

# **PROGRAMME GUIDE**

**Bachelor of Arts (Psychology)  
(BAFPC)**

**Four Year Undergraduate Programme**



**School of Social Sciences  
Indira Gandhi National Open University  
New Delhi**

# Programme Guide

## **BAFPC**



Discipline of Psychology  
School of Social Sciences  
**Indira Gandhi National Open University**



December 2024

© Indira Gandhi National Open University, 2024

Cover Design: Yamini Baba, Research Scholar, Discipline of Psychology, School of Social Sciences, IGNOU, New Delhi

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

Further information on the Indira Gandhi National Open University courses may be obtained from the University office at Maidan Garhi, New Delhi - 110 058 or visit the University Website at <http://www.ignou.ac.in>

Dear Learner,

Welcome to IGNOU and the Bachelor of Arts (Major) Psychology (BAFPC) programme under the Four Year Under Graduate Programme (FYUP) according to National Education Policy (NEP 2020) guidelines. As you have joined the world's largest University that imparts education through Open and Distance mode, it is necessary that you are aware of the university system and its functions. You will also be keen to know some details about the programme that you have joined and the way in which the university imparts instructions. This Programme Guide gives the necessary information that will help you in knowing the university and pursuing the programme. It also gives the syllabus of the courses that are presently on offer. We therefore advise you to keep this Programme Guide safely till you complete the Programme.

When you enrol for the programme, you will be allotted a Learner Support Centre (LSC). While pursuing this B.A. (Psychology) Major, you will receive support from IGNOU through the Regional Centre and LSC allotted to you (from IGNOU's website, please check the nearest LSC where the programme is offered).

As a distance learner, you may have several queries while pursuing the programme. We expect you to be directly in contact with the programme coordinator/ course coordinator, academic counsellor at the LSC, your Regional Centre, and your peers. For any queries or doubts, please write to us at the Email Id [bapchsoos@ignou.ac.in](mailto:bapchsoos@ignou.ac.in). While the University makes every effort to ensure that you pursue the programme of study without any difficulty, occasionally you might face problems. Please use the iGRAM platform (<http://igram.ignou.ac.in>) for quick resolution to such problems.

Also, we advise you to be in touch with the LSC allotted to you for advice / timely day-to-day information related to this programme and also visit the university website [www.ignou.ac.in](http://www.ignou.ac.in) at regular intervals. We wish you all the success in pursuing this Bachelor of Arts (Psychology) Major under the Four Year Undergraduate Programme.

**Programme Coordinator**

**Bachelor of Arts (Psychology) Major**

**Monika Misra**

**[bapchsoos@ignou.ac.in](mailto:bapchsoos@ignou.ac.in)**

## 1. THE UNIVERSITY

---

The Indira Gandhi National Open University (IGNOU) is the world's largest Open University. It is a Central University established by an Act of Parliament in 1985, to advance and disseminate learning and knowledge by diverse means, including information communication technology. The objective is to provide opportunities for higher education to a large segment of the population and promote educational wellbeing of the larger society.

In a relatively short time, IGNOU has made a significant contribution in the areas of higher education, community education, extension activities and continual professional development. As a world leader in distance education, it has been conferred with an Award of Excellence by the Commonwealth of Learning (COL), Canada. IGNOU offers its academic programmes through its 21 Schools of Studies, with a network of 69 Regional Centres and about 2005 Learner Support Centres (LSCs). The University also has 12 Recognized RCs with Army, Navy and Assam Rifles. The University is offering a special skill-based Bachelor's Degree Programme under the "Agnipath" Scheme, since August 2023. The scheme is meant for Jawans, Sailors and Airman of the three services joining as Agniveer in the Indian Defence Forces. The University also has a network of 25 Overseas Study Centres (OSC) in 15 countries.

The University offers over two hundred academic, professional, vocational, awareness and skill-oriented programmes at the level of Certificate, Diploma, Bachelor's Degree, Master's Degree and Doctoral Degree. Currently the emphasis is being laid the University on developing interactive multimedia supported online learning as well, adding value to the traditional distance education delivery mode with modern technology enabled education within the framework of blended learning. It has decided to make the learning material available in digital format. As a national coordinator for SWAYAM (online learning initiative by the Ministry of Education, Government of India), the university is offering 214 MOOCs through the SWAYAM platform. IGNOU manages six SWAYAM PRABHA channels as part of the national policy's implementation for the integration of ICT in education.

## 2. SCHOOL OF SOCIAL SCIENCES

---

The School of Social Sciences (SOSS) is among the larger schools of studies at the University. SOSS offers academic programmes in eight disciplines: Anthropology, Economics, History, Library and Information Science, Political Science, Psychology, Public Administration and Sociology.

The School offers a number of certificate, diploma and degree programmes at the Bachelor's and Masters level. It has also expanded its academic activities through research degree programmes that apply newer methodologies to elicit a more creative response, both from within a discipline and from inter- disciplinary interactions.



### **3. B. A.(PSYCHOLOGY) MAJOR (FYUP)**

---

Psychology is the study of mind and human behaviour. Psychologists study the relationships between brain function, behaviour, and environment. The science of psychology enriches society and improves our lives. In other words, it helps us understand and better our world. Psychology has established itself as a scientific discipline, and its application encompasses wide settings. Because of the varied scope, psychologists have been working on emerging areas to participate and lead on these and other new themes. The COVID-19 pandemic has changed our attitude towards mental health and has made us realize that many of our most pressing concerns are rooted in human behaviour. Some of the problems in the present day are inequality, climate change, social interaction in the media space, reshaping the workspace, health and well-being, to name just a few. The application of psychological principles has helped find solutions to many of the challenges and help achieve the Sustainable Development Goals, which aim for global peace, prosperity, and well-being.

The undergraduate programme, Bachelor of Arts (Major) Psychology (BAFPC), offers an excellent opportunity to understand human behaviour. The selection of courses in the programme provides a rich background for those of you who plan to pursue careers in psychology, and also who are from varied areas like forensics, nursing, social work, counselling, education, organization, and law.

Psychology (Major) is an intensive and engaging programme. Practical/Tutorial is an important component in the Discipline-Specific Core Courses of the programme. We hope that the Practical and Tutorial activities will encourage you to be curious. We also hope that you will contact the programme coordinator/ course coordinator for any questions or clarification related to the courses.

#### **Aims and Objectives Bachelor of Arts (Psychology) Major**

The Bachelor of Arts (Psychology) Major (BAFPC) Programme intends to develop an understanding of the different aspects of human behaviour. It aims to develop professional skills and competencies in light of the emerging need for trained students in the area of mental health sector, academic/research institutes, NGOs, government organisations and applied sciences. The programme will equip with a strong foundation for your career goals.

#### **Programme Outcome:**

By choosing to study BAFPC, you should be able to:

- Develop an understanding of different domains of human behaviour
- Get acquainted with the subfields of psychology like, social psychology, developmental psychology, forensic psychology, environmental psychology, clinical psychology, counselling psychology, and organizational behaviour;
- Examine the relationship of psychology with other fields; and
- Analyse how psychology is beneficial for the society and lives

### Who Can Join the Programme: Eligibility

In keeping with the policy of 'openness and flexibility', admission to Bachelor of Arts (Psychology) Major is open to all those who have completed 10 plus 2 in any stream - arts, science or commerce. There is NO entrance test for seeking admission.

**Medium of Instruction:** English and Hindi

IGNOU has been one of the earliest university to introduce credit based academic programmes with a choice of courses. With the introduction of semester system and an evaluation system based on 10 point grading system in 2019, IGNOU joins the Central and State Universities across the country in introducing the Four-Year Under Graduate Programmes (FYUP) at the Undergraduate level.

The University has launched the Four - year Undergraduate Programme and the scheme is as follows:

There are exit points after first, second and third year. Those who exit after completing three years (120 credits) shall be awarded a Degree with Major in the chosen discipline. On completion of four years (160 credits), Degree with Honours in the chosen discipline shall be awarded. If you want to exit after the 1<sup>st</sup> Year, you would need to complete one 4 credit vocational course besides the mandatory 40 credits (1<sup>st</sup> and 2<sup>nd</sup> semester) to receive the UG Certificate. Similarly, if you exit after completing two years having done 80-4 credits you would be awarded UG Diploma.

**Programme Structure Template for Four Years Undergraduate Programmes (3-years Major /4-years Honours)**

### PSYCHOLOGY STRUCTURAL FRAMEWORK FOR FYUP

#### Major Programme

Year	Semester	Discipline Specific Courses Core	Minor (Only for other disciplines)	Ability Enhancement Courses	Inter-disciplinary courses (Introductory level) Skill Enhancement courses/Internship /dissertation	Common Value-Added Courses	Total Credits
1 Yr	1 <sup>st</sup> Semester	DSC-1 BPCC 101 Introduction to Psychology (4 Theory+ 2 Practical =6 Credits)	Minor-1 VOC (4 credits)		IDC- 1 (6 credits) SEC-1 (4 credits)		20
	2 <sup>nd</sup> Semester	DSC-2 BPCC 107 Social Psychology (4 Theory + 2 Tutorial = 6 Credits)	Minor-2 VOC (4 credits)	AEC-1 (4 credits) BEVAE181: Environmental Studies		VAC-01 (6 Credits) BEDSV 101: Value Education	20

Exit 1: UG Certificate							40 (+4)
II Yr	3 <sup>rd</sup> Semester	<b>DSC-3</b> BPCC-105 Psychological Research (4 Theory + 2 Practical = 6 Credits)  <b>DSC-4</b> BPCC-106 Development of Psychological Thought (4 Theory + 2 Tutorial = 6 Credits)	<b>Minor-3</b>  <b>DSC</b> (4 credits)	<b>AEC-2</b> (4 credits)			20
	4 <sup>th</sup> Semester	<b>DSC-5</b> BPCC-104 Statistical Methods for Psychological Research-I (4 Theory + 2 Tutorial = 6 Credits)  <b>DSC-6</b> BPCC-109 Developmental Psychology (4 Theory + 2 Tutorial = 6 Credits)	<b>Minor-4</b>  <b>DSC</b> (4 credits)		<b>SEC-2</b> (4 credits)		20
Exit 2: UG Diploma							80(+4)

NOTE: It may be noted that the list of Minor Courses, Ability Enhancement Courses (AEC), Skill Enhancement Courses (SEC), Interdisciplinary Courses (IDC) Value Added Courses (VAC), Vocational Courses (VOC) is dynamic and new courses are added to the basket from time to time. The courses mentioned are indicative. You will get know the latest updated list of courses from the Common Prospectus and also when you register/re-register for each year.

\*Discipline Specific Minor courses are of four Credits. These courses are to be selected from other disciplines from the basket of courses. Choose any one discipline to complete all the three Discipline Specific Minor Courses.



### 3.1 FEATURES FOUR YEAR UNDERGRADUTE PROGRAMME (FYUP) AS PER NEP 2020

The University has launched the Bachelor Degree Major Programme with effect from January 2024 session. The Major degree in a specific discipline will be awarded to the learner after successful completion of the courses for 3 years, whereas for the learner who continues the programme for the 4th year also, will be awarded the Honours Degree of 4 years. The course details of the 4th year will be provided subsequently. The following Bachelor Degree Programme under FYUP, is on offer as Major (3 years)/ Honours (4-Years):

#### 3.2 Objectives

Beginning January 2024, the School of Social Sciences is offering B.A.(Psychology) Major programme (FYUP) in Psychology. The programme is designed to enable the learner to take courses of their choice, learn at their own pace, and adopt an interdisciplinary approach to learning. It is thus a learner centric programme with flexibility, choices, mobility and employability built into it.

The Major/Honours degree programme is designed to give an in-depth knowledge to a student in a discipline of their choice while providing exposure to other disciplines also. The Major (3 year)/Honours (4 year) programmes have the following objectives:

- ❑ Introduce the learner to the main themes and topics in a discipline of humanities, social sciences and sciences with core and elective courses.
- ❑ Facilitate the learners to work towards ability and skill enhancement through exposure to appropriate courses.
- ❑ Introduce learners to reading and writing skills through assignments and exercises of such kind required at an undergraduate level.
- ❑ Expose the learners to the importance of interdisciplinarity by enabling them to offer courses outside their disciplines.

Eligibility: 10+2 or its equivalent

Medium of Instruction: English and Hindi

#### 3.3 Credits and Duration

The University follows the credit system for offering all its programmes. One credit is equal to 30 hours of learners study time. To earn Bachelor's Degree, a learner has to complete 120 credits in minimum six semesters (Three years). The 120 credits of the programme have to be earned by completing the courses in different categories. Similarly, the credit load for an Honours degree programme of 4 years will be 160 credits. The details of the courses for the 4th year will be provided subsequently. The credit load of courses per Semester under different categories is 20 credits. The Major degree programmes have a mix of following categories of courses:

**COURSES FOR BA/PC BACHELOR OF ARTS (PSYCHOLOGY) MAJOR  
(1<sup>st</sup>, & IInd Year)**

a) **Discipline Specific Core Courses (DSC):** The Total credit weightage under this Category will be 60 credits. Each of the Course is of 6 credits. All the DSCs in Psychology are integrated 4 Credits + 2 Credits. Here, 4 Credits is of theory component and 2 Credits is assigned for Practical or Tutorial. A learner needs to choose one Discipline in which they want to earn the Major degree. Once selected, it is **not changeable**.

Course Code	Title of the Course	No. of Credits
<b>Semester - 1</b> BPCC - 101	Introduction to Psychology	6 (4 Theory +2 Practical)
<b>Semester - 2</b> BPCC - 107	Social Psychology	6 (4 Theory + 2 Tutorial)
<b>EXIT 1</b>		
<b>Semester - 3</b> BPCC - 105	Development of Psychological Thought	6 (4 Theory +2 Tutorial)
BPCC - 106	Psychological Research	6 (4 Theory +2 Tutorial)
<b>Semester - 4</b> BPCC - 104	Statistical Methods for Psychological Research - I	6 (4 Theory +2 Tutorial)
BPCC - 109	Developmental Psychology	6 (4 Theory +2 Tutorial)
<b>EXIT 2</b>		

b) **Interdisciplinary Course (ID):** The learners are required to take one Course of 6 credits under this Category in the **first semester**. This course will be **other than** the Major and Minor Disciplines taken by the students.

**It may be noted that the list of Interdisciplinary Courses (IDC), and Value Added Courses (VAC) is dynamic and the new courses are added to the basket. The list given below is indicative and you will get the latest updated list of courses from the Common Prospectus or when you register/re-register for each year.**

Sr. No	Course Code	Title of The Course	Credits
		<b>English</b>	
1.	BEGG 171	Media and Communication Skills	6
		<b>Hindi</b>	
2.	BHDG175	Madhyakaneen Bharatiya Sahitya Evam Sanskriti	6

		<b>Public Administration</b>	
3.	BPAG 171	Disaster Management	6
		<b>Psychology</b>	
4.	BPCG 171	General Psychology	6
		<b>Philosophy</b>	
5.	BPYG 171	Applied Ethics	6
		<b>Political Science</b>	
6.	BABG 171	Understanding Ambedkar	6
		<b>Sociology</b>	
7.	BSOG 171	Indian Society: Images and Realities	6
		<b>Sanskrit</b>	
8.	BSKG 178	Pracheen Bharatiya Rajniti	6

- b) **Skill Enhancement Courses (SEC):** Learners are required to study 4 courses of 4 credits each from this Category. One course in each semester will be on offered starting from 1st, 4th, 5th, and 6th semester.

It may be noted that the list of Skill Enhancement Courses (SEC) is dynamic and new courses are added to the basket. The list given below is indicative and you will get the latest updated list of courses from the Common Prospectus or when you register/re-register for each year.

Sr. No	Course Code	Title of The Course	Credits
1.	BANS 183	Tourism Anthropology	4
2.	BCHS 183	Laboratory Management Skills	4
3.	BCOS183	Computer Application in Business	4
4.	BEGS 183	Writing and study Skills	4
5.	BHDS 183	Anuvaad Sidhaant Evam Pravidhi	4
6.	BHIS 183	Traditions and Perception of Craft in Bharat	4
7.	BPCS 183	Emotional Intelligence	4
8.	BPCS 185	Developing Emotional Competence	4
9.	BSSS 183	Life Skills	4
10.	BTTS 183	An Introduction to Machine Translation	4

11.	BBCS 485	Bioinformatics	4
-----	----------	----------------	---

- c) **Ability Enhancement Course:** Two courses worth 8 credits (4 credits each) will be offered from this category in 2nd and 3rd semesters.

It may be noted that the list of Ability Enhancement Courses (AEC) is dynamic and new courses are added to the basket. The list given below is indicative and you will get the latest updated list of courses from the Common Prospectus or when you register/re-register for each year.

Sr. No	Course Code	Title of The Course	Credits
1.	BEVAE 181	Environmental Studies	4

- d) **Value- Added Course:** One course of 6 credits is offered to the learner from this Category. The course is on offer only in the first Semester.

It may be noted that the list of Value Added Courses (VAC) is dynamic and new courses are added from time to time. The list given below is indicative and you will get the latest updated list of courses from the Common Prospectus or when you register/re-register for each year.

Sr. No	Course Code	Title of The Course	Credits
1.	BEDSV 101	Value Education	6

- e) **Vocational Courses:** The learner is required to study 3 vocational courses (4 credits each) worth 12 credits in a span of 3 years (6 semesters). These may be related to the Major discipline or otherwise as per the choice of the student.

It may be noted that the list of Vocational Courses is dynamic and new courses are added from time to time. The list given below is indicative and you will get the latest updated list of courses from the Common Prospectus or when you register/re-register for each year.

Sr. No	Course Code	Title of The Course	Credits
1.	BECS 184	Data Analysis	4
2.	BPAS 184	Logistics Management	4
3.	BHDS 184	Radio Lekhan	4
4.	BCOS 185	Entrepreneurship	4

5.	BCOS 186	Personal Selling and Salesmanship	4
----	----------	-----------------------------------	---

**Exit options from the Programme:** The learner who would like to take exist from the programme after completion of first or second year, will have to complete a Vocational Course worth 4 credits in addition to the required number of courses to be completed in these years (40+4 credits after first year and 80+4 credits after 2nd year).

#### 4. PLANNING YOUR BACHELOR'S STUDIES

As mentioned earlier, each credit of this programme is equivalent to 30 hours of learner study comprising all learning activities (i.e. reading and comprehending the print material, listening to audios, watching videos, attending counselling sessions, teleconferencing and writing assignments responses). This means that you will have to devote approximately 180 hours of study for a six-credit course (30 x 6) and 120 study hours for a four-credit course (30 x 4). Since you have three courses of six credits and one four-credit course to complete in the first semester and a similar workload in the second semester, you need to put in a total of 1200 hours of study in a year. This means that you will have to **devote around four hours of study every day** for at least 300 days in a year. You are therefore advised to adjust your reading schedule keeping this workload in view. With this schedule, you will be able to complete all courses of the First year.

The University offers a lot of flexibility and openness in the courses and duration for the completion of programmes. You should **take full advantage of this flexibility**. As indicated earlier you can finish this programme in three years by earning 120 credits. If you are not able to complete it within this period, you can take a maximum of six years to complete the programme. It would be better if you plan it in a systematic way. At the beginning of each semester/year, the University will make available study materials and assignments according to scheme of study. It is, however, up to you to decide which courses you would complete in a particular year. Completion of a course would involve studying the course, completing the assignments and obtaining pass marks in both assignments and the term end examination. If you are busy elsewhere and not able to fully devote yourself to the programme you should fix your targets every year. If you feel that instead of 44 credits you would do only 24 or 36 credits in a year, plan it from the beginning of the year, study only those courses, do the assignments for them and appear for term end exam. Carry over the rest to next year. Again, next year, decide your goals for that year. Whenever you decide to do the assignment of a previous year's course, download the assignment from [www.ignou.ac.in/Downloads/Assignments](http://www.ignou.ac.in/Downloads/Assignments), ensuring the correct validity and the course code. Submit the completed assignment according to the schedule mentioned on the cover note, and take the term end examination (For details see Section 7.1 of this Programme Guide). Through a proper planning you can finish this programme according to your convenience.



## 5. FEE STRUCTURE AND SCHEDULE OF PAYMENT

A prescribed fee (which is Rs. 16500/- at present) is to be paid for the Bachelor of Arts (Psychology) Major Programme @Rs 5500/- per year at present. In the First year, in addition to prescribed fee (which is Rs. 5500/- at present), a prescribed Registration fee (which is Rs. 300/- at present) (non-refundable) and an University Development fee (which is Rs 200/- at present) also has to be paid. The programme fee should be paid only by means of Debit Card/Credit Card through online mode only. **Fee once paid is not refundable.**

**According to the University policy, the programme fees is subject to revision. In that case, the revised fee shall be payable.**

Although the Bachelor of Arts programme is a semester-based programme, registration is done annually. Just as you have registered for the first two semesters at the start of the programme, you will have to re-register for the Second year (third and fourth semesters) and Third year (fourth and fifth semesters) before the beginning of the academic year. Please visit the University website at regular intervals for all the updates ([www.ignou.ac.in](http://www.ignou.ac.in)).

The submission of Re-Registration form and payment of programme fee must be done at the beginning of each year, as per schedule given below, by online mode only (Debit Card/Credit Card).

**Schedule for Re-Registration\***

For January Session	For July Session	Late Fee
1st August to 2 <sup>nd</sup> October	1st Feb to 31st March	Nil
3rd October to 31st October	1st April to 30th April	₹ 200.00
1st November to 30th November	1st May to 31st May	₹ 500.00
1st December to 20th December	1st June to 20th June	₹ 1000.00

\* Above fee and dates are indicative only. As and when it is necessary, the University may revise the date/s and/or re-registration fee and the fee shall be payable by you as per schedule of payment notified by the University.

Timely payment of programme fees is the responsibility of the learner. The learner is expected to remit the fees as early as possible without waiting for the last date. Non-payment of fee would result in the withdrawal of access to self-learning material and permission to write the examinations. It may also result in the cancellation of your admission. If any learner willfully appears in an examination without proper registration for a course, disciplinary action shall be taken against them as per rules of the University.

## 6. INSTRUCTIONAL SYSTEM

---

The methodology of instruction adopted by the University is different from that in the conventional universities. The Open University system is more learner-oriented in which the learner is an active participant in the teaching-learning process. Most of the instruction is imparted through distance rather than face-to-face communication.

The University follows a multi-media approach for instruction. It comprises of

- Self-Learning Material
- Audio-video programmes transmitted through radio and television
- Teleconferencing sessions
- Face-to-face counselling at Learner Support Centres by the Academic Counsellors
- Assignments/ Tutorials/ Practicals/ Dissertation

### 6.1 Course Material

The self-learning material (SLM) of each Course, in print or eBook format, is the primary form of instruction. You should concentrate mainly on the SLM that are sent to you in the form of printed books or eBooks. The course material would be sufficient to write assignment responses and prepare for the Term End Examination (TEE). We would, however, suggest you to read additional material, especially those given in the Suggested Reading section of the course material.

The course material prepared by the University is self-learning in nature. Each course is printed in the form of a single book or eBook. The course is divided into a number of **Blocks**. A six-credit course generally has four to five Blocks. Each Block consists of Units (minimum two to maximum five units). Normally, the Units covered in a Block are thematically arranged. The introduction section of the book provides an overview of the course, its objectives, guidelines for studying the material, and related aspects. The Block introduction explains the coverage of the Block as a whole as well as the coverage of each Unit in that Block.

Each Unit is structured in a way to facilitate self-study. Each Unit begins with **Learning Objectives** which will give you an idea on what you are expected to learn from the Unit. The **Introduction** provides an overview of the major theme of the unit. An attempt is made to forge a link with the topics of the previous Units and the topic to be covered in the Unit. This is followed by the main text, which is divided, into various sections and subsections. At the end of each section we have provided questions for self-evaluation under the heading of **Check Your Progress**. You should attempt this part, as it will help you in assessing the immediate absorption and check your understanding of the topic. Questions in Check Your Progress are for your practice only, and you should NOT submit answers to these questions to the University for assessment. We have not provided the full length answers, as we would like to encourage you to write in your own words and not rely on memorizing the course material.

The section **Summary** gives a brief account of what has been discussed in the Unit. This summary enables you to recall the main points covered in the Unit. Each unit ends with **References** which gives the list of books and articles that have been consulted to prepare the unit. In addition, at the end of each Unit, a list of **Suggested Readings** is given. Some of these books listed in this section will be available in the libraries at the Regional Centre. There is also a section on weblinks for online resources, which might be helpful.

In order to comprehend the SLMs, read the Units carefully and note down the important points. You can use the space in the margin of the printed pages for making notes and writing your comments. While reading the Units, you may mark the difficult words and look for the meaning of such words in a dictionary. If you still do not understand something, consult your counsellor during the face-to-face sessions at the LSC for clarification. Alternatively, you may write to the course coordinator/programme coordinator for clarification.

### **Dispatch of Study Material**

The dispatch of material will start once the online process of registration is complete and the admission is confirmed. You can expect to receive your study material within one month of closing of the registration for the programme. If any course material is missing or you receive wrong or defective material, please address your query to the Regional Centre or write to Student Services Centre at [ssc@ignou.ac.in](mailto:ssc@ignou.ac.in).

For the students who have applied for digitized version, the SLM maybe accessed from [www.ignou.ac.in/eGyankosh/BA\(H\)Psychology](http://www.ignou.ac.in/eGyankosh/BA(H)Psychology).

### **6.2 Academic Counselling**

In distance education, face-to-face contact between the learners and their academic tutors/counsellors is an important activity. The purpose of such an interaction is to answer some of your questions and clarify your doubts, which may not be possible through any other means of communication. It is also intended to provide you an opportunity to meet fellow learners.

There are experienced academic counsellors at the LSC to provide academic counselling and guidance to you in the courses that you have selected for study. The academic counselling sessions for each of the courses are held at suitable intervals throughout the academic session. Attendance in the academic counselling sessions for theory courses is not compulsory, but we would suggest you to attend these sessions as they may be useful in certain respects, such as to share your views on the subject with teachers and fellow learners, comprehend some of the complex ideas or difficult issues, and get clarifications for any doubts which you would not otherwise try to raise.

Face-to-face counselling will be provided to you at the LSC assigned to you. You should note that the academic counselling sessions will be very different from the usual classroom teaching or lectures. Academic counsellors will not be delivering lectures. They will try to help you to overcome difficulties, which you face while studying for this programme. In these sessions, you must look into the subject-based difficulties and any other issues arising out of such difficulties. Besides, some of the audio and video material that is available at that

time will be played in the counselling sessions. The University normally organizes four academic counselling sessions for a 4-credit and six sessions for a six-credit course. One theory session is of two hours.

Similarly, for a two credits Practical component, there will be at least two counselling sessions, each session will be of three hours. These sessions are MANDATORY. In case there are less than 10 students in a LSC, the learners will be clubbed with the nearby LSC.

Before you attend the academic counselling sessions, please go through the SLIM and note down the points to be discussed. Unless you have gone through the Units, there may not be much to discuss. Try to concentrate on relevant and important issues. Try also to understand each other's points of view. You may also establish personal contact with your fellow participants to get mutual help for academic purposes. Try to get the maximum possible help from your academic counsellors.

### 6.3 Learner Support Centre

To provide effective student support, we have set up a number of Learner Support Centres all over the country. You will be allotted one of these LSC, as per the availability of the programme. However, each LSC can handle only a limited number of students, thus, it may not always be possible to allot the LSC of your choice. The particulars regarding the LSC to which you are assigned, will be communicated to you.

Every Learner Support Centre will have:

- A Coordinator who will coordinate different activities at the centre.
- An Assistant Coordinator and other support staff appointed on a part-time basis.
- Academic Counsellors in different courses to provide counselling and guidance to you in the courses you have chosen.

LSC will have six major functions:

**Counselling:** Face-to-face counselling for the courses will be provided at the LSC. Online sessions might also be conducted by the academic counsellor for theory. However, Practical sessions will be conducted in the face-to-face-mode at the allotted LSC. As mentioned earlier, there will be four academic counselling sessions for a 4-credit theory component, and two sessions for the Practical component.

The schedule of the counselling sessions will be communicated to you by the Coordinator of your Study Centre on your registered mail.

**Evaluation of Assignments/ Tutorial/ Practical:** Tutor Marked Assignments (TMA) will be evaluated by the Academic Counsellors appointed for different courses at the LSC. These assignments will be returned to you with tutor's comments and marks obtained. These comments will help you in your studies. In a similar manner, Tutorial (included in the assignment as a separate activity) will be completed and submitted at the LSC which will be



evaluated by the academic counsellor. Separate passing marks (35%) must be obtained in both the components separately.

Practical will be conducted at LSC in the physical mode. Practical will have a separate TEE, the details of which are explained in the self-learning material.

**Library:** For each course, some of the text books or the books suggested under 'Suggested Readings' will be available in Library at the Regional Centre. Many a times, LSC also has a library facility.

**Information and Advice:** At the LSC and Regional Centre, you will get relevant information regarding the academic counselling schedules and the courses offered by the University. You will also get guidance in choosing your elective and application oriented courses.

**Audio-Video Facilities:** The LSC is equipped with audio-video facilities to help you make use of the audio and video materials prepared for different courses. Media notes, describing the contents of each programme, will also be available at the LSC. This will help you to know the contents of each programme.

**Interaction with Fellow-learners:** The LSC gives you an opportunity to interact with fellow learners. It is the contact point for you. All important information is communicated to the Coordinators of the LSC and Regional Director. The Coordinators would display a copy of such important circular/notification on the notice board of the LSC for the benefit of all IGNOU learners. You are, therefore, advised to get in touch with your LSC for day-to-day information about counselling schedule, assignment submission, tutorial submission, and practical conduction.

#### 6.4 Interactive Radio Counselling

The University has the facility of interactive counselling through All India Radio network all over India. You can participate in it by tuning in to your area Radio station. Experts from various discipline areas are available for this counselling. Learners can put across their questions to these experts by using the telephone. The telephone numbers are announced by the respective Radio Stations. This counselling is available on all days. The topic for each session of the interactive radio programme is available in the Gyanvani section of the University website.

#### 6.5 GyanDarshan

IGNOU in collaboration with Doordarshan now has an exclusive Educational TV Channel called Gyan Darshan. It is available through cable TV network. The channel telecasts educational programmes for 24 hours every day. Live telecast is from 3-5 p.m and repeat from 8-10 p.m. Apart from programmes of IGNOU, it will have educational programmes produced by various national education institutions. You should try to get access to it through your cable operator. The schedule of programmes and live sessions is available at the study centres one month in advance. You can also get the schedule of programmes and live sessions from the University website.

#### 6.6 GyanVani



Gyan Vani is an educational FM Radio network providing programmes covering different aspects and levels of education including Primary and Secondary Education, Adult Education, Technical and Vocational Education, Higher Education and Extension Education. There will be programmes on various aspects and courses of Bachelor of Arts. The schedule of the programmes is uploaded on the University website.

### 6.7 Teleconference/EDUSAT

To reach our learners spread in different parts of the country, we take the help of teleconferencing. These sessions are conducted from University Campus, Delhi. The learners can attend these at their Regional Centre and specified LSCs of IGNOU. It is a one way video and two way audio facility. The teleconferencing is available on Gyan Darshan-2 and Edusat. The faculty members of the University, and other experts as resource persons participate in these sessions. You can write your problems and questions to the programme coordinator/course coordinator through emails; or may also contact over telephone. These will help in resolving your queries related to courses and other general information pertaining to the Bachelors of Arts (Psychology) Major programme.

## 7. EVALUATION

The system of evaluation followed by the University is also different from that of conventional universities. IGNOU has a multi tier system of evaluation.

- Self-assessment exercises within each unit of study.
- Continuous evaluation mainly through assignments which are tutor-marked, practical evaluation, and tutorial evaluation, depending on the nature of the course opted for.
- The Term End Examinations.
- Project/Practical work depending upon the requirement of the course.

The evaluation consists of two parts: i) continuous evaluation through assignments, and ii) term end examination. In the final result, all the assignments of a course carry 30% weightage while 70% weightage is given for the Term End Examination (TEE). University follows a grading system for continuous evaluation as well as term-end examination. It is done on a ten point scale using the letter grades as given below. The University has decided to provide numerical marking also in the grade card and award of division for the Bachelor of Arts.

Letter Grade	Numerical Grade	Percentage
O (Outstanding)	10	$\geq 85$
A+ (Excellent)	9	$\geq 75$ to $< 85$
A (Very Good)	8	$\geq 65$ to $< 75$
B+ (Good)	7	$\geq 55$ to $< 65$
B (Above Average)	6	$\geq 50$ to $< 55$

C (Average)	5	$\geq 40$ to $< 50$
D (Pass)	4	$\geq 35$ to $< 40$
F (Fail)	0	$< 35$
Ab (Absent)	0	Absent

You are required to score at least 35% marks (Grade D) in both continuous evaluation (assignments) as well as the term-end examination of each course. You are also required to obtain 35% in Practical or Tutorial component. In the overall computation also you must get at least 35% marks (Grade D) in each course to claim the B.A. degree. The scores of continuous evaluation and term-end examination are not complementary to each other for qualifying a course.

Learner who does not qualify in the term-end examination is allowed to take up the Term End Examination in the next semester. It means you can take the TEE of the first year courses during the second year of your study. Similarly, second year courses can be carried over to the third year.

### 7.1 Assignments/ Tutorial/ Practical

Assignments constitute the continuous evaluation. The marks that you secure in the assignments and tutorial will be counted in your final result. As mentioned earlier, an assignment of a course carries 30% weightage, for the courses that do not have Practical or Tutorial, and 20% weightage for the courses that have Practical or tutorial. Practical and tutorial will have 10% weightage. You are therefore advised to take your assignment seriously. A simple omission on your part may put you in great inconvenience later.

For each course of this programme, you have to do two to three Tutor Marked Assignments (TMA) depending upon the nature of the course. The TMA for each semester can be downloaded from the Student Zone of the University website.

You have to complete the assignment within the due dates specified in the assignment booklet. You will not be allowed to appear for the term-end examination for any course if you do not submit the assignment in time for that course. If you appear in term-end examination, without submitting the assignments, the result of the term-end examination is liable to be cancelled.

Ensure that your assignment responses are complete in all respects. Before submission you should ensure that you have answered all the questions in all assignments. Incomplete assignment responses may affect your grades adversely.

The main purpose of TMA is to test your comprehension of the learning materials you receive from us and also to help you get through the courses. The evaluators/academic counsellors after correcting the assignments return them back to you with their comments and marks. The comments will guide you in your study and help in improving it. It is therefore

important that you collect the evaluated TMA along with a copy of the assessment sheet containing the comments of the evaluator on your performance.

Similarly, tutorial are reflective exercises that promote critical thinking. The responses for the tutorial activities are open ended and to be written in one's hand writing, like the TMA. Tutorial component will also be evaluated by the academic counselor.

The content provided in the printed course materials should be sufficient for answering the assignments. However, if you have access to other books, you may make use of them. The assignments are designed in such a way as to help you concentrate mainly on the course material and fairly use your personal experience.

**You have to submit your assignment response sheets/ tutorial response sheets to the Coordinator of the Learner Support Centre assigned to you.** For your own record, retain a copy of all the responses which you submit to the Coordinator. If you do not get back your duly evaluated tutor marked assignments along with a copy of the assessment sheet containing comments of the evaluator on your assignment within a month after submission, please try to get it personally from your LSC. This may help you to improve upon future assignments.

**Keep duplicate copies of assignment responses of TMAs submitted to LSC.** They may be required to be produced at Student Evaluation Division on demand. Also maintain an account of the corrected assignment responses received by you after evaluation. This will help you to represent your case to the University in case any problem arises.

You must complete the Practical component in the face to face mode at the allotted LSC. The counseling sessions for the Practical (2 Credits) are mandatory. The TEE of Practical will also be conducted at the LSC (the details of the evaluation scheme is mentioned in the SLM).

If you do not get a pass grade in any assignment, or tutorial, you have to submit it again. Get fresh assignments from the Student Zone tab of the University website. However, once you get the pass grade in an assignment, or tutorial, you cannot re-submit it for improvement of grade. Assignments/ tutorial are not subject to re-evaluation except for factual errors, if any, committed by the evaluator. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of the LSC, so that the correct score is forwarded by him/her to the Student Evaluation Division at Headquarters.

In case you find that the score indicated in the assignment sheet of your Tutor Marked Assignment has not been correctly reflected or is not entered in your grade card, you are advised to contact the **Coordinator of your LSC** with a request to forward the correct award list to the Student Evaluation Division at the Headquarters.

Do not enclose or express doubts for clarification, if any, about study material or assignment along with the assignment. **Send your doubts in a separate cover to the Director, School of Social Sciences, IGNOU, Maidan Garhi, New Delhi-110068.** Give your complete enrolment number, name, address, title of the Course, Course Code, LSC name, and attach

the assignment questions on top of your letter. If you have any specific grievances, you use the iGRAM (<http://igram.ignou.ac.in>) platform for a early response from the University.

### **SPECIFIC INSTRUCTIONS FOR TUTOR MARKED ASSIGNMENT (TMA)/ TUTORIAL**

- 1) Write your Enrolment Number, Name, Full Address, Signature and Date on the top right hand corner of the first page of your response sheet.
- 2) Write the Programme Title, Course Code, Course Title, Assignment Code and Name of your LSC on the left hand corner of the first page of your response sheet. **Course Code and Assignment Code may be reproduced from the assignment.** The top of the first page of your response sheet should look like this:

ENROLMENT NO. : .....	NAME : .....
PROGRAMME CODE: .....	ADDRESS: .....
COURSE CODE : .....	
COURSE TITLE : .....	
ASSIGNMENT CODE : .....	SIGNATURE: .....
LEARNER SUPPORT CENTRE : .....	DATE : .....

- 3) Read the assignments carefully and follow the specific instructions, if any, given on the assignment itself about the subject matter or its presentation.
- 4) Go through the Units on which the assignments are based. Make some points regarding the question and then rearrange those points in a logical order and draw up a rough outline of your answer. While answering an essay type question, give adequate attention to introduction and conclusion. The introduction must provide a brief interpretation of the question and how you propose to develop it. The conclusion must summarise your response to the question. Make sure that the answer is logical and coherent, and has clear connections between sentences and paragraphs. The answer should be relevant to the question given in the assignment. Make sure that you have attempted all the main points of the question. Once you are satisfied with your answer, write down the final version neatly and underline the points you wish to emphasise. While solving numerical problems, use proper format and give working notes wherever necessary.
- 5) Use only foolscap size paper for your response and tie all the pages carefully. Avoid using very thin paper. Allow a 4 cm margin on the left and at least 4 lines in between each answer. This may facilitate the evaluator to write useful comments in the margin at appropriate places.



- 6) Write the responses in your own hand. Do not print or type the answers. **Do not copy your answers from the Units/Blocks sent to you by the University.** It is advised to write your answers in your own words as it will help in grasping the study material.
- 7) Do not copy from the response sheets of other students. If copying is noticed, the assignment will be rejected.
- 8) Write each assignment separately. All the assignments should not be written in continuity.
- 9) Write the question number with each answer.
- 10) The completed assignment should be submitted to the Coordinator of the Study Centre allotted to you. TMAs submitted at any other place will not be evaluated.
- 11) After submitting the TMA, get the acknowledgement from the Coordinator on the prescribed assignment remittance-cum-acknowledgement card.
- 12) In case you have requested for a change of Study Centre, you should submit your TMA only to the original Study Centre until the change of Study Centre is notified by the University.
- 13) If you find that there is any factual error in evaluation of your assignments e.g. any portion of your assignment response has not been evaluated or the total of score recorded on your assignment response is incorrect, you should approach the Coordinator of your study centre for correction and transmission of correct score to headquarters.
- 14) There is NO re-evaluation for TMA/ Tutorial/ Practical and 35 are the minimum pass marks in each of the component.

## 7.2 Term End Examination

As stated earlier, the term-end examination is the major component of the evaluation system and it carries 70% weightage in the final result. You must fill the Term End Examination (TEE) form online before the last dates i.e. 31<sup>st</sup> March for June exam and 30<sup>th</sup> September for December exam. Please visit IGNOU website for latest updated information.

The University conducts TEE twice a year i.e., in June and December. You can, however, take the examination only after completing one year of study. This means that the **Term End Examination for your first and second semesters will be conducted together at the end of First year.** Similarly, for third and fourth semesters and for the fifth and sixth semesters, the TEE will be conducted together at the end of the Second and Third year of the programme. If you miss taking any examination at the end of the year, you may take those courses in next TEE conducted in June or December.

A learner is permitted to appear in the TEE, subject to the following conditions:-

- Registration for the courses is valid and not time barred.
- Required number of assignments in the course has been submitted by the due date.
- Minimum time to pursue these courses as per the provision of the programme has been completed.



- Examination fee is paid for all the courses in which the learner is writing the examination.

In the case of non-compliance of any of the above conditions, the result of all such courses is liable to be withheld by the University. In case you fail to get a pass score (35% marks) in the Term End Examination, you will have to reappear at the next Term End Examination for that course within the total span of the programme i.e. six years.

#### **Submission of Online Examination Form**

The learners are required to fill in the Examination form to appear in the TEE each time i.e. for every exam (December/June) a learner has to apply a fresh. Fill-in the exam form online for all the courses that a learner plans to take in a TEE. The learner also to submit separate exam form for Practical component. **The course codes for theory and Practical will reflect in the exam form.** To avoid discrepancies in filling up examination forms and avoid hardship in appearing in the TEE, you are advised to:

- 1) Remain in touch with the Regional Centre/ Student Evaluation Division, IGNOU, for change in schedule of submission of examination form.
- 2) Fill-up all the particulars carefully and properly in the examination form to avoid rejection/ delay in processing of the form
- 3) Retain proof of submission of examination form till you download your Hall Ticket.

#### **Examination Fee and Mode of Payment**

The schedule for submission of TEE Form is available at the IGNOU website during each session. The prescribed fee (which is Rs. 200/- at present) is payable per course. The mode of payment of examination fee is only through Credit Card/Debit Card/Net Banking.

Examination fee once paid is neither refundable nor adjustable even if the learner fails to appear in the examination.

#### **Hall Ticket for Term End Examination**

No hall ticket shall be dispatched to the examinees. Hall Tickets of all examinees are uploaded on the University website 7 to 10 days before the commencement of the Term End Examinations.

Learners are advised to take the printout of the Hall Ticket from the University website after entering the enrolment number and name of the programme of study, and report at the examination centre along with the Identity Card issued by the University as tested by the Director of the Regional Centre. Without a valid IGNOU Student ID Card issued by the Regional Centre/ University, examinees will NOT be permitted to appear in the examination.

Every learner must bring his/her identity card for appearing in the TEE along with the Hall Ticket. Learner will be allowed to appear in the TEE for those courses only for which

registration is valid and the prescribed minimum duration of study is completed. In case, any learner has misplaced the Identity Card issued by the University, it is mandatory to apply for a duplicate Identity Card to the Regional Centre concerned well before commencement of the examinations. **The learner without valid ID Card will not be allowed to enter the Examination Centre premises.**

### **Examination Date Sheet**

Examination date sheet (i.e., schedule which indicates the date and time of examination for each course) is uploaded on the University website at least fifteen days from the commencement of the TEE. You are advised to see whether there is any clash in the examination dates of the courses of the same year, you wish to take, i.e., Examination of any two courses of the same year, you wish to take are scheduled on the same day at the same time. There might be a clash in the dates of the courses from different years. In this case, you are advised to take the TEE for one course and the other course in the next TEE.

### **Declaration of Result**

It is your duty to check whether you are registered for a course and whether you are eligible to appear for that examination. If you neglect this and take the examination without being eligible for it, your result will be cancelled.

All efforts are made to declare the results well before the deadline for submission of Examination Form for the next TEE. In case, result for a course is not declared you should fill the Examination Form for that course without Examination Fee. In case, you appear in the TEE of that course, you have to send a demand draft (drawn in favour of IGNOU, New Delhi) of requisite amount to the Registrar, Student Evaluation Division (SED) Division, New Delhi failing which your result of that course will not be declared.

### **Early Declaration of Result**

In order to facilitate learners who have secured admission for higher studies or got selected for employment, etc. and are required to produce statement of marks/grade cards by a specified date, the University provides for early declaration of result. The learner can apply for early processing of his/her answer scripts and declaration of result. Such a student is required to apply in prescribed form (available on the University website) along with i) fee of ₹ 1000/- per course through demand draft drawn in favour of IGNOU and payable at New Delhi, and ii) attested photocopy of the admission/employment offer. You must submit the request for early declaration of result before the commencement of TEE, that is, before June 1st or December 1st for June and December TEE respectively. The University in such cases will make arrangement for early processing of answer scripts and declare the result as a special case possibly within a month's time from the conduct of examination.

### **Re-Evaluation of Examination Scripts**

Students who are not satisfied with the marks/grade awarded to them in the TEE may apply in prescribed form for re-evaluation within one month from the date of declaration of results, i.e. the date on which results are made available on the University website on payment of prescribed fee (which is Rs. 750/- at present) per course is payable online. The better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered and updated in the student's record.

Re-evaluation is permissible in TEE (theory course) only and NOT in practical, project report/dissertation, assignment, and tutorial. A sample application form with rules and regulations for this purpose is available at the University's website.

### **Improvement in Division/Class**

Learners of the Bachelor Degree Programme who have completed the programme and wish to improve their Division / Class may do so by appearing in TEE. Only those students of the programme who fall short of less than 2% marks to secure 2nd and 1st division are eligible for reexamination.

Students may apply in the prescribed form from 1st to 30th April for June TEE and from 1st to 31st October for December TEE along with prescribed fee (which is ₹ 750 - at present) per course by means of a demand draft drawn in favour of IGNOU and payable at New Delhi.

### **PLEASE VERIFY THE DATES ON IGNOU WEBSITE.**

Improvement is permissible in TEE only and not in Tutorial/Practicals / Lab courses, Project, Workshop, Assignment, Seminar, etc.

Learners wishing to improve their marks will have to apply within six-months from the date of issue of final statement of marks-grade card to them, subject to the condition that their registration for the programme/course being applied for improvement, is valid till the next TEE in which they wish to appear for improvement. Rules and regulations in detail for this purpose are available at the University's website.

### **Obtaining Photocopy of Answer Scripts**

After the declaration of result, if the learner is not satisfied with the marks awarded, they may request for a Photocopy of Answer Scripts. The request for obtaining Photocopy of Answer Scripts by the learner must be made within 45 days from the date of declaration of result to the Student Evaluation Division, IGNOU, New Delhi in the prescribed format along with prescribed fee to be paid online.

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

## 8. OTHER USEFUL INFORMATION

---

### IGNOU Web Site

www.ignou.ac.in offers relevant information to the general public and student support facilities to the learners through the Single Window Information and Student Support (SWISS). These include:

- ▮ Online registration for fresh admission of various programmes
- ▮ Online Re-Registration
- ▮ Online submission of Term-End Examination Form
- ▮ Results of the Term-End Examinations
- ▮ Checking status of study material
- ▮ Downloads Assignments/Question papers/Forms
- ▮ Catalogue of audio/video programmes
- ▮ Schedule of Gyan Darshan/Gyan Vani/ programmes
- ▮ Admission announcements
- ▮ Addresses of regional and study centres
- ▮ Update on the latest happenings at the University
- ▮ Checking of student's mailing address
- ▮ Entrance test results
- ▮ TEF date-sheet
- ▮ Examination Hall Ticket
- ▮ Course Completion Status
- ▮ Accessing e-GyanKosh: using this web site you can download your course material and view video related to your courses.

### Scholarships and Reimbursement of Fees

Reserved categories viz., scheduled caste/scheduled tribe and learners with physical disability, have to pay the fees at the time of admission to the University along with other students.

Learners with physical disability admitted to IGNOU are eligible for Government of India scholarships. They are advised to collect the scholarship forms from the Directorate of Social Welfare or Office of the Social Welfare Officer of the concerned State Government and submit the filled-in forms to them through the concerned Regional Director of IGNOU to SRD.

Similarly, for reimbursement of programme fees SC/ST students have to submit their forms to the Directorate of the Social Welfare or Office of the Social Welfare Officer of the respective State Government through the concerned Regional Director of IGNOU.

### **Change of Medium**

Change of medium is permitted within 30 days from the receipt of first set of course material in the first semester/year ONLY, on payment of prescribed fee (which is at present ₹ 350/- plus ₹ 350/- per 4 credit course and ₹ 700/- per 6 credit course for BAFPC programme). Payment should be made by way of a Demand Draft drawn in favour of "IGNOU" payable at the place of concerned Regional Centre. All such requests for change of Medium should be addressed to the concerned Regional Centre only, as per schedule.

### **Change or Correction of Address**

There is a printed form for the change/correction of address/name. A copy of the same is available online on the university websites under Student Zone. In case there is any correction or change in your address, you are directed to make use of that form addressed to the Registrar, Student Registration Division (through concerned Regional Director). You are advised not to write letters to any other officer in the University in this regard. Normally, it takes four to six weeks to effect the change. Therefore, you are advised to make your own arrangements to redirect the mail to the changed address during this period.

### **Change of Learner Support Centre**

BAFPC programme is not activated at all LSCs of IGNOU. A learner is required to opt for only such LSC which is activated for the programme. As far as possible the university will allot the study centre opted for by the student. However, the university may change the LSC at its convenience without concurrence of the student at any time.

For the purpose of change of LSC, you have to send a request to the Director of your Regional Centre. A copy of the same may be sent to the Student Evaluation Division at the headquarters.

Counselling facilities for a programme may not be available at all the Centres. Therefore, you are advised to make sure that counselling facilities are available for the programme you have chosen, at the new Centre opted for. As far as possible the request for change of LSC is considered favourably. However, **the allotment of a new LSC is subject to availability of the programme at the new Centre asked for.** For BAFPC, change in LSC must be refrained, until it is utmost required. Also, BAFPC is delivered through selected LSCs across India.

### **Change of Regional Centre**

If you want to transfer from one region to another, you have to send your application seeking transfer to the Regional Centre from where you are seeking a transfer marking copy to the Regional Centre where you would like to be transferred to. Further, you have to obtain a certificate from the Coordinator of the LSC from where you are seeking transfer regarding



the number of assignments submitted. The Regional Director from where the learner is seeking the transfer will transfer all records including details of fee payment to the new Regional Centre under intimation to the Registrar, Student Registration Division (SRD) and the learner as well. For change of Region in practical oriented courses like Psychology, 'No Objection Certificate' has to be obtained from the concerned Regional Centre/Study Centre where you wish to transfer. In case any learner is keen for transfer from Army/Navy/ Air Force Regional Centre to any other Regional Centre of the University during the cycle/session, he/she would have to pay the fee-share money to the Regional Centre. In case the learner seeks transfer at the beginning of the session/cycle, the required programme course fee for the session/cycle shall be deposited at the Regional Centre. However, the transfer shall be subject to availability of seats wherever applicable.

#### **Issue of Duplicate Grade Card/Mark sheet**

A duplicate Grade Card is issued after a request is made on the prescribed form along with a draft of prescribed fee (which is ₹ 200/- at present) to be paid in favour of IGNOU, New Delhi. The form for the purpose is available on the IGNOU website.

#### **Issue of Duplicate Degree Certificate**

A duplicate degree certificate can be issued after a request is made on the prescribed form along with a demand draft of prescribed fee (which is ₹ 750/- at present) in favour of IGNOU, New Delhi. The following documents are required to be attached with the requests for issue of duplicate degree certificate:

- 1) Affidavit on non-judicial stamp paper of prescribed amount (which is ₹ 10/- at present).
- 2) Copy of FIR lodged with the police station regarding loss of Degree Certificate.
- 3) Demand Draft/IPO for requisite fee.

The form and the format for the purpose are given on the University website.

#### **Re-admission**

If you are not able to complete the programme in a maximum of 6/8 years, the University has made a special provision for re-admission. You have to take the following two steps for re-admission:

- a) Take admission afresh in the Programme like other students by fulfilling the admission criteria and paying requisite fee for the Programme.
- b) Apply to the University for the transfer of credits you have earned under the old enrolment with applicable fee.

Full credit transfer may be allowed if the syllabus and methodology now in vogue are similar to that governing the student under the old enrolment.

## Simultaneous Registration

### Guidelines for Pursuing Two Academic Programmes Simultaneously

[5729348\\_Guidelines-for-pursuing-two-academic-programmes-simultaneously.pdf](http://5729348.Guidelines-for-pursuing-two-academic-programmes-simultaneously.pdf)  
(ugc.gov.in)

According to UGC Guidelines (2022), "A student can pursue two full time academic programmes in physical mode provided that in such cases, class timings for one programme do not overlap with the class timings of the other programme. 2. A student can pursue two academic programmes, one in full time physical mode and another in Open and Distance Learning (ODL)/Online mode, or up to two ODL/Online programmes simultaneously. 3. Degree or diploma programmes under ODL/Online mode shall be pursued with only such HEIs which are recognized by UGC/Statutory Council/Govt. of India for running such programmes. 4. Degree or diploma programmes under these guidelines shall be governed by the Regulations notified by the UGC and also the respective statutory/professional councils, wherever applicable."

Violation of the above guidelines will result in cancellation of admission to all the programmes and forfeiture of the programme fees.

<http://www.ignou.ac.in/userfiles/Notification%20Simultaneous%20programs%202-9-2022.pdf>

## Migration Certificate

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

- 1) Application (can be obtained from the IGNOU website)
- 2) Attested copy of the mark sheet.
- 3) Prescribed Fee (which is ₹ 500/- at present) in the form of demand draft drawn in favour of IGNOU payable at the city where the Regional Centre is located.

## Refund of Fees

The refund request will be considered as under:

- a) Before the last date for submission of admission form Programme fee will be refunded after deduction of prescribed amount.
- b) Within 15 days from the last date for submission of admission form-Programme fee will be refunded after deduction of prescribed amount.
- c) Within 30 days from the last date for submission of admission form-Programme fee will be refunded after deduction of prescribed amount.
- d) After 30 days from the closure of the last date- No refund will be allowed.

The last dates for submission of admission form will be considered separately i.e., last date without late fee and last date with late fee. However, late fee, if any, will not be refunded.

In cases of (a) to (c) above, the candidate will make a written request to the Regional Director (RD) concerned for such a refund. The Regional Centre (RC) will process the cases as soon as possible after ascertaining the credit of the same in IGNOU Accounts.

#### **Disputes on Admission and other University Matters**

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

### **9. SOME USEFUL ADDRESSES**

During the course of your study, you might require some additional information about rules and regulations as well as how to resolve some of the issues in completing your studies at IGNOU. You must know whom to contact for specific information. Here is a list of addresses and contact numbers and emails of offices in the University to contact for specific information or problem.

<b>Identity Card, Fee receipt, Bonafide Certificate, Migration, Scholarship forms</b>	Concerned Regional Centre
<b>Non-receipt of study material</b>	Material Production and Distribution Division
<b>Schedule/information regarding Exam form, Entrance test, Date-sheet, IGNOU Hall ticket</b>	Asst. Registrar ( Exam-II), SED, Block-12, IGNOU, Maidan Garhi, New Delhi-110068 E-mail: <a href="mailto:evaluation@ignou.ac.in">evaluation@ignou.ac.in</a> Ph. 29536743, 29535924-32 / Extn-2202, 2209
<b>Result, Re-evaluation, Grade Card, Provisional Certificate, Early declaration of Result, Transcript</b>	Dy. Registrar ( Exam III), SED, Block-12, IGNOU, Maidan Garhi, New Delhi-110068 E-mail: <a href="mailto:sedgrievance@ignou.ac.in">sedgrievance@ignou.ac.in</a> Ph. 29536103, 29535924-32/Extn. 2201, 2211, 1316
<b>Non- reflection of Assignment Grades/Marks</b>	Asst. Registrar (Assignment), SED, Block-3, Room No-12, IGNOU, Maidan Garhi, New Delhi-110068 E-mail : <a href="mailto:assignments@ignou.ac.in">assignments@ignou.ac.in</a> Ph. 29535924, Extn-1312, 1319, 1325
<b>Original Degree/ Diploma/ Verification of Degree/Diploma</b>	Dy. Registrar ( Exam I), SED, Block-9, IGNOU, Maidan Garhi, New Delhi-110068 E-mail <a href="mailto:evaluation@ignou.ac.in">evaluation@ignou.ac.in</a> Ph.29535438, 29535924-32/Extn-2224, 2213
<b>Student Grievances related to evaluation</b>	Asst. Registrar (Student Grievance), SED, Block-3, IGNOU, Maidan Garhi, New Delhi-110068 E-mail <a href="mailto:sedgrievance@ignou.ac.in">sedgrievance@ignou.ac.in</a> Ph. 29532294, 29535924-32/Extn-1313

<b>Academic Content</b>	Director of the School concerned or bapchoss@ignou.ac.in
<b>Student Support Services and Student Grievances, Pre-admission inquiry of various courses in IGNOU</b>	Regional Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi-110068 E-mail <a href="mailto:ssc@ignou.ac.in">ssc@ignou.ac.in</a> Ph. 29535714, 29533869, 2953380 Fax-29533129

Most of the operations of the University are online. Wherever you are required to submit a hard copy, the University has made available different application forms on its website. Download the forms from the Student Zone of the University website. You should also visit the website of your Regional Centre for information related to induction meeting, counselling sessions, Assignment/Tutorial/Dissertation submission and other related information.

ignou  
THE PEOPLE'S  
UNIVERSITY

## PART II

## SYLLABI OF COURSES

## DISCIPLINE SPECIFIC CORE COURSES: First and Second Semesters

## SEMESTER-1 DISCIPLINE SPECIFIC CORE COURSE -1 (DSE-1)

**BPCC 101 Introduction to Psychology****(4+2 Credits)**

The course is offered in the first semester of BA (Psychology) Major programme. This course attempts to explain the nature, subfields and scope of psychology. It also explains the human behavior and the underlying cognitive, biological and affective processes that makes each individual behave differently. Different facets of human behaviour like perception, thinking, language, learning, memory, motivation and emotion have been discussed.

**Course Structure****THEORY****Credits -4****Block 1 Introduction to Psychology**

Unit 1: Origin of Psychology

Unit 2 : Nature and Scope

**Block 2 Perception**

Unit 3: Perception: Meaning, Laws, Perceptual Constancies, Factors affecting Perception

Unit 4: Perception: Types and Errors of Perception

**Block 3 Thinking and Language**

Unit 5 Thinking

Unit 6: Language

**Block 4 Learning and Memory**

Unit 7 Learning

Unit 8 Memory

**Block 5 Motivation and Emotion**

Unit 9 Motivation

Unit 10 Emotion

**Block 6 Practical Guidelines****PRACTICAL****Credits- 2**

Based on the theory, Practical such as Muller-Lyer Illusion, Transfer of Learning, and Paired Associate learning experiments, will be completed. Practical sessions will be organized at the allotted LSC in the face to face mode. It is mandatory to attend all the Practical sessions. There is NO assignment for the Practical component. It will have a separate TEE, conducted at the LSC.



**SEMESTER-2 DISCIPLINE SPECIFIC CORE COURSE -2 (DSE-2)****BPCC- 107 Introduction to Social Psychology****(4+2 Credits)**

The course is offered in the second semester of BAFPC programme. This course provides a deep understanding of social influences, interpersonal relationships, group dynamics, and the processes that underlie social interactions.

**Course Structure****THEORY****Credits-4****Block 1 Introduction to Social Psychology**

Unit 1 Introduction to Social Psychology

Unit 2 Theories of Social Psychology

**Block 2 Self in Social Context**

Unit 3 Self and its processes

Unit 4 Self in Social Context

**Block 3 Social Cognition**

Unit 5 Social Cognition: Understanding Social Behaviour- I

Unit 6 Social Cognition: Understanding Social Behaviour- II

Unit 7 Attitude And Attitude Change

**Block 4 Social Influence**

Unit 8 Social Influence

Unit 9 Aggression and Social Influence

Unit 10 Interpersonal Attraction and Pro-Social Behaviour

**Block 5 Group Dynamics**

Unit 11 Group Processes

Unit 12 Leader and Leadership

**TUTORIAL****Credits- 2**

Based on the theory component, activities would be given (along with TMA) to enhance reflective and critical thinking.

**DISCIPLINE SPECIFIC CORE COURSES: Third and Fourth Semesters**
**SEMESTER-3 DISCIPLINE SPECIFIC CORE COURSE -3 (DSE-3)**
**BPCC 105: PSYCHOLOGICAL RESEARCH**
**(4+2 Credits)**

This course will enable the learners to acquaint themselves to scientific approach to behavioural research. The process and methods of quantitative and qualitative research will be discussed. Tools and methods of data collection, analysis and interpretation are explained. The course will also help to develop an understanding of psychological test construction and research report writing.

**Course Structure**
**THEORY**
**Credits- 4**
**BLOCK 1: SCIENTIFIC RESEARCH AND EMPIRICAL METHODS IN BEHAVIOURAL RESEARCH**

- Unit 1 Definition and Goals of Psychological Research
- Unit 2 Problem and Hypothesis
- Unit 3 Constructs and Variables

**BLOCK 2: QUANTITATIVE AND QUALITATIVE RESEARCH METHODS**

- Unit 4 Quantitative Research Method
- Unit 5 Qualitative Research Method

**BLOCK 3: POPULATION AND SAMPLING**

- Unit 6 Population and Sampling
- Unit 7 Sampling Techniques

**BLOCK 4: METHODS OF DATA COLLECTION**

- Unit 8 Methods of Data Collection: Quantitative and Qualitative
- Unit 9 Introduction to Test Construction
- Unit 10 Preparation of Research Proposal and Research Report Writing

**PRACTICAL**
**Credits-2**

Any two Indian standardized tools for measuring interest (e.g. Vocational Interest Inventory)/ aptitude (e.g. Differential aptitude test)/ attitude (e.g. social distance).

**DISCIPLINE SPECIFIC CORE COURSE -4 (DSE-4)****BPCC 106: DEVELOPMENT OF PSYCHOLOGICAL THOUGHT (4+2 Credits)**

The course explains the philosophical origins of the discipline, highlighting the works and contribution of various psychologists which made the discipline objective and scientific. Each Unit focusses on a particular school of thought or perspective, and discusses the works and contributions by psychologists from that school of thought.

**Course Structure****THEORY****Credits-4****Block I Psychological Perspectives**

Unit 1 Historical and Philosophical Context of Psychological Thought

Unit 2 Contributions to Early Modern Psychology: Helmholtz, Fechner, Wundt and James

**Block II Early Psychology**

Unit 3 Associationism

Unit 4 Structuralism

Unit 5 Functionalism

**Block III The Psychodynamic Approach**

Unit 6 Psychoanalysis

Unit 7 Neo-Freudians

**Block IV The Behavioural and Humanistic Perspective**

Unit 8 Behaviourism

Unit 9 Neo-Behaviourism

Unit 10 Gestalt Psychology

Unit 11 Humanistic-Existential Psychology

**Block-V Trends and Debates in Modern Psychology**

Unit 12 Current Trends in Psychology

Unit 13 Issues and Debates in Psychology

**TUTORIAL****Credits- 2**

Based on the theory component, activities would be given (along with TMA) to enhance reflective and critical thinking.

# SEMESTER-4 DISCIPLINE SPECIFIC CORE COURSE -5 (DSE-5)

## BPCC 104: STATISTICAL METHODS FOR PSYCHOLOGICAL RESEARCH-1 (4+2 Credits)

The course introduces descriptive statistics used in Psychology. It will also acquaint the learners to statistical computations and applications.

### Course Structure

#### **THEORY**

**Credits-4**

#### **Block I Introduction**

Unit 1 Introduction to Statistics

Unit 2 Data Organisation and Graphical Representation

#### **Block II Measures of Central Tendency and Variability**

Unit 3 Introduction to Measures of Central Tendency

Unit 4 Introduction to Measures of Variability

Unit 5 Computation of Measures of Variability

#### **Block III Correlation**

Unit 6 Correlation: An Introduction

Unit 7 Computation of Coefficient of Correlation

#### **Block IV Normal Probability Distribution**

Unit 8 Normal Probability Distribution

#### **TUTORIAL**

**Credits- 2**

Based on the theory component, activities would be given (along with TMA) to enhance reflective and critical thinking.

**DISCIPLINE SPECIFIC CORE COURSE -6 (DSE-6)****BPCC 109: DEVELOPMENTAL PSYCHOLOGY****(4+2 Credits)**

The course focuses on human development across life span from various perspectives and will help in understanding the changes due to age, maturation, or learning, as well as genetic and environmental variations. It is a scientific attempt to understand development in various domains like, cognitive, moral, emotional, social, and physical.

**Course Structure****THEORY****Credits- 4****Block I Overview and Perspectives on Human Development**

- Unit 1: Introduction to Human Development
- Unit 2: Perspectives on Human Development I: Psychoanalytic and Psychosocial perspectives; Developmental Task Theory
- Unit 3: Perspectives on Human Development II: Cognitive
- Unit 4: Perspectives on Human Development III: Humanistic; Ethological; Evolutionary; Biological and Life Course Theory
- Unit 5: Stages in Lifespan Development

**Block II Domains of Human Development**

- Unit 6: Physical and Perceptual Development
- Unit 7: Cognitive Development
- Unit 8: Language Development
- Unit 9: Moral and Social Development
- Unit 10: Emotional Development and Emotional Relationships
- Unit 11: Development of Self, Identity, and Gender

**Block III Practical Issues**

- Unit 12: Social Structure and Development in Indian Context
- Unit 13: Social Problems in School
- Unit 14: Prosocial Tendencies and Antisocial Behaviour in Childhood



## Block IV Applied Human Development

Unit 15: Developmental Psychopathology I: Attention Deficit/ Hyperactivity Disorder, Oppositional Defiant Disorder, Conduct Disorder, Intellectual Disability, Anxiety, and Depression

Unit 16: Developmental Psychopathology II: Autism Spectrum Disorder, and Specific Learning Disorder

### TUTORIAL

Credits- 2

Based on the theory component, activities would be given (along with TMA) to enhance reflective and critical thinking

### Interdisciplinary Courses

It may be noted that the list of Interdisciplinary Courses (IDC) is dynamic and new courses are added from time to time. The list given above is indicative and you will get the latest updated list of courses from the Common Prospectus or when you register/re-register for each year.

#### Media and Communication Skills (BEGG 171)

6 Credits

Through this course we propose to introduce you to the various channels of mass media such as the newspaper, magazine, radio, television and, last but not the least, the internet. The internet today, with things like blogs, message boards, podcasts, video sharing, etc., has given the ordinary man and woman more power than s/he ever enjoyed in the past and, which until recent times, was availed only by the mass media producers. New technologies have transformed the world of media. They have shattered the social boundaries of the world. People now live in close proximity because of the new inventions in technology. The idea of communication may be very simple but it leads to immensely interesting and sophisticated ramifications. Through this course we take up the functions and elements of communication and give you various strategies and rules about how to write for different mediums of mass communications.

#### Disaster Management (BPAG 171)

6 Credits

Human vulnerability to disasters is an age-old phenomenon. Disasters play havoc with the lives of people. They cause excessive losses to the humanity and infrastructure. Disaster management as an area of study is of recent origin. Disaster management education seeks to provide understanding of different techniques and impediments in the way of disaster mitigation. IGNOU was the first University in India to launch a Certificate Programme in Disaster Management through ODL in 1999.

The Course aims to familiarise the learners with the: meaning and classification of disasters; institutional framework of disaster management in India; importance of preparedness,

prevention and mitigation; major steps in disaster response; dimensions of damage assessment; relevance of rehabilitation, reconstruction and recovery; climate change; relationship between disasters and development; relevance of indigenous knowledge, and disaster management strategies.

This introductory and multi-disciplinary course has no prerequisites and students from science/social science/ commerce background can take it up.

### **General Psychology (BPCG 171)**

**6 Credits**

The course aims to introduce the learner to the basic processes, various applications and fields of psychology. It will also explain the theories and methods in psychology.

### **Applied Ethics (BPYG 171)**

**6 Credits**

Applied Ethics is the science of morals or that branch of philosophy which is concerned with the practical application of certain principles of morality. It concerns the moral conduct of individuals in the real world scenario. It deals with ethics in the workplace, in and of the environment; of the self as concerning the ethical considerations of suicide and euthanasia; of law and other aspects of public life. Thus, within the scope of the practical aspect of ethics is environmental ethics, business ethics, medical ethics, cyber ethics, professional ethics and so on.

### **Understanding Ambedkar (BABG-171)**

**6 Credits**

This course introduces you to the social, economic and political ideas of Ambedkar. It deals with Ambedkar's philosophical contribution towards sociological interpretations of gender, caste and cultural issues; Indian economy and class question; ideas of politics such as nation, state, democracy and law and constitutionalism. This is expected that learners will strengthen their creative thinking with a collective approach to understand ongoing social, political cultural and economic phenomena of the society.

### **Indian Society: Images and Reality (BSOG 171)**

**6 Credits**

This course seeks to provide an interdisciplinary introduction to Indian society. It tries to understand the perceptions and the existing realities around major institutions of Indian society such as nation, village, caste, class, tribe etc.

## ABILITY ENHANCEMENT COMPULSORY COURSE

It may be noted that the list of Ability Enhancement Courses is dynamic and University regularly adds new courses. The list given above is indicative only and you will get the latest updated list of courses when you register/re-register for each year.

### Environment Studies (BEVAE 181)

4 Credits

Earth is the only known planet in the solar system that supports life. Despite the vastness of the earth, life exists only in a very thin layer enveloping the earth called biosphere. Sun is the only source of energy which enables continuous interaction among various life forms. For a long period of time, there has been a symbiotic relationship between human being and nature. Due to excessive human interference and unsustainable practices, millions of people's life and livelihoods and other living organisms on the earth are at risk. These environmental issues have now become common problems and shared responsibility of each individual on the earth to act judiciously to reverse these negative impacts. Therefore, there has been a growing need to create awareness amongst all the stakeholders. Keeping this in view, Environmental Study is being introduced as a compulsory course for all the learners at under-Graduate level.

## SKILL ENHANCEMENT COURSES

It may be noted that the list of Skill Enhancement Courses is dynamic and University regularly adds new courses. The list given above is indicative only and you will get the latest updated list of courses when you register/re-register for each year.

### Tourism Anthropology (BANS 183)

4 Credits

In the industrial sector today, tourism is the fastest growing. Human beings with their innate curiosity and the urge to know what lies beyond their immediate horizons have ventured to far off places since time immemorial. Tourism is intrinsic to human desire to travel and explore thus, every human being at one point of time or the other has explored as a tourist, be it going on a short vacation, pilgrimage etc. Tourism affects not only the lives of the people who visit places as a tourist but also has a huge impact on the spaces visited that is the host communities their social and economic lives, the natural environment, artistic productions and so on. Thus, anthropology is intricately associated with tourism.

In this course we will try to understand the anthropology of tourism and tourists. It's development through an anthropological lens to understand the commodification of culture owing to tourism. The course will also take into account the tangible and intangible heritages and the new emerging avenues in the field of tourism anthropology.



**Writing and Study Skills (BEGS 183)****4 Credits**

In order to be successful in the sphere of education and the work place, it is important to develop good study habits and improve our writing skills. In this course Writing and Study Skills (4 credits) we begin with the basics of good writing which includes developing our critical, analytical and interpretive skills. Along with that we need to improve our vocabulary and refine our punctuation skills. We also need grammar to write not only with fluency but with accuracy. The course also includes note taking skills and development of the skill of summary writing.

**Anuvaad Sidhaant Evam Pravidhi****अनुवाद सिद्धांत और प्रविधि (BHDS 183)****4 Credits**

यह पाठ्यक्रम 4 क्रेडिट का है। इस पाठ्यक्रम में निम्नलिखित विंदुओं को शामिल किया गया है :

अनुवाद का अर्थ, स्वरूप एवं प्रकृति; अनुवाद कार्य की आवश्यकता एवं महत्व, बहुभाषी समाज में परिवर्तन तथा बौद्धिक-सांस्कृतिक आदान-प्रदान में अनुवाद कार्य की भूमिका। अनुवाद के प्रकार : भाषिक अनुवाद, भाषानुवाद, छाया अनुवाद एवं सारा अनुवाद; अनुवाद प्रक्रिया के तीन चरण-वि लेखन, अंतरण एवं पुनर्गठन; अनुवाद की भूमिका के तीन पक्ष-पाठक की भूमिका (अर्थग्रहण की), द्विभाषिक की भूमिका (अर्थान्तरण की प्रक्रिया) एवं स्वयं की भूमिका (अर्थ संश्लेषण की प्रक्रिया)। सार्वनात्मक साहित्य के अनुवाद की अपेक्षा सार्वनात्मक साहित्य के अनुवाद और तकनीकी अनुवाद में अंतर, गद्यानुवाद एवं काव्यानुवाद में सार्वनात्मक नेट, किन्हीं दो अनूदित कृतियों का सार्वनात्मक अध्ययन : क) 'गीतांजलि' का हिंदी अनुवाद-इंस कुमार तिवारी ख) आचार्य रामचंद्र शुक्ल द्वारा हिंदी में किया गया भाषानुवाद वि प्रपञ्च की भूमिका। कार्यालयी अनुवाद : राजभाषानिधि की अनुपालना में धारा 3(3) के अंतर्गत निर्धारित दस्तावेज का अनुवाद। भासकीय पत्र/अर्थ भासकीय पत्र/परिचय (संदर्भ)/ज्ञापन (प्रज्ञेय 1)/कार्यालय आदेश 1/अधिसूचना/संकल्प-प्रस्ताव (रिज्यू 1)/निविदा-संधिदा/विज्ञापन। पारिभाषिक भाषावली के निर्माण के सिद्धांत, कार्यालय प्र हस्तनिधि, मानचिह्नी ईक एवं रेलवे में प्रयुक्त होने वाले प्रमुख पारिभाषिक भाषावली तथा प्रमुख वाक्यांशों के अंग्रेजी तथा हिंदी रूप।

**Traditions and Perception of Craft in Bharat (BHIS 183)****4 Credits**

This course is an attempt to introduce the younger Bharatiya (Indian) generation to the timeless creativity of the human hand and mind in Bharat (India). Knowledge and practices associated with craft have been an integral part of the Bharatiya (Indian) Knowledge System since the Saraswati-Sindhu Civilization. From the Pasupati seal (circa 2350-2000 BCE) and Dancing girl (circa 2300-1750 BC) of Saraswati-Sindhu civilization to the 21<sup>st</sup> century bamboo craft of the North-Eastern Bhartiya (Indian) states, Bharat (India) has seen the finest hands synchronising with the most innovative minds. Not only did the country support a huge diversity in materials, processes, makers, and contexts in the development of crafts, but also created a strong patronage system to build a sustainable ecosystem for the craft communities. Today, Bhartiya (Indian) craft is not only a vestige of the past, but a contemporary practice of production and consumption that is sustainable, green, respects the human hand, contributes to the wellbeing of the mind, and strengthens the economy. The course, thus, establishes craft also as a contemporary discourse, a living tradition which is relevant to the modern economy.

as well as a sustainable lifestyle. There are fourteen Units, which cover all the aspects concerning crafts in Bharat (India) from the historical development of crafts, to the challenges different crafts (handicrafts) face in modern times, the prospect of its growth, its significance in society and human life and the cases of marvelous achievements and greatness of craft traditions.

#### **Emotional Intelligence (BPCS 183)**

**4 Credits**

This course will help the learner to know the concept of Emotional Intelligence (EI) and introduce the various components of emotional competencies. Various models of EI and their assessment will be described. Further, the course will cover the applications of EI in various settings and strategies to improve EI.

#### **Developing Emotional Competence (BPCS 185)**

**4 Credits**

The course will introduce the concept of emotion and highlight the relationship between emotional intelligence and emotional competence. Further, it will help the learners know and acquire different strategies to develop emotional competencies.

#### **Life Skills (BSSS 183)**

**4 Credits**

The course on Life Skills has been developed to equip the learners with information pertaining to diverse fields of life. Mostly individuals find that such information is either scattered or confusing due to multiple reasons. Present course makes most of the relevant information available in a consolidated form. This course intends to create awareness about miscellaneous legal issues which a citizen must be aware of. Issues associated with public health have been discussed along with information related to First Aid. This course addresses a very important dimension of present-day life; digital literacy. Financial literacy is a must skill for the new age learners, therefore couple of units have been devoted to teach the skill of banking. Governments have been regularly extending various kinds of civil, legal, administrative, etc. services for the benefits of the citizens. In the spirit of federal structure of our governance, some of these services and administrative functions have been decentralised. The last section of the course talks about career skills, where apart from discussing several career opportunities available to the youth, unit elaborates the ever-increasing avenues of self-employment.

#### **An Introduction to Machine Translation (BTTS 183)**

**4 Credits**

In this skill enhancement course, we are going to learn about ancient and modern translation theories, multilingualism, translation of technical terms and institutions working in the area of translation. Then issues and challenges occurring in translation shall be discussed in detail including linguistic and cultural differences, ambiguity, fidelity, untranslatability *et. al.* We shall also discuss the historic development of translation industry in India and the world and skills required to hunt jobs in the translation, interpretation and localization market. All this information shall lead to a strong fundamental understanding of the learners about translation



theory, multilingualism, challenges in translation and translation industry scenario. This will equip students in handling the progression of the course which entails various approaches and methods to Machine Translation (MT). Learners shall be studying the challenges occurring in the output of machine translation. They are also going to learn how to build the corpus, database, terminology and wordnet mechanisms required to build a robust machine translation system. Moreover, learners will be exposed to the various tool building techniques and methods essential to develop a machine translation system. Lastly the course discusses evaluation methodologies, usage and the state-of-the-art in machine translation systems.

#### **Bioinformatics (BBCS 485)**

**4 Credits**

Bioinformatics is one of the emerging fields of allied sciences. Researchers from disciplines like Mathematics, Physics, Biology, Computer Science, and Statistics contributed to the development of this subject. It involves the development of algorithms, databases, and computational tools to understand biological processes, predict protein structures, analyze genomic sequences, and much more. Bioinformatics subject has vast applications in the field of Medicine, Pharmacy with special emphasis on drug design and development. Bioinformatics is an interdisciplinary field that combines biology, computer science, mathematics, and statistics to analyze and interpret biological data, particularly data from molecular biology.

### **VOCATIONAL COURSES – Semester 1 and 2**

It may be noted that the list of Vocational Courses (VOC) is dynamic and University regularly adds new courses. The list given above is indicative only and you will get the latest updated list of courses when you register/re-register for each year.

#### **Data Analysis (BECS 184)**

**4 Credits**

Many students who have mathematical, statistical and/or Economics background are pursuing Honours Program. They need to equip themselves with skills on applying statistical and mathematical knowledge in analysing real life situations. Such application oriented skill will enable them to find jobs in various social and cultural organisations, NGOs, etc. at lower and middle level. The course on Data Analysis aims at catering to this need.

#### **Logistics Management (BPAS 184)**

**4 Credits**

Logistics Management is the part of supply chain management that involves planning, implementing, controlling the movement, storage of goods and services and related information between the point of origin and the point of consumption to meet the needs of the customers.

This Course on 'Logistics management' attempts to introduce the learners to the concept, principles of logistics, logistics management cycle. The important components of logistics management that includes procurement of material and inventory control, handling,

packaging, transportation, warehousing, storage, information monitoring are analysed. The emerging trends in the area of logistics management that encompasses customer satisfaction, green logistics, issues pertaining to outsourcing logistics management and its challenges are examined in the course.

#### **Radio Lekhan रेडियो लेखन (BHDS 184)**

**4 Credits**

यह पाठ्यक्रम 4 क्रेडिट का है। इस पाठ्यक्रम में निम्नलिखित बिंदुओं को शामिल किया गया है :

माध्यम के रूप में रेडियो : रेडियो : एक परिचय, ऐतिहासिक परिप्रेक्ष्य, संकेत और कोड, दृश्य संकेतों का श्रव्य संकेतों में परिवर्तन (रेडियो रूपांतरण)। जनसामान्य तक पहुँचाना : रेडियो और जनसंचार, रेडियो समाचार लेखन, जनसेवा उद्घोषणाएँ, प्रचार और रेडियो विज्ञापन, डॉक्यूमेंट्री, रूपक, पत्रिका और व्यक्ति चित्र, वार्ता साप्ताहिक और परिचर्चा। रेडियो लेखन में कल्पना का महत्व : रेडियो नाटक, रेडियो के लिए उपन्यासों और कहानियों का रूपांतरण, मनोरंजन संबंधी कार्यक्रम, औरों देखा बाल (कमेंट्री)। रेडियो और शिक्षा : शिक्षा के क्षेत्र में रेडियो की भूमिका, बच्चों के लिए रेडियो, स्कूल के लिए प्रसारण, अनौपचारिक शिक्षा में रेडियो की भूमिका, मुक्त शिक्षा प्रणाली में रेडियो की भूमिका।

#### **Value Added Course**

It may be noted that the list of Value Added Courses is dynamic and University regularly adds new courses. The list given above is indicative only and you will get the latest updated list of courses when you register/re-register for each year.

#### **Value Education (BEDSV 101)**

**6 Credits**

This is the introductory course on Value Education. The socio-cultural milieu of the present day modern society is afflicted by multiple social malaises like corruption, hatred, terrorism, violence etc. and it is direly in need of a value-based education. Such value oriented education can help to combat the negative influences in the society. In such a scenario, the role of education is very important because it can help in reconstructing the society through a holistic development of individuals-cognitive, physical, affective and moral.

Values are the principles to guide our thought and behavior. They determine not only what we do, but also who we are. The identity of persons or cultures is largely defined by the set of values they accept. This is especially true for cultures because every culture must have a set of behaviors it regards as permissible and another that it regards as taboo. The presence of diverse perspectives and traditions thus promote solidarity and mutual understanding, which help prevent societies from becoming intolerant. Multiculturalism gives the privilege to the

society for respecting, understanding and tolerating each one's culture. Multicultural diversity means a commitment to inclusion and support of individuals from all groups and communities.

**NOTE:** The mentioned IDCs, AECCs, SECs, VOCs, and VACs are indicative. The courses in each category are added from time to time. The learner must check the latest list of courses being offered in that admission cycle from the Common Prospectus.

