registered Insured post to:

Registrar
Student Evaluation Division (SED)
Indira Gandhi National Open University
Maidan Garhi, New Delhi -110 068

Enclosures to be submitted along with the project report are –

- Attach the approved project proposal

- A self-attested Certificate of originality to your Project

- Send the project report to the above-mentioned address

Choice of areas with approximate word limits

a. Novella - 20,000 words approximately

b. 8-10 Features/Articles

c. 8-10 Short Stories

d. 12-15 Poems of approximately 14 lines each

e. Writing Scripts for either Radio or TV

f. Any other project on similar lines with the prior approval of the Faculty of English.

g. Book reviews are, allowed below the 20% of the total length of the project.

Counselling for Project Proposal

- Counsellor will assist learners in formulating project proposal, which is available at the study center.

Format of Project Proposal

- A Project Proposal (500 words) should consist of the following:

- Title of the Project

- Objectives of the proposal/study/topic chosen (Please refer to the DCE Programme guide)

- Methodology:

- A Project proposal should be typed in double space on one side only, as far as possible on A4 size paper. Adequate space should be left on all sides for comments.

- Learners are advised to keep one copy of the proposal for their records.

Key points for submitting Project proposal and Project report

- Draft the Project Proposal as per the guidelines provided in the DCE Program guide.
- Submit Project Proposal to Director, School of Humanities, send a copy, simultaneously to Regional Director concern for information and records.
- Proposal will be returned to learner within ten weeks of its receipt with **one of the following remarks**
    - ✓ 'Approved'
    - ✓ Approved conditionally' subject to observation of certain guidelines and modifications.
    - ✓ Re-do and re-submit to the Director (School of Humanities).
- *Approved proposals must be attached with the completed project to enable the evaluator to check whether there is conformity with the proposed outline, suggested modifications, etc.*
- *The entire report must be in one cover, and bound or at least tagged.*
- *Please do not send reports in parts-in fact. There is every chance of it getting lost.*
- **Project report must be accompanied by a self-certificate that the work is original, has not been submitted elsewhere and embodies the writing done as part of Course 6. (Self-certified)**
- Learners are advised to retain a copy of Project proposal/report for record before mailing it form approval/evaluation.
- To complete Diploma within a year of the enrolment, learners are advised to submit your Project Report by the 30th November for December Term End result and 30th-May for June Term End result.
- The Project carries the weightage of a full course, (4 credits) and learner must get a minimum **C** or above grade ' to clear DCE 6 that is project work.
- Below C that is D, learners are required to revise the project report,
- Please submit a typed and bound copy of the Project Report. Use A4 Size paper. Use one side only.

Programme PGCPP (MIRP – 001)

Activities to be performed

1. Learners are advised to go through the project guide carefully and choose a suitable, relevant topic from the suggested topic list or learner can formulate/select on their own topic with the consultation of project supervisor/guide.

2. Learner will be allotted a supervisor/guide by the Coordinator of the Study Centre. All approved academic counsellors of the PGCPP programme at the study centres are recognized as supervisors for guiding project. A list of supervisors is available with the Coordinator of the Study Centre.

3. After preparing the proposal learner should submit the proposal along with the Project Proposal Proforma (Annexure – A), duly filled and signed by learner to supervisor for approval.

4. Programme Coordinator required a copy of proposal for his/her own records and analysis. Therefore send second copy on the following address :

   Programme Coordinator (PGCPP),

   School of Law, Zakir Hussain Bhawan,

   Indira Gandhi National Open University,

   Maidan Garhi, New Delhi - 110 068

5. After receipt of the project proposal approval from the supervisor the learner may carry out the project work and prepare the project report.

6. After completing the project work on the approved proposal, the student will submit one typed hard bound copy of the project report to

   The Registrar,

   Student Evaluation Division,

   IGNOU, Maidan Garhi, New Delhi-110 068.

7. Upon its submission, the report will be sent to an examiner. Learner must secure a minimum of 40% in Project Work in order to successfully complete the course.

Programme - CCP (CPIP – 104)

Activities to be performed

1. Learners are advised to go through the project guide carefully and choose a few themes/areas either based on their past experience or aspects/areas in which learners have a special concerned or interest. Learner can formulate a project problem on their own or with the consultation of project supervisor.

2. Learner will be allotted a Supervisor by the Coordinator of the Study Centre. All approved academic counsellors of the CCP programme at the study centres are recognized as supervisors for guiding project. A list of supervisors is available with the Coordinator of the Study Centre/Regional Centre.

3. After preparing the proposal learner should submit the proposal along with the Project Proposal Proforma, duly filled and signed by learner to supervisor for approval.

4. Mail a copy of the Project Proposal duly approved by Supervisor to the

The Programme Coordinator (CCP),

Block – G, Academic Complex,

School of Law, IGNOU,

Maidan Garhi, New Delhi - 110068

5. After receipt of the project proposal approval from the supervisor learner may carry out the project work and prepare the project report.

6. After completing the project work on the approved proposal, the student will submit one typed hard bound copy of the project report to

The Registrar,

Student Evaluation Division,

IGNOU, Maidan Garhi, New Delhi-110 068.

Programme CAHT (BLEP – 034)

Activities to be performed

1. Learners are advised to go through the project guide carefully and choose a few themes/areas either based on learner's past experience or aspects/areas in which they have a special concerned or interest. Learner can formulate a project problem on their own or with the consultation of project supervisor.

2. Learner will be allotted a Supervisor by the Coordinator of the Study Centre. All approved academic counsellors of the CAHT programme at the study centres are recognized as supervisors for guiding project. A list of supervisors is available with the Coordinator of the Study Centre/Regional Centre.

3. After preparing the proposal learner should submit the proposal along with the Project Proposal Proforma, duly filled and signed by learner to supervisor for approval.

4. Mail a copy of the Project Proposal duly approved by Supervisor to the

The Programme Coordinator (CAHT),

Block – G, Academic Complex,

School of Law, IGNOU,

Maidan Garhi, New Delhi - 110068

5. After receipt of the project proposal approval from the supervisor learner may carry out the project work and prepare the project report.

6. After completing the project work on the approved proposal, the student will submit one typed hard bound copy of the project report to

The Registrar,

Student Evaluation Division,

IGNOU, Maidan Garhi, New Delhi-110 068.

Programme - CIHL (BLEP – 038)

Activities to be performed

1. Learners are advised to go through the project guide carefully and choose a few themes/areas either based on Leaner's past experience or aspects/areas in which they have a special concerned or interest. Learner can formulate a project problem on their own or with the consultation of project supervisor.

2. Learner will be allotted a Supervisor by the Coordinator of the Study Centre. All approved academic counsellors of the CIHL programme at the study centres are recognized as supervisors for guiding project. A list of supervisors is available with the Coordinator of the Study Centre/Regional Centre.

3. After preparing the proposal learner should submit the proposal along with the Project Proposal Proforma, duly filled and signed by learner to supervisor for approval.

4. Mail a copy of the Project Proposal duly approved by Supervisor to the

    The Programme Coordinator (CIHL),

    Block – G, Academic Complex,

    School of Law, IGNOU,

    Maidan Garhi, New Delhi - 110068

5. After receipt of the project proposal approval from the supervisor learner may carry out the project work and prepare the project report.

6. After completing the project work on the approved proposal, the student will submit one typed hard bound copy of the project report to

    The Registrar,

    Student Evaluation Division,

    IGNOU, Maidan Garhi, New Delhi-110 068.

Programme CHCWM (BHMP – 101)

Activities to be performed

1. Learners are advised to go through the project guide carefully and choose a suitable, relevant topic from the suggested topic list or learner can formulate/select on their own topic with the consultation of project supervisor. Once the Topic has been decided, the methodology needs to be decided.

2. Learner will be allotted a Supervisor by the Coordinator of the Study Centre. All approved academic counsellors of the CHCWM programme at the study centers are recognized as supervisors for guiding project. A list of supervisors is available with the Coordinator/PIC of the Study Centre/Regional Centre.

3. After preparing the proposal learner should submit the proposal along with the Project Proposal Proforma, duly filled and signed by learner to supervisor for approval.

4. After receipt of the project proposal approval from the supervisor learner may carry out the project work and prepare the project report.

5. After completing the project work on the approved proposal, the student will submit one typed hard bound copy of the Coordinator/PIC of the study center.

6. The Coordinator/PIC of the Study Centre will make appropriate arrangements for the evaluation of the Project reports by the external examiner. The project would be assessed out of a total of 50 marks. A minimum of 40% marks has to be scored in the project for being qualified for the certificate. In case a student does not score the required marks, the student will have to repeat the project.

Programme CES (PES – 001)

Activities to be performed

1. Learners are advised to go through the project guide carefully and choose a suitable, relevant topic from the suggested topic list or learner can formulate/select on their own topic with the consultation of project supervisor.

2. Learner will be allotted a Supervisor by the Coordinator of the Study Centre. All approved academic counsellors of the CES programme at the study centres are recognized as supervisors for guiding project. A list of supervisors is available with the Coordinator/PIC of the Study Centre/Regional Centre.

3. After preparing the proposal learner should submit the proposal along with the Project Proposal Proforma, duly filled and signed by learner to

    The Programme coordinators (Environment Studies)

    School of Social Sciences, Block-F, Room No.- 133,

    IGNOU, Maidan Garhi, New Delhi-110068

    for approval.

4. After receipt of the project proposal approval the learner may carry out the project work and prepare the project report.

5. After completing the project work on the approved proposal, the student will submit one typed hard bound copy to

    The Registrar,

    Student Evaluation Division

    Block -12, IGNOU

    Maidan Garhi, New Delhi110068

6. A minimum of 40% marks has to be scored in the project for being qualified for the certificate. In case a student does not score the required marks, the student will have to repeat the project.

Programme - CETM (OEYP – 004)

Activities to be performed

1. The Project "Energy Audit of Your Home" consists of several components, which is mentioned in the project guide. Learner should try to attempt as much as s/he can.
2. After completing the activities the learner may submit to the following address:

To

Programme Coordinator (CETM),

SOET, IGNOU,

Maidan Garhi, New Delhi - 110068

3. The project activities will be evaluated based on the activities attempted. The project is of 100 marks. Learner has to score minimum 40 marks to pass the course.

Other Project based Programme - BTS/DTS (PTS-1,2,4,5,6)

Activities to be performed

1. Learners are advised to go through the project guide carefully and choose a suitable, relevant topic from the suggested topic list or learner can formulate/select on their own topic with the consultation of project supervisor/guide.

2. Learner will be allotted a supervisor/guide by the Coordinator of the Study Centre. All approved academic counsellors of the DTS programme at the study centres are recognized as supervisors for guiding project. A list of supervisors is available with the Coordinator of the Study Centre.

3. After preparing the proposal learner should submit the proposal along with the Project Proposal Proforma (Annexure – A), duly filled and signed by learner to supervisor for approval.

4. Programme Coordinator required a copy of proposal for his/her own records and analysis. Therefore send second copy on the following address:

To

Programme Coordinator (Tourism Studies),

School of Social Sciences, Block 5,

Indira Gandhi National Open University,

Maidan Garhi, New Delhi - 110 068

5. After receipt of the project proposal approval from the supervisor learner may carry out the project work and prepare the project report.

6. After completing the project work on the approved proposal, the student will submit one typed hard bound copy of the project report to

To
The Registrar,
Student Evaluation Division,
IGNOU, Maidan Garhi, New Delhi-110 068.

7. Upon its submission, the report will be sent to an examiner. Learner must secure a minimum of 40% in the Project Work in order to successfully complete the course.

Standard Operating Procedure for Seminar Component

Master of Library and Information Sciences (MLIS)

Activity to be performed

1. Topics to be assigned by the Academic Counsellor to students during the first practical session of MLIS programme. A prior intimation to this effect be sent to all the students by the study center through E mails/SMS. The information will be displayed on the web site of the Regional Centre.

2. Seminar schedule will be planned by the coordinator of the study center and will be sent by coordinator to all the students through email. The information will also be displayed on the web site of the Regional Centre well in time.

3. The google link of the meeting be prepared by the coordinator. For this purpose, a special email id will be prepared by the Regional Centre on the IGNOU 's mail domain and access to the email id will be given to the coordinator for arranging the seminars

4. All the sessions will be recorded and the prior information be sent to concerned school of studies who may like to monitor (if they so like). RC's representative will be invariably present during such seminars

5. Coordinator will get the award lists prepared through concerned academic counsellor and will send to Regional Centre through E mail to be followed by post

6. The bills will be processed through study center. Academic Counsellor will raise the bill through concerned study center