



इग्नू
जन-जन का
विश्वविद्यालय

डॉ० वी बी नेगी
कुलसचिव (प्रभारी)
Dr. V B Negi
Registrar (Incharge)



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THE PEOPLE'S
UNIVERSITY

F.No.: IG/SED/Proj./SOSW/2020

Dated: November 21, 2020

The Regional Director
All Regional Centres.

Sir/Madam,

The proposal of the School of Social Work (SOSW) regarding the strategy for evaluation for the Project/Field Work Journal (Practicum) of all Programmes of School of Social Work (SOSW) – DAFE/BSW/MSW/MSW-C/CSWCJS/PGDCOUN has been approved by the Hon'ble Vice-Chancellor. Accordingly, the following procedure is to be adopted, henceforth.

1. The students will submit the hard copy/soft copy of the Journals/Projects directly to the Regional Centre. The concerned Regional Centre will obtain the filled in proforma from the concerned supervisors.
2. The concerned supervisors will fill up the attached Evaluation Proforma and submit the same to the Regional Centres after permitting student to submit the Journals/Projects. The bill for supervising the students will also be submitted along with the Proforma.
3. Under the new strategy approved, the Field Work Supervisors/Academic Counsellors will not assign marks out of 50 or 100. Instead, they will only fill up the Evaluation Proforma and submit the same to the Regional Centre. The Field Work Supervisors/Project will retain a copy of the proforma with them till they receive the payment from the Regional Centre.
4. The Regional Centre will make payment to the Academic Counsellors/Field Work Supervisors after confirming the receipt of the Journal/Project and the evaluation proforma.
5. The Regional Centre will mail hard copy/soft copy to SED for evaluating the same at SED.
6. Based on the supervisors' reports in the filled-in proforma, the evaluators will give the final marks/grades.

It is, therefore, requested that all the Regional Centres may kindly make note of the above strategy approved by the Hon'ble Vice-Chancellor for compliance. The above information may kindly be sent to all the Programme/Learner Study Centres (PSC/LSC) for necessary action at their end. The evaluation proforma is being sent herewith in the Attachment.

With warm regards,

Yours sincerely,

(V. B. Negi)

डॉ० वी. बी. नेगी
कुलसचिव (वि.मू.प्र.) प्रभारी
Dr. V. B. Negi
Registrar (SED) /c

Copy to:

1. The Director, SOSW
2. The Director, RSD
3. Office copy

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Indira Gandhi National Open University

School of social Work

Performa for evaluating Field Work/Project Work for MSW/MSW (C)/ BSW/ PGDCOUN/CSWCJS

Name of the Programme: _____, Programme code: _____

Name of the Student: _____

Enrolment number: _____

Contact details: _____

For IGNOU empanelled Supervisor:

1. How long have you been interacting with the learner? _____

2. Has the learner been contacting you for guidance for field practicum/project work? _____

Overall Assessment (On a scale of 1 to 10- 1 being the lowest and 10 being the highest)

| Criteria for marking | Total marks | Marks obtained |
|-----------------------------------------------------------------|-------------|----------------|
| Orientation Report | 10 | |
| Report writing | 10 | |
| Individual conference and report | 10 | |
| Understanding purpose of of field work/Project Work: | 10 | |
| Ability to connect theory into practise | 10 | |
| Sincerity towards field work/project work | 10 | |
| Extent of involvement in practicum using own ideas/ initiatives | 10 | |
| Learner progress over time | 10 | |
| Punctuality in field work/project work | 10 | |
| Clarity in field work reports/ project work | 10 | |

| | | |
|-------------------------------------------------------------------------|----|--|
| Ability to communicate within the agency/ community/group/Supervisor | 10 | |
| Overall assessment | 10 | |

Name of Supervisor: _____

Contact Details: _____

Date of Appointment as Supervisor in IGNOU: _____

Study Centre code: _____

Regional Centre Code: _____

Journal/Project work: Date of submission _____