

**MASTER OF ARTS (GENDER AND DEVELOPMENT STUDIES)**  
**[MAGD]**

**Programme Guide**

**School of Gender and Development Studies**  
**Indira Gandhi National Open University**  
**Maidan Garhi, New Delhi – 110068**

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**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
SCHOOL OF GENDER & DEVELOPMENT STUDIES**

Dear Learner,

We welcome you to the Master of Arts (Gender and Development Studies) [MAGD]! This programme is unique in the country. The aim of this programme is to analyze extent of gender-sensitivity of development interventions and introduce you to the critical aspects of engendering development interventions; the concepts of gender and development studies; theories of development; national and international efforts in engendering development interventions; tools, theories and methods of engendering planning, policies and organizations. The programme offers you the opportunity to pursue your chosen specialization in a diverse range of development sectors.

We are sure you will make all sincere efforts to complete this programme and benefit from it. This Programme Guide will be an important source of information regarding various aspects of the programme like registering for various courses, filling up examination forms, non-receipt of study material etc.

We strongly recommend that you read this Programme Guide carefully. We hope you will enjoy studying the course material.

Wishing you all the best!

**Prof. Annu J. Thomas and Prof. Savita Singh**

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## **1. ABOUT THE UNIVERSITY**

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Established in 1985 by an Act of Parliament, the Indira Gandhi National Open University (IGNOU) provides access to higher education to a large number of students all over the country.

IGNOU caters to those who:

- have missed regular education;
- are working and cannot attend a conventional institution;
- live in remote areas and are looking for educational opportunities;
- want to utilize their free time purposefully;
- wish to upgrade their skills, competencies and qualifications while working; and
- seek to enrich their creative and vocational interests.

### **Features of the Open and Distance Education System currently practiced at IGNOU**

- Equal opportunity for admission;
- Learning at your own pace and place;
- Flexibility in choosing courses;
- Use of modern education and communication technology;
- Self-instructional print and audio/video course materials;
- Network of student support services throughout the country; and
- Modular approach to academic programmes.

### **Schools of Study**

With a view to developing interdisciplinary studies, the University operates through Schools of Studies. Each School is headed by a Director who arranges to plan, supervise, develop and organize its academic programmes and courses in coordination with the School faculty and the different academic, administrative and service wings of the University. The emphasis is on providing a wide choice of programmes and courses at different levels. The following 21 Schools of Studies conduct academic programmes in the University:

- School of Agriculture (SOA);
- School of Computer and Information Sciences (SOCIS);

- School of Continuing Education (SOCE);
- School of Education (SOE);
- School of Engineering and Technology (SOET);
- School of Extension and Development Studies (SOEDS);
- School of Foreign Languages (SOFL);
- School of Gender and Development Studies (SOGDS);
- School of Health Sciences (SOHS);
- School of Humanities (SOH);
- School of Interdisciplinary and Trans-disciplinary Studies (SOITS);
- School of Journalism and New Media Studies (SOJNMS);
- School of Law (SOL);
- School of Management Studies (SOMS);
- School of Performing and Visual Arts (SOPVA);
- School of Sciences (SOS);
- School of Social Sciences (SOSS);
- School of Social Work (SOSW);
- School of Tourism and Hospitality Services Sectoral Management (SOTHSSM);
- School of Translation Studies and Training (SOTST); and
- School of Vocational Education and Training (SOVET).

*The degrees and diplomas of IGNOU are recognized and have the same status as those of any other Central or State University in India.*

### **Instructional System**

The University follows a multi-media approach for instruction. The instructional package comprises:

- Self-instructional printed course material;
- Assignments for feedback and assessment;
- Audio and video cassettes;
- Face-to-face interaction with academic counsellors at study centres;
- Project work;

- Telecast of video programmes;
- Broadcast of audio programmes;
- Teleconferencing sessions;
- Radio Counselling; and
- E mail and other web-based interactions.

## **Credit System**

IGNOU follows the Credit System for its academic programmes. Each credit amounts to 30 hours of study for a student comprising different learning activities, including studying the course material, doing the assignments, attending counselling sessions and listening to/watching audio and video programmes. Thus, one eight credit course involves 240 hours of study (30 x 8=240 hours). Knowing the number of credits for each course helps you to get an idea about the academic effort required for successfully completing the course.

## **STUDENT SUPPORT SERVICES**

### **Support Services**

In order to provide individualized support to you, the University has a large number of Study Centres throughout the country. These are coordinated by 67 Regional Centres. Of these, 56 IGNOU Regional Centres are spread across the country with designated jurisdiction. Annexure XIX gives you information about these Regional Centres, their jurisdiction and their contact details. Please do check for updates with the IGNOU website. Also the 56 IGNOU Regional Centres each have their own websites. Links to each website are provided on the IGNOU website. Wherever this programme is activated at a particular study centre, learners would be attached to it by the Regional Centre. At the study centres, you would interact with the Academic Counsellors and your peer groups, refer to books in the library, watch/listen to video/audio cassettes and interact with the coordinator on administrative and academic matters. The support services are also provided through work centres, programme centres, skill development centres and special study centres.

## **IGNOU website**

At the IGNOU Website (<http://www.ignou.ac.in> ), the following useful information is available:

- Details of programmes on offer;
- Downloadable prospectus/application forms of various programmes;
- Address checking;
- Material dispatch details;
- Assignment for current years;
- Term-end examination date-sheet;
- Catalogue of audio/video programmes;
- Hall ticket details;
- Result and Grade Card of your term-end examinations;
- Previous year question papers;
- Updates on the latest happenings at the University;
- Programme schedules of Broadcast/Telecast; and
- List of Study Centres and Regional Centres.

## **Study Centres/Programme Study Centres**

In order to provide academic support to the learners, the University has established a large number of Study Centres throughout the country. These Study Centres are coordinated by Regional Centres and Sub-Regional Centres. Learners are assigned study centres by the Regional Centre at which they have enrolled. In case study centres have not been assigned because of non-activation, please send your assignments to the programme coordinators or course coordinator and seek answers to your queries from the programme/ course coordinators whose contact details have been provided.

## **Academic Counselling Sessions**

We believe that most of your learning is to be done by you, studying on your own. However, you may need help at various times. For this we provide face-to-face contact between you and your tutors/ counsellors. The aim of the academic counselling sessions, conducted at a Study Centre, is to provide you an opportunity for face-to-face interaction with your counsellor. During such sessions you can discuss problems related to the instructional material and other important



matters. This will also give you an opportunity to meet your peers. **Attending counselling sessions, though not compulsory, is useful in several respects.** Direct interaction with your counsellors and fellow learners during counselling sessions will enable you to share views on the subject. The counsellors will provide guidance and facilitate comprehension of some of the complex ideas or issues through lively and fruitful discussions.

Counselling sessions are very different from usual classroom teaching. Counsellors are usually experienced academicians from the relevant discipline. Experts having the requisite academic qualifications and experience of working in the field of Gender and Development are appointed as counsellors. Counsellors would provide answers to your queries and address your issues and concerns.

**Counsellors will not be delivering lectures on the course content. Hence, please come prepared with your comments, observations, queries, concerns and doubts.** Before you attend the counselling sessions, please go through the course material carefully so that you are able to identify content areas requiring clarifications. Please note that a counselling session is effective only when it provides two way communication rather than one way communication where the counsellor does all the talking. Rather than delivering lectures, counsellors will try to help you to overcome difficulties (academic as well as personal) which you face while studying for the programme. In these sessions you must focus on seeking help in resolving subject-based difficulties and any other issues arising out of such difficulties.

At the Study Centre assigned to you by the Regional Centre, you will also be able to watch the video programmes and listen to the audio cassettes prepared to supplement the print material. Please contact the Coordinator of your Study Centre to find out the exact dates of the Counselling and audio-video sessions.

The broad suggested schedule of counselling sessions is provided at Annexure-II. Generally there will be 10 counselling sessions for an 8 credit course. The Study Centre Coordinator of your Programme Centre will inform you about the schedule. In case you have not heard from your Study Centre Coordinator, please get in touch with the Coordinator of your Study Centre for seeking information and the schedule of counselling sessions for this programme.

You can avail of the following facilities at IGNOU's Study Centres/Programme Study Centres:

- Counselling Sessions;
- Library Facilities;
- Audio and Video Programmes;
- Administrative and academic support through discussions with the coordinator and counsellors.

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## **2. ABOUT SOGDS**

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This School, established in 2007, aims at achieving gender justice and equity through developing and launching programmes in the area of Gender and Development Studies. The School examines the existing gender gap and addresses the issue of gender disparity, with the objectives of strengthening individual and institutional efforts that enable women's empowerment. The School of Gender and Development Studies analyzes and supports human, social, cultural and economic development to bring about gender equity and social justice.

The activities proposed for the School include:

- designing and developing academic programmes and courses at doctoral, postgraduate, undergraduate and awareness levels;
- conducting research and developing appropriate research methodology; and
- formulating and implementing training programmes.

The School envisions itself to have been constituted to promote attainment of a fair and equal society through an altered model of development. The School seeks to achieve this vision through knowledge creation, knowledge dissemination, research, training and sensitization and advocacy. The School envisions its future with great expectations and is committed to working towards its fulfillment of the attainment of an equitable society where all gender segments get full

opportunity to realize their aspirations of self-development as well as Women's and Gender Studies.

The School envisages major initiatives in research, teaching, training and advocacy in the areas of gender and development studies. Programmes are being developed under two broad streams: Gender and Development Studies and Women's and Gender Studies. Some focal areas within gender and development studies include: gender planning and development policies; gender audit and gender budgeting; gender mainstreaming; gender issues in agriculture, rural livelihoods and natural resource management; gender, resources and entitlements; gender, organization and leadership; gender issues in work, employment and productivity; gender and entrepreneurship development; gender training and empowerment; gender and financial inclusion.

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### **3. MASTER OF ARTS (GENDER AND DEVELOPMENT STUDIES)** **[PROGRAMME CODE: (MAGD)]**

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The MA (Gender and Development Studies) has been launched to provide a foundation for analyzing, critically assessing existing development interventions and promoting gender-sensitive/gender-based research and action. The strong focus envisaged on positive affirmative action would be of considerable significance.

Development policies and practices have a differential impact on women and men. This necessitates an understanding of the "gender gap" in access to resources, privileges, entitlements and choices. Consensus has evolved around the need to explore the "gender gap" in key development sectors and how this gap can be bridged. There is now greater emphasis on mainstreaming gender perspectives into the development process. This will contribute to building a gender-sensitive rubric of development, recasting development theory and action in the "direction of improved living standards, socially responsible management and use of resources, elimination of gender subordination and socioeconomic inequality as well as to promote the organizational restructuring required to bring about desirable change."

Exploration of gender issues has become an important activity for most non-governmental organizations. Increasing emphasis is being laid in Governmental agencies on

establishing gender-differential impacts and taking positive, affirmative action towards gender equality and equity. It is now widely acknowledged that gender considerations need to be reflected in all development plans, programmes and policies. There is growing concern over the isolation of women in so-called “soft” sectors in education, employment and development rather than mainstreaming gender concerns across all organizations, institutions and activities. While the concerns are clearly articulated, national goals and the UN Millennium Development Goals cannot be achieved without concrete effort towards gender equality.

Achieving gender equality and gender equity requires multi-pronged approaches and strategies. One of the key approaches and strategies revolves around design and development of suitable educational programmes that equip practitioners and policy makers with the requisite knowledge and skills to make a valuable contribution in this sphere.

**MAGD is a modular programme with intermediate exit option at PG Diploma level**, after successful completion of the following courses: MGS-001, MGS-002, MGS-003, MGS-004, MGS-005 and MGSP-001. In the Second Year, the learner has to complete one compulsory course (MGSP-002). In addition, eight electives (out of ten) have to be completed. Details of all courses are provided at Annexure I.

### **Programme Objectives**

The MAGD Programme seeks to enable learners to:

- analyze extent of gender-sensitivity of development interventions;
- conduct gender analysis;
- critically analyze gender differentials in selected development sectors;
- identify appropriate research designs and methodologies for a range of research problems;
- suggest positive affirmative action in development planning and practice to promote gender equity and equality.

### **Learner Profile**

This programme is primarily meant for all those who have an interest in gender and development issues, who would like to pursue work in gender and development related areas or are already engaged in the field through related institutions or organizations either in the governmental or the non-governmental sectors.

The specific target learners for this programme of study are:

- Bachelor's Degree holders in any subject;
- Middle and senior level personnel working in organizations, institutions, societies, and other agencies working on gender and development issues;
- Personnel of NFOs/NGOs engaged or interested in gender and development related issues;
- Academics teaching courses in gender and development studies, either through disciplines like political science, public administration, management, sociology, history, literature, social work, psychology and all disciplines that comprise gender related issues and discourses;
- Persons interested in enhancing their knowledge and understanding of gender and development (GAD) discourses;
- Students pursuing higher studies in any discipline and with an interest in gender and development issues.

**Eligibility:** A person holding Bachelor's Degree in any subject is eligible for enrolment in MA (Gender and Development Studies).

### **Medium of Instruction**

The MA (Gender and Development Studies) is currently offered in **English and Hindi** medium. Assignments and Term End Examinations will be conducted in English and Hindi.

### **Duration**

The MA Programme is of **two years duration**. However, a maximum period of **five years is allowed for completion of the programme**. If a learner is unable to complete the programme within five years, there is provision for **re-admission** on payment of dues for a further period of

two years. Learners seeking readmission may contact Registrar, Student Registration Division (SRD), IGNOU for procedural details and more information regarding re-admission. (For specimen copy of re-admission form, see Annexure-XIII).

### **Programme Fee**

The Programme fee of Rs.4500/- per year is to be paid at the time of admission along with the filled in application form. The programme fee is to be paid only by way of Demand Draft drawn in the name of IGNOU and payable at the city where your Regional Centre is situated. **Fee once paid will not be refunded under any circumstances.**

The learners belonging to reserved categories, viz. Scheduled Castes, Scheduled Tribes and Differently abled have to pay the full fee at the time of admission to the University along with other general category candidates.

### **PROGRAMME & COURSE STRUCTURE**

- A. Compulsory Courses:** In the First Year, MGS-001, MGS-002, MGS-003, MGS-004 and MGS-005 and MGSP-001 (Internship-I/Field-based Research Project-I) are compulsory courses. In the second year, there are ten elective courses on offer in addition to one compulsory course MGSP-002 (Internship-II/Field-based Research Project-II). The ten electives on offer are: MGSE-001, MGSE-002, MGSE-003, MGSE-004, MGSE-006, MGSE-007, MGSE-009, MGSE-010, MGSE-013 and MGSE-020. Out of these ten elective courses, the learners are required to choose eight courses to complete the second year. Along with the eight courses, learners need to complete MGSP-002 – Internship-II or Field-based Research Project-II in the Second Year.
- B. Completion of five courses and MGSP-001 worth 36 credits in the First Year and eight courses worth 32 credits and MGSP-002 worth 4 credits totalling 36 credits in the Second Year will entitle the learner to accumulate 72 credits. After completion of the MA**

curriculum, all learners will earn the degree **MA (Gender and Development Studies)** with **36+36= 72 credits**.

- C. Intermediate Exit Option:** Learners may exit at the end of the first year, after completing 36 credits of coursework (MGS-001, MGS-002, MGS-003, MGS-004 and MGS-005) and 4 credits worth of MGSP-001 totalling 36 credits with a **PG Diploma in Gender and Development Studies** or continue for the second year specializations to earn the **MA degree**.

## COURSES

The MA (Gender and Development Studies) programme has the following courses. Each course has been assigned credit weightage which is indicated. Detailed course outlines are provided at Annexure-I.

### FIRST YEAR COURSES

S.No	Course Code	Title of the Course	Type of Course Compulsory/ Optional	Credit Weightage	Nature of the Course
1.	MGS-001	Gender and Development: Concepts, Approaches and Strategies	Compulsory	6	Theory
2.	MGS-002	Gender, Development Goals and Praxis	Compulsory	6	Theory
3.	MGS-003	Gender Analysis	Compulsory	4	Theory

4.	MGS-004	Gender-Sensitive Planning and Policy Making	Compulsory	8	Theory
5.	MGS-005	Research Methodologies in Gender and Development Studies	Compulsory	8	Theory
6.	MGSP-001	Internship-I/Field-Based Research Project-I	Compulsory	4	Research or Internship

## SECOND YEAR COURSES

S.No	Course Code	Title of the Course	Type of Course Compulsory/ Optional	Credit Weightage	Nature of the Course
1.	MGSE-001	Gender Planning and Development Policies	Optional	4	Theory
2.	MGSE-002	Gender Audit and Gender Budgeting	Optional	4	Theory
3.	MGSE-003	Gender Mainstreaming	Optional	4	Theory
4.	MGSE-004	Gender Issues in Agriculture, Rural Livelihoods and Natural Resource Management	Optional	4	Theory
5.	MGSE-	Gender, Resources	Optional	4	Theory



	006	and Entitlements			
6.	MGSE-007	Gender, Organization and Leadership	Optional	4	Theory
7.	MGSE-009	Gender Issues in Work, Employment and Productivity	Optional	4	Theory
8.	MGSE-010	Gender and Entrepreneurship Development	Optional	4	Theory
9.	MGSE-013	Gender Training and Empowerment	Optional	4	Theory
10.	MGSE-020	Gender and Financial Inclusion	Optional	4	Theory
11.	MGSP-002	Internship-II/Field-Based Research Project -II	Compulsory	4	Research or Internship

*\*Intermediate exit option will be available to those who complete all first year courses including MGSP-001.*

### **Course Material**

The main learning material is provided to you in print. These print materials are thoroughly researched and updated knowledge has been incorporated. The audio and video materials are intended to supplement the print material, and improve your knowledge and understanding. They will help you in writing your assignments and preparing for the term-end examination. We would advise you to view/listen to the audio/ video programmes at the study centres assigned by the Regional Centre to learners in the city/town/village of residence, as far as possible. Apart from being available at your Study Centre/Regional Centre, audio and video programmes are also telecast/ broadcast.

## **Dispatch of Study Material**

The printed study material is dispatched to you. If you do not get your study material on time, please write to your concerned Regional Centre.

## **Block and Unit Structure of Course Material**

Each Course comprises of four to six Blocks. Each Block has three to six Units. You may think of a Unit as a lesson. The schematic representation of the Unit is as follows:

Unit-X\*

Structure

X.1 Introduction

X.2 Objectives

X.3 Section 3 (Main Theme)

X.3.1 Sub-section 1 of Section 3

X.3.2 Sub-section 2 of Section 3

X.4 Section 4 (Main Theme)

X.4.1 Sub-section 1 of Section 4

X.4.2 Sub-section 2 of Section 4

X.5 Summing Up

Glossary

Answers to Check Your Progress Exercises

References

Unit End Questions

X\* stands for the Unit Number

As the schematic pattern suggests, the Units are divided into several sections and sub-sections for easy reading and comprehension. Each section is indicated distinctly by bold capitals and each sub-section by relatively smaller but bold typeface, so as to make it easier for you to locate and

identify them. For purposes of maintaining uniformity we have employed the same pattern of presenting the text throughout the Course.

Section „X.1“ i.e., Introduction in each Unit tells you briefly:

- The content presented in the Unit, and
- What we expect you to learn once you complete your study of the Unit.

The last section of each Unit is a conclusion in the form of „Summing Up“. For purposes of recapitulation and ready reference, we summarize the text of the whole Unit in this section.

„Unit End Questions“ are given at the end of each Unit. These are meant as sample essay type questions and will give you an indication of the kind of questions you may expect in term-end examinations. In certain cases we have listed „Check Your Progress Exercises“ questions or a few activities to be taken up by the learners. These will help you to review the material and understand it as you read.

## **Evaluation**

Except for the Project Reports/ Internship Reports submitted for MGSP-001 and MGSP-002, evaluation will be done on the basis of:

- a) Continuous assessment of assignments (30 per cent of total weightage); and
- b) A term-end written examination (70 per cent of the total weightage).

<b>Notional Correlates</b>	<b>Percentage</b>
Excellent	80% and above
Very Good	60-79.9%
Good	50-59.9%
Average	40-49.9%
Unsatisfactory	Less than 40%

As stated earlier, evaluation in each course (except for Project Work/ Internship) has the following two components: **Term-end Examination and Continuous Assessment.**

A student must score at least 40% in the Continuous Assessment and 40% in the Term-end Examination.

**IN THE OVERALL COMPUTATION SHE/HE MUST HAVE AT LEAST 40% MARKS IN EACH COURSE, TO QUALIFY FOR THE MA DEGREE.** Thus, it is necessary for the student to score at least 40% marks in each of the thirteen courses as well as in the project/internship courses MGSP-001 and MGSP-002 of the MA Degree programme.

#### **Internship/ Field-based Research Project (MGSP-001 and MGSP-002)**

For MGSP-001 and MGSP-002 (Internship or Field-based Research Project), you will be required to complete a research project on an approved topic or an internship. In order to pursue the research area identified or approve the organization for internship, the student may contact the programme coordinators. Guidelines for preparation of Research Project Report are given at Annexure IV. The following forms at the Annexures indicated are provided:

- Proforma for Approval of Research Project Proposal (Annexure V);
- Proforma for Certificate of Completion of Research Project and Bonafide Work (Annexure VI);
- Proforma for Approval of Internship Counsellor and approval of organization (Annexure VII); and
- Proforma for Certificate of Completion of Internship and Bonafide Work (Annexure VIII).

Forms for approval of research topic/ approval of internship, and for completion of the research project/ internship are provided at Annexures V, VII, and VIII. The grading system used to evaluate the project report/internship report is the same as given earlier. **However, there will be no Term-End Examination or Assignment for MGSP-001 and MGSP-002. Instead a Project**

**Report or Internship Report for each course would have to be submitted to Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi-110068 for evaluation.**

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#### **4. INFORMATION REGARDING ASSIGNMENTS**

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A set of assignments for MAGD will be made available to you along with the set of print materials. It will also be uploaded on [www.ignou.ac.in](http://www.ignou.ac.in). In case you have not received it, please send your request in prescribed form (specimen given at **Annexure-IX**) to concerned Regional Director. You have to do **one assignment for each course**. All the assignments will be considered for evaluation and are ‘**Tutor Marked Assignments**’ (TMAs). Questions may consist of a combination of long answer, medium answer and short answer types.

Assignments constitute the continuous evaluation component of a course. They can be done in your home or work place or library or any other place you think has the right environment. You may consult suitable persons, books, or other sources for the completion of your assignments. An assignment, therefore, is not like writing an answer book in the examination hall. It is, however, equally important and the marks given to assignments would be included in your grade card. As mentioned earlier, the assignments of a course in MAGD carry 30 percent weightage. The grades that you get in your assignments will be counted in your final result. Therefore, you are advised to attempt your assignments seriously.

The main purpose of assignments is to test your comprehension of the learning material you receive from the University. The information given in the printed course material is normally considered sufficient for answering the assignments. Please do not worry about the non-availability of extra reading material for working on the assignments. However, if you have easy access to other books, you may use them. The assignments are designed in such a way as to help you concentrate mainly on printed course material and suggested readings.

Some of the assignments are knowledge-based and some are of applied nature. Assignments which are knowledge-based will require you to write essay-type answers. For answering applied

type of assignments you should apply the knowledge you have gained by going through a Unit/Block/Course. **In either case, the answers should be your own and not copied and pasted from any sources or resources. You must not reproduce text material verbatim or copy the information from other sources.** However, you can make use of the material and information you have at your disposal in an innovative way. Whenever you quote from the text books/journals, you must give the reference. In the case of e-resources, you must give the details for the webpage you have used as a source for your assignment. **However, if you copy and paste from any resources or e-resources without due acknowledgement, then your assignments will not be taken into any consideration, as this will constitute plagiarism.** You can derive ideas from external sources but develop them according to your own thinking and express them **in your own words** when you write the answers to the assignments.

The following norms should be followed when you work on the assignments:

- The answer should be written in your own words. **Material copied from external or online sources without due credit will be considered to be plagiarized. Plagiarism is a serious academic offence and such assignments will not be accepted.** If you wish to refer to course material or external references to support your answer, please follow academic guidelines for citing sources and crediting the source from whom/where you are borrowing.
- The answer should be precise, well documented and relevant to the question. A reasonably adequate response can be presented within the suggested word-limit.
- If any word limit has been suggested, keep it in mind. Minor variations in length do not matter. But your answer should not be too short or too lengthy. Avoid discussing minor issues at great length.
- Whenever you receive a set of assignments, check them immediately. Assignments are also available on the IGNOU website (IGNOU home page> Student Zone>Download).
- The assignment you have attempted should be complete in all respects. Before submission you should ensure that you have answered all the questions in assignments. *Incomplete answer sheets will bring you poor marks.*
- You must submit your assignments according to the schedule indicated in the assignments. The University/Coordinator of the Study Centre/Regional Centre has the right to reject the

assignments received after the due date. You are, therefore, advised to submit the assignments before the due date. In case you get the assignments and study material late, the assignment responses should be submitted within one month of the date of receipt of study material and assignments or within the due date given in this schedule whichever is later.

- For your own record, **retain a copy of all the answers to assignments which you submit to the Coordinator of your Study Centre.** If you do not get back the evaluated tutor marked assignments, you should contact your study centre personally. This may help you to improve the answers to your future assignments.
- Maintain an account of all the corrected responses to assignments received by you after evaluation. This will help you to correspond with the University in case any problem arises in future.
- If you are unable to submit the assignments or are unable to score the minimum qualifying marks (40%), you have to collect, attempt and submit the assignments meant for the next batch of students. The request for new assignments in prescribed form (specimen given at **Annexure-IX**) may be addressed to concerned Regional Director.
- In case you find that the score indicated in the assignment sheet of your assignments has not been correctly reflected in your grade card, you are advised to contact the coordinator of your study centre with a request to forward the correct authenticated award list to the Registrar (Student Evaluation Division), IGNOU.
- Once you get the pass grade in an assignment, you cannot re-submit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of the Study Centre.

### **SPECIFIC INSTRUCTIONS FOR TUTOR MARKED ASSIGNMENTS (TMAs)**

- 1) Write your Enrollment 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 Study Centre on the left hand corner of the first page of your response sheet. Course Code and Assignment Code may be reproduced from the Assignments.

The top of the first page of your response sheet for each assignment should thus look like the following:

<b>Programme Title.....</b>	<b>Enrollment No: .....</b>
..... <b>Name.....</b>	
<b>Programme Code.....</b>	<b>Address: .....</b>
<b>Course Code: .....</b>	
<b>Course Title: .....</b>	
<b>Assignment Code: ..... Signature: .....</b>	
<b>Study Centre: ..... Date: .....</b>	

- 3) Read the assignments carefully and follow specific instructions, if any, given along with the assignments.
- 4) Go through the units on which the assignments are based. Note the points relating to the question. Rearrange those points in a logical order and work out a rough outline of your answer. While attempting a long answer type question, give adequate attention to the introduction and the conclusion. In the introduction you should give your brief interpretation of the question and how you propose to develop the answer. The conclusion should summarize your response to the question. Make sure that the answer is logical and coherent. The answer should be divided into appropriate 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 emphasize.
- 5) Use only fullscape (A4) size paper for your response and **tie all the pages carefully. Avoid using thin paper.** Allow a 4 cm margin on the left side and at least a few lines in between each answer. This may facilitate the evaluator to write useful comments on the margin at appropriate places.
- 6) **Write the responses to assignments in your own hand writing. Do not print or type the answers.**



- 7) Do not copy from the response sheets of other students, directly from the course material or from any external sources. Quotations are permissible as explained in the previous section (please see previous section). **If copying is noticed, the assignments of such students will be rejected.**
- 8) Answers to each assignment should be written on a separate set of papers.
- 9) Write the question number and the question before writing the answer.
- 10) The completed assignment should be submitted at the address communicated to you by the programme coordinators/RC.
- 11) After submitting the assignment to the programme coordinator/ Study Centre, 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 Tutor Marked Assignments **only to the original Study Centre that has been allotted to you by the University.**

#### **SCHEDULE FOR SUBMISSION OF MAGD ASSIGNMENTS**

\*The schedule of assignments is given below. This schedule is also given in your Assignment Booklet.

<b>First Year Course Code</b>	<b>Assignment Code</b>	<b>Uploading of Assignments on IGNOU website</b>	<b>Submission of Assignments by Students of July Batch</b>	<b>Submission of Assignments by Students of January Batch</b>	<b>Feedback from Counsellors</b>
MGS-001	MGS-001/AST-01/TMA/2013-14	July	15 <sup>th</sup> September	15 <sup>th</sup> March	30 <sup>th</sup> October and 30 <sup>th</sup> May

MGS-002	MGS-002/AST-01/TMA/Sep	July	15 <sup>th</sup> September	15 <sup>th</sup> March	30 <sup>th</sup> October and 30 <sup>th</sup> May
MGS-003	MGS-002/AST-01/TMA/sep	July	15 <sup>th</sup> September	15 <sup>th</sup> March	30 <sup>th</sup> October and 30 <sup>th</sup> May
MGS-004	MGS-002/AST-01/TMA/sep	July	15 <sup>th</sup> September	15 <sup>th</sup> March	30 <sup>th</sup> October and 30 <sup>th</sup> May
MGS-005	MGS-002/AST-01/TMA/sep	July	15 <sup>th</sup> September	15 <sup>th</sup> March	30 <sup>th</sup> October and 30 <sup>th</sup> May

### Second Year

<b>Second Year Course Code</b>	<b>Assignment Code</b>	<b>Uploading of Assignments on IGNOU website</b>	<b>Submission of Assignments by Students of July Batch</b>	<b>Submission of Assignments by Students of January Batch</b>	<b>Feedback from Counsellors</b>
<b>MGSE-001</b>	MGSE-001/AST-01/TMA/sep	<b>July</b>	<b>15<sup>th</sup> September</b>	<b>15<sup>th</sup> March</b>	<b>30<sup>th</sup> October and 30<sup>th</sup> May</b>
<b>MGSE-002</b>	MGSE-002/AST-01/TMA/sep	<b>July</b>	<b>15<sup>th</sup> September</b>	<b>15<sup>th</sup> March</b>	<b>30<sup>th</sup> October and 30<sup>th</sup> May</b>

<b>MGSE-003</b>	MGSE-003/AST-01/TMA/sep	<b>July</b>	<b>15<sup>th</sup> September</b>	<b>15<sup>th</sup> March</b>	<b>30<sup>th</sup> October and 30<sup>th</sup> May</b>
<b>MGSE-004</b>	MGSE-004/AST-01/TMA/sep	<b>July</b>	<b>15<sup>th</sup> September</b>	<b>15<sup>th</sup> March</b>	<b>30<sup>th</sup> October and 30<sup>th</sup> May</b>
<b>MGSE-006</b>	MGSE-006/AST-01/TMA/sep	<b>July</b>	<b>15<sup>th</sup> September</b>	<b>15<sup>th</sup> March</b>	<b>30<sup>th</sup> October and 30<sup>th</sup> May</b>
<b>MGSE-007</b>	MGSE-007/AST-01/TMA/sep	<b>July</b>	<b>15<sup>th</sup> September</b>	<b>15<sup>th</sup> March</b>	<b>30<sup>th</sup> October and 30<sup>th</sup> May</b>
<b>MGSE-009</b>	MGSE-009/AST-01/TMA/sep	<b>July</b>	<b>15<sup>th</sup> September</b>	<b>15<sup>th</sup> March</b>	<b>30<sup>th</sup> October and 30<sup>th</sup> May</b>
<b>MGSE-010</b>	MGSE-010/AST-01/TMA/sep	<b>July</b>	<b>15<sup>th</sup> September</b>	<b>15<sup>th</sup> March</b>	<b>30<sup>th</sup> October and 30<sup>th</sup> May</b>
<b>MGSE-013</b>	MGSE-013/AST-01/TMA/sep	<b>July</b>	<b>15<sup>th</sup> September</b>	<b>15<sup>th</sup> March</b>	<b>30<sup>th</sup> October and 30<sup>th</sup> May</b>
<b>MGSE-020</b>	MGSE-020/AST-01/TMA/sep	<b>July</b>	<b>15<sup>th</sup> September</b>	<b>15<sup>th</sup> March</b>	<b>30<sup>th</sup> October and 30<sup>th</sup> May</b>

					<b>May</b>
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\*In the case of Internship/Field-based Research Project Courses (MGSP-001 and MGSP-002), learners could contact their Internship Counsellor/Project Counsellor/Field Counsellor as the case may be as and when required.

\*In case you are unable to complete a course during a given year, fresh assignments will need to be submitted based on the deadlines of the subsequent year, in order to appear for the Term-End Examination of that course.

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## 5. INFORMATION REGARDING EXAMINATION

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In order to be eligible to appear for the Term-end examination, you are required to fulfill the following conditions:

1. **All the required assignments have been submitted within the due dates.**
2. **The fee has been fully paid.**
3. **You have opted and pursued the prescribed courses.**
4. **The examination form has been submitted in time (which is explained later).**
5. **Registration for the course(s) is valid and not expired.**

**Examination date sheet** (schedule which indicates the date and time of examination for each course) is sent to all the Regional Centers sufficiently in advance. The same is also available at IGNOU website ([www.ignou.ac.in](http://www.ignou.ac.in)).

It is an essential pre-requisite for you to submit the **Examination Form** for appearing for the examination in any course. Copies of the examination forms are available at Study Centres/Regional Centres/ Student Evaluation Division at Headquarters and the IGNOU website. Only one form is to be submitted for all the courses in one term end examination.

The filled in examination form is to be submitted only at the concerned Regional Centers under which your examination centre falls.

You can submit the Examination Form and make payment of examination fee online through credit / debit card. For details, please visit University website at: [www.ignou.ac.in](http://www.ignou.ac.in) (Home Page > Student Zone > Forms).

### **Term End Examination**

The University conducts Term-end Examinations twice a year in the months of June and December every year. Students will be permitted to appear in the Term-end Examination subject to the condition that registration for the courses in which they wish to appear is valid, maximum time to pursue the programme has not elapsed and they have also submitted the required number of assignment(s), if any, in those courses by the due date.

- **Examination Fee**

Examination fee of Rs. 60/- per course is required to be paid through a demand draft in favour of IGNOU payable at the respective Regional Centre under which your examination centre falls. The examination forms are available at all the Regional Centres. Students can also submit online examination form as per guidelines through IGNOU website at [www.ignou.ac.in](http://www.ignou.ac.in)

- **Examination Centre**

Normally the study centre/ programme centre is the examination centre. However, a student is required to fill the examination centre code in the examination form. You are advised to go through the list of study centres/programme centres available in the Student Handbook and prospectus. In case a student wishes to take the examination at a particular centre, the code of the chosen centre has to be filled up as examination centre code. However, in case an examination centre chosen by a student is not activated, the university will allot another examination centre in the same Region. **Change of Examination centre, once allotted, is not permissible under any circumstances.**

- **Date of Submission of Examination Forms**

For June TEE Submission of	Late Fee (Rs.)	For December TEE Submission of	Late Fee

<b>Examination form</b>		<b>Examination Form</b>	
1 <sup>st</sup> March to 31 <sup>st</sup> March	Nil	1 <sup>st</sup> September to 30 <sup>th</sup> September	Nil
1 <sup>st</sup> April to 20 <sup>th</sup> April	300/-	1 <sup>st</sup> October to 20 <sup>th</sup> October	300/-
21 <sup>st</sup> April to 30 <sup>th</sup> April	500/-	21 <sup>st</sup> October to 30 <sup>th</sup> October	500/-
1 <sup>st</sup> May to 15 <sup>th</sup> May	1000/-	1 <sup>st</sup> November to 15 <sup>th</sup> November	1000/-

To avoid discrepancies in filling up the examination form or to overcome other difficulties while appearing in the term-end examination, students are advised to:

- 1) Remain in touch with the Study Centre/Programme Centre/Regional Centre/ Student Evaluation Division so as to enquire about any change in schedule of submission of examination form/fee etc., if any;
- 2) Retain proof of mailing/submission of examination form till the time of receiving the examination hall ticket.

**Before submitting the examination form, please ensure that:**

- The required number of Assignments/Tutor Marked Assignments, as applicable for the course(s) filled in the examination form, have been submitted.
- The authentication certificate is duly signed by the Co-ordinator/ Incharge of your Study Centre/Programme Centre, PI.etc.
- Registration for the course(s) is valid and not time barred.
- **Examination fee of Rs. 60/- per course has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through a demand draft, please ensure that the **demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.**

- The enrollment number, programme code, course code are correctly filled in the examination form. **In case of non-compliance of any of the above conditions, candidature for appearing in the Term-End examination will not be considered and no Intimation Slip/Hall Ticket will be issued.**

- **Issue of Examination Intimation Slip/Hall Ticket**

The University issues Examination Intimation Slip/Hall Ticket to the students at least two weeks before the commencement of the Term-End Examination. The hall ticket may also be downloaded from the University's website [www.ignou.ac.in](http://www.ignou.ac.in). In case a student fails to receive the Examination Intimation Slip/Hall Ticket one week before the commencement of the examination s/he may visit the website and download the Intimation Slip/Hall Ticket and report at the Examination Centre with the concerned student's Identity Card for appearing in the examination.

### **Improvement of Marks**

The improvement of marks/grades is applicable only for the students of Bachelor's/Master's Degree programmes, who have completed the programme. The eligibility is as under:

- The students of Bachelor's/Master's Degree Programmes who fall short of 2% marks to secure 2<sup>nd</sup> and 1<sup>st</sup> division
- The students of Master's Degree Programmes only, who fall short of 2% marks to secure overall 55% marks

Under the provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/Lab courses, Projects, Workshops and Assignments etc. Only one opportunity will be given to improve the marks/ grade.

Students wishing to improve the marks will have to apply within six months from the date of issue of final statement of marks/grade card to them on payment of Rs. 500/- per course in the form of demand draft favouring IGNOU payable at New Delhi, subject to the condition that their registration for the programme/course for which the improvement application is being submitted, is valid till the next term-end examination in which they wish to appear for improvement. Prescribed form along with rules and regulations is enclosed in the Student Handbook and Prospectus and also made available on the IGNOU website. However, the form is also provided in Annexure XII for your convenience.

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

After the declaration of result, if the student is not satisfied with the marks awarded, they can request the University for obtaining Photocopy of Answer Scripts on payment of Rs. 100/- per course. The request for obtaining Photocopy of Answer Scripts by the student must be made within 45 days from the date of declaration of result to the concerned Evaluation Centre in the prescribed format along with the fee of Rs. 100/- per course in the form of Demand Draft in favour of IGNOU payable at the city where the form is being submitted. The prescribed form along with rules and regulations is enclosed in the Student Handbook and Prospectus and also made available on the IGNOU website. However, the form is also provided in Annexure XIV for your convenience.

### **Early Declaration of Result**

The Student can apply for early declaration of Term-End Examination Result with a fee of Rs. 700/- per course. The application for early declaration of result shall be entertained only if the student has been selected for any post or applied for further studies. The student must compulsorily submit documentary evidence (proof) in support of the reason for early declaration of result to the concerned Evaluation Centre whose details are available on the University website.

Early declaration is permissible in Term-End Examination only. This facility is not applicable for Lab/Practical courses, Project, Assignment, Workshop, seminar etc. based courses. The Application for Early Declaration of Result shall be entertained for final year only. Prescribed Form along with rules and regulations is enclosed in the Student Handbook and Prospectus and also made available on the IGNOU website. However, the form is also provided in Annexure XV for your convenience.

### **Re-evaluation of Term-End Examination**

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University to re-evaluate their Answer Scripts on payment of Rs. 500/- per course. The request for re-evaluation by the student must be made within one month from the date of declaration of result to the concerned Evaluation Centre in the prescribed format along with the fee of Rs. 500/- per course in the form of Demand Draft in favour of IGNOU payable at the city where the Re-evaluation form is being submitted. The prescribed form along with rules and regulations is enclosed in the Student Handbook and Prospectus and also made available on the IGNOU website. However, the form is also provided in Annexure XVI for your convenience.

### **Official Transcript**

The University provides the facility of official transcripts on request made by the learners on plain paper addressed to Registrar, Student Evaluation Division (SED), Block 12, IGNOU, Maidan Garhi, New Delhi-110068. A fee of Rs. 200/- per transcript payable through Demand Draft in



favour of IGNOU is charged for this purpose. In case of request for sending transcripts outside India, the students are required to pay Rs. 400/-. The prescribed form along with rules and regulations is enclosed in the Student Handbook and Prospectus and also made available on the IGNOU website. However, the form is also provided in Annexure XVII for your convenience.

### **Duplicate Grade Card**

The student can apply for obtaining a duplicate Grade Card in case of lost/misplaced/damaged Grade Card by paying through Demand Draft of Rs. 150/- in favour of IGNOU payable at “New Delhi”. Prescribed form along with rules and regulations is enclosed in the Student Handbook and Prospectus and also made available on the IGNOU website. However, the form is also provided in Annexure XVIII for your convenience.

### **Preparation for Examination**

We understand that adult learners will have many domestic and social commitments demanding their attention. But it is possible to find some time for your study. Convince your colleagues and family members that you need some privacy to study and adhere to the regular timetable. As soon as you receive the study materials, start working on them. Do not postpone studying the materials or writing your assignment-responses. For obvious reasons, printed material will be the primary form of instructional material, although there will be a few audio-video programmes and Counselling sessions. Normally, you will have to concentrate mainly on the printed material sent to you. **Please try to attend as many counselling sessions as possible so as to get the best out of the programme. Participating in online discussions on the web-based forum created especially for this programme will also be helpful to you in clarifying any queries you may have regarding the course material.**

Read the Units carefully and note down the important points. You can use the space in the broad margin of the printed pages for making notes and writing your comments. Try to answer „Unit End“ questions. **Please remember, the answers to these questions are not to be sent to us.** The purpose is to enable you to evaluate your own performance and keep you on the right track. That is why they are called „Self-Check“ or Unit-end questions. They will enhance your comprehension of the subject-matter.

### **Term-end Examination**

There is a term-end examination for each course at the end of every semester. Dates and the venue of the examination will be intimated to you in time by the Registrar, Student Evaluation Division of the University. Each paper is of three hours duration. Each paper carries 70 per cent of the total weightage and the remaining 30 percent is covered by your assignments-responses. For example, the term-end examination paper for Course MGS-001 of 100 marks will have 70 percent weightage in the computation of Marks. The rest 30 percent weightage will be given for the assignment of the same course. Final marking of your performance in each of the courses is computed along these lines.

Please note that examinations for all the courses will held in both December and June Term-End Examinations.

If you fail to clear all the examinations in the first attempt or do not wish to appear in all the subjects at a time, you can clear them in the subsequent examinations. **You must clear all the courses within five years of your admission to be eligible for the degree.**

To qualify in the continuous assessment (on the basis of assignments), you must take note of the following points:

- i) You are required to attempt one assignment for each course. As mentioned earlier, each assignment will be considered for marking your performance.
- ii) The score for successful completion in the continuous evaluation of each course is 40%. If you fail to make this score, because of not being able to score the minimum qualifying percentage, then you will have to wait for the assignments meant for the next batch of students. You should procure a new set of assignments and submit after completion. New assignments are released in July every year, and the request for new assignments on prescribed form given in **Annexure-IX** should be addressed to the concerned Regional Director.
- iii) Except as stated under item (ii) above, there is no provision for redoing assignments for the purpose of just improving upon the grades scored, nor can they be re-evaluated except for the factual errors.

- iv) The lowest successful completion score in the term-end examination is also „40%“. In case one fails to make this score, one is eligible to reappear in the next Term-End Examination as and when it is held within the total span of four years permitted for the programme.
- v) **If one fails to score overall ‘40%’ in each COURSE (putting the score on assignment and the term-end examination together), one has the option to score the lowest qualifying grade ‘40%’ either by appearing at the next Term-End Examination or by working on a new set of assignments meant for the particular year. For example:**
  - a) If a student in a particular Course, say MGS-001 scores a „40%“ percentage for the Term End Examination and the Continuous Evaluation, then she/he will be considered as having passed in that Course.
  - b) If a student scores a „40%“ percentage for the term-end examination and a „30%“ percentage for the Continuous Evaluation, then she/he will be considered as failed in that course.
  - (i) Queries about dates and venues of Counselling sessions should be addressed to your Coordinator or Regional Director. The list of Regional Centres along with their addresses is given at **Annexure-XIX**
  - ii) Queries related to admission, change of option, registration, change of centre, identity card, fee receipt and bonafide certificates may be addressed to your Regional Centre. Copies of the request for change of Regional Centre may also be marked to the Regional Director of the Regional Centre where the student would be transferred.
  - iii) Queries about the non-receipt/dispatch of the course materials, assignments, missing page(s)/Unit(s) should be addressed to your Regional Director.
  - iv) For queries related to examination, datesheet, result grade cards, re-evaluation write to:  
**Registrar, Student Evaluation Division**  
**IGNOU, Maidan Garhi**  
**New Delhi – 110 068.**
  - v) Requisition for Migration Certificate may be sent to the Regional Director along with the following documents:
    - a) Application on a prescribed form obtainable from your Regional Centre.
    - b) Attested copy of the Grade Card.
    - c) A fee of Rs. 300/- in the form of demand draft / IPO drawn in favour of IGNOU payable at the city of Regional Center.

## SOME USEFUL CONTACT ADDRESSES

- |    |   |   |
|----|---|---|
| 1) | For non-receipt of study material,<br>assignments etc.                                | Registrar (MPDD)<br>Indira Gandhi National Open<br>University<br>Maidan Garhi, New Delhi –110 068<br>E-mail: <a href="mailto:mpdd@ignou.ac.in">mpdd@ignou.ac.in</a> |
| 2) | For missing score of assignments &<br>Term end examination in Grade Cards             | Registrar (SED)<br>Indira Gandhi National Open<br>University<br>Maidan Garhi, New Delhi –110 068<br>E-mail: <a href="mailto:sed@ignou.ac.in">sed@ignou.ac.in</a>    |
| 3) | For admission, registration, re-registration,<br>intermediate exit related enquiries. | Registrar (SRD)<br>Indira Gandhi National Open<br>University<br>Maidan Garhi, New Delhi – 110 068<br>E-mail: <a href="mailto:srd@ignou.ac.in">srd@ignou.ac.in</a>   |
| 4) | For Student Support Service and student<br>grievances                                 | Deputy Director, Student Service<br>Centre<br>Indira Gandhi National Open<br>University<br>Maidan Garhi, New Delhi –110 068   |

E-mail: [ssc@ignou.ac.in](mailto:ssc@ignou.ac.in)

5) For Purchasing Audio/Video Tapes

Marketing Unit, EMPC

Indira Gandhi National Open  
University

Maidan Garhi, New Delhi –110 068

6) For Academic Matters

Prof. Annu J. Thomas or Prof. Savita Singh  
or Dr. G. Uma

School of Gender & Development Studies

Indira Gandhi National Open University

Maidan Garhi, New Delhi – 110 068

E-mail: [athomas@ignou.ac.in](mailto:athomas@ignou.ac.in)

[savitasingh@ignou.ac.in](mailto:savitasingh@ignou.ac.in);

[guma@ignou.ac.in](mailto:guma@ignou.ac.in)

## **LIST OF ANNEXURES**

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- II Suggested Schedule for Counselling Sessions
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**MA (GENDER AND DEVELOPMENT STUDIES) [MAGD]  
DETAILED PROGRAMME STRUCTURE**

**First Year Courses**

**MGS-001: Gender and Development: Concepts, Approaches and Strategies (6 Credits)**

**Introducing the Basic Concepts**

**Introduction to Concepts of Gender and Development**

**Block 1: Concepts of Gender and Development**

Unit 1: Development Dimensions and Goals: Basic Concepts

Unit 2: Gender and Development: Basic Concepts

Unit 3: Social Construction of Gender

Unit 4: Feminisms in Development: The Gender and Development Context

Further Reading 1: Basic Concepts

Further Reading 2: Formative Feminism

Further Reading 3: Trends in Feminism

**Block 2: Approaches to GAD**

Unit 5: Development Discourses

Unit 6: WID-WAD-GAD: Part I

Unit 7: WID- WAD- GAD: Part II

Unit 8: GAD Indicators

Unit 9: Gender Dimensions in Planning and Policy Making

**Block 3: Strategies in GAD**

Unit 10: Gender Planning and Policy Making

Unit 11: Affirmative Action, Inclusive Policy and Substantive Equality

Unit 12: Engendering Governance

**Block 4: Gender Mainstreaming in Policy Making**

Unit 13: Definition, Concept, Principles of Gender Mainstreaming

Unit 14: Implementing Gender Mainstreaming Strategy: Origin, Approach and Methodology

Unit 15: Gender Mainstreaming in Policy Research, Programmes and Schemes

Unit 16: Gender Mainstreaming Structures and Mechanisms

**Block 5: Gender and Market Economics**

Unit 17: Gender and Process of Economic Development

Unit 18: Enterprise Development

Unit 19: Gendered Impact on Agriculture, Environment, Ecological Concerns

Unit 20: Formal and Informal Economy

Unit 21: Neo- liberal Policies

**Block 6: Gender, Work and Health**

Unit 22: Paid and Unpaid Work

Unit 23: Paid and Unpaid Work of Women: Some Theoretical Reflections

Unit 24: Livelihood and Subsistence Production

Unit 25: Work-Life Balance

Unit 26: Gender, Health and Well-being

Unit 27: Sexual Harassment

Unit 28: Gender, Occupational Safety and Health

Unit 29: Reproductive Health and Reproductive Rights

**MGS-002: Gender, Development Goals and Praxis (6 credits)****Block 1: Development: Facets and Issues**

Unit 1: Integrated Sustainable Development Goals

Unit 2: Education, Development Goals and Upgradation of Skills

Unit 3: Enhancing Economic Resources and the Self-Help Group Movement

Unit 4: Self Help Groups, Microcredit and Livelihood: An Overview

Unit 5: Regulatory Frameworks: Gaps and Maps



**Block 2: Government and Voluntary Sector**

Unit 6: Global Trends and Influences

Unit 7: Gender, Democracy and Development

Unit 8: Non-Governmental Organizations and Civil Society in India

Unit 9: Changing Facets of the Voluntary Sector

Unit 10: Service Delivery Mechanisms

**Block 3: Formulating Gender-sensitive Development Goals**

Unit 11: Gender Mainstreaming

Unit 12: Rural-Urban Divide

Unit 13: Agriculture, Industry and Services

Unit 14: Infrastructure Development in India with Private Investment

Unit 15: Social Infrastructure

**Block 4: Development with Social Justice**

Unit 16: Social Justice and Gender Justice

Unit 17: Negative Impact of Globalization on Social Justice

Unit 18: Gender Marginalization and Exclusion

Unit 19: Law as an Instrument of Empowerment and Disempowerment

Unit 20: Form and Extent of Gender-based Violence

**MGS-003: Gendered Analysis (4 Credits)****Block 1: Gender Analysis: An Introduction**

Unit 1: What is Gender Analysis?

Unit 2: Importance of Gender Analysis

Unit 3: Elements of Gender Analysis

Unit 4: Approaches to Gender Analysis

**Block 2: Tools of Gender Analysis**

Unit 5: Methods of Gender Analysis

Unit 6: Participatory Appraisal of Situation

Unit 7: Focus Group: Discussion, Case Studies, In-Depth Interviews

Unit 8: Action Research

Unit 9: Practical Gender Needs and Strategic Gender Needs

### **Block 3: Gender Analysis in Development Processes**

Unit 10: Problem Definition

Unit 11: Policy Making

Unit 12: Planning

Unit 13: Implementation

Unit 14: Monitoring and Evaluation

## **MGS-004 Gender-sensitive Planning and Policy Making (8 credits)**

### **Block 1: Gender Awareness**

Unit 1 Rationale for Gender Awareness in Policy Formulation

Unit 2: Existing Policies, Plans and Programmes

Unit 3: Review of Practices: Gender-blind Programmes

Unit 4: Gender-aware Policies, Programmes and Schemes

Unit 5: Cost-Benefit Analysis

Unit 6: Gender-blind and Gender-aware programmes

### **Block 2: Gender-sensitive Planning**

Unit 7: Conceptual Framework for Gender-Sensitive Development Planning

Unit 8: Methods and Techniques of Planning

Unit 9: Development of Plans

Unit 10: Plan Implementation, Monitoring and Evaluation

Unit 11: Administrative Support Systems

### **Block 3: Gender-sensitive Policies and Programmes**

Unit 12: Sources of Gender-sensitive Policy Planning

Unit 13: Policy Formulation and Development

Unit 14: Policy Implementation and Monitoring

Unit 15: Policy Analysis

Unit 16: Optimum Utilization of Resources

Unit 17: Review, Feedback and Future Directions

#### **Block 4: Gender Considerations in Need Assessment**

Unit 18: Methodologies of Need Assessment

Unit 19: Foundations for Gender-sensitive Planning

Unit 20: Analysis of Existing Policies

Unit 21: Women Belonging to Special Categories

#### **Block 5: Management and Administration**

Unit 22: Leadership System and Organizational Structures

Unit 23: Inter and Intra-sectoral Coordination

Unit 24: Participatory Processes in Planning, Implementation and Monitoring

Unit 25: Implementing Plans, Networking and Convergence

Unit 26: New Initiatives and Best Practices: Selected Case Studies

### **MGS-005 Research Methodologies for Gender and Development Studies (8 Credits)**

#### **Block 1: Approaches and Philosophical Foundations**

Unit 1: Logic of Inquiry in Social Research

Unit 2: Empirical Approach

Unit 3: Diverse Logic of Theory Building

Unit 4: Theoretical Analysis

Unit 5: Philosophy of Social Sciences

Unit 6: Positivism and Its Critique

Unit 7: Hermeneutics

Unit 8: Comparative Method

#### **Further Readings**

1: Methods and Methodologies of Gender and Development Studies

**Block 2: Contemporary Perspectives**

Unit 9: Comparative Method

Unit 10: Feminist Approach

Unit 11: Participatory Method

**Block 3: Types, Methods and Design of Research**

Unit 12: Types of Research

Unit 13: Methods of Research

Unit 14: Elements of Research Design

Unit 15: Survey Method

Unit 16: Survey Design

Unit 17: Survey Instrumentation

Unit 18: Survey Execution and Data Analysis

**Block 4: Quantitative Methods**

Unit 19: Sampling Methods and Estimation of Sample Size

Unit 20: Measures of Central Tendency

Unit 21: Measures of Dispersion and Variability

Unit 22: Statistical Inference: Tests of Hypothesis

Unit 23: Correlation and Regression

**Further Readings**

1. Probability Sampling
2. Non-Probability Sampling
3. Sampling Designs
4. Research and Sampling Designs--Critical Review
5. Stand Point Theory

**Block 5: Qualitative Research and Techniques**

Unit 24: Field Research-I

Unit 25: Field Research-II

Unit 26: Reliability, Validity and Triangulation

Unit 27: Qualitative Data Formatting and Processing

Unit 28: Writing Up Qualitative Data

**Block 6: Data Analysis and Presentation of Research Findings**

Unit 29 Using Internet and Word Processor

Unit 30: Using SPSS for Data Analysis Content

Unit 31: Using SPSS in Report Writing

Unit 32: Tabulation and Graphic Presentation--Case Studies

Unit 33: Guidelines for Research Project Assignments

**Further Readings**

1. Macroeconomic Methodologies, Approaches and Policies: Why Gender Matters
2. Measures based on Time Use Statistics: Some Issues
3. Time Use Studies: Conceptual and Methodological Issues with reference to the Indian Time Use Survey

**MGSP-001: Each student is required to undertake a Field-based Project Work/Internship**

The student can attempt either Field-based Research Project or Internship based on themes drawn from First Year Courses. The credit weightage assigned to MGSP-001 is 4 credits. Guidelines are provided in Annexure IV. Details are provided in the Handbook for MGSP-001.

**Second Year Courses**

**MGSE-001 Gender Planning and Development Policies (4 Credits)**

**Block 1: Traditional and Emerging Planning Methodology**

Unit 1: Planning: Historical Perspectives and Methodologies

Unit 2: Critical Review of Planning Methodologies

Unit 3: Need for Gender Planning

**Block 2: Gender Planning: Characteristics and Issues**

Unit 4: Characteristics of Gender Planning

Unit 5: Goals, Objectives and Agenda for Gender Planning

Unit 6: Meeting Practical and Strategic Gender Needs for Planning

Unit 7: Gender Planning and Implementation Process

Unit 8: Organizational Structures

### **Block 3: Gender Planning Framework**

Unit 9: Gender Planning Tools: An Introduction

Unit 10: Approach to Gender Planning Procedures

Unit 11: Gender Planning Practices

Unit 12: Gender-sensitive Planning versus Gender Planning

## **MGSE-002 Gender Audit and Gender Budgeting (4 Credits)**

### **Block 1: Genesis of Gender Budgeting: Global Scenario and Indian Initiatives**

Unit 1: Genesis and Introduction to Gender Budgeting

Unit 2: Evolution of Gender Budgeting: Global Scenario

Unit 3: Indian Initiatives

Unit 4: Tools and Methodologies

Unit 5: A Primer of Performance Budgeting

Unit 6: Women's Component Plan and Gender Budgeting

### **Block 2: Paradigm Shift in Five Year Plans: From Gender-Neutral to Gender-Positive Approaches**

Unit 7: Social Audit and Gender Audit

Unit 8: Framework for Gender Audit

Unit 9: Good Practices and Experience of Gender Audit

### **Block 3: Gender Budgeting: Policies, Strategies for Empowerment**

Unit 10: Engendering Public Economics

Unit 11: Revenue and Expenditure Budgets

Unit 12: Union Budget

Unit 13: State Budget: Building Budget from Below

Unit 14: Local Self Government Budgets

### **MGSE-003: Gender Mainstreaming (4 Credits)**

#### **Block 1: Why Gender Mainstreaming?**

Unit 1: Origin and Concept

Unit 2: Paradigm Shift

Unit 3: Platform for Action

#### **Block 2: Policy Initiatives: Global and National Scenario**

Unit 4: Integrating Gender into Policy Making Process

Unit 5: International Initiatives-- UNDP

Unit 6: International Initiatives-- The World Bank

Unit 7: Regional Initiatives

Unit 8: National Initiatives

#### **Block 3: Processes of Gender Mainstreaming**

Unit 9: National and International Opportunities

Unit 10: Institutional Development

Unit 11: Mainstreaming Gender in the Informal Economy

Unit 12: Cross-sectoral Concerns

### **MGSE-004 Gender Issues in Agriculture, Rural Livelihoods and Natural Resource Management**

#### **Block-1: Gender and Crop Agriculture**

Unit 1: Role of Women in Agriculture

Unit 2: Access to Resources, Services and Institutions

Unit 3: Differences in Roles and Activities

Unit 4: National Agriculture Policy for Women

**Block-2: Gender and Livestock and Natural Resource Management**

Unit 5: Role of Women in Livestock

Unit 6: Access to Resources, Services and Institutions

Unit 7: Differences in Roles and Activities

Unit 8: Natural Resource Management

Unit 9: NRM in Panchayati Raj Institutions

**Block-3: Gender and Fisheries**

Unit 10: Role of Women in Fisheries

Unit 11: Access to Resources, Services and Institutions

Unit 12: Differences in Roles and Activities

**MGSE-006: Gender, Resources and Entitlements (4 Credits)****Block 1: Debates in Resources and Entitlements**

Unit 1: Gender, Resources and Entitlements: Genesis

Unit 2: Structural Approach

Unit 3: Welfare Approach

Unit 4: Rights-Based Approach

Unit 5: Participatory Approach

**Block 2: Issues in Resources and Entitlements**

Unit 6: Land

Unit 7: Property: Individual Gendered Access to Common Properties

Unit 8: Gender Issues in Resources and Entitlements: Water

Unit 9: Gender Issues in Resources and Entitlements: Forest Produce

**Block 3: Gender and Livelihood Resources**

Unit 10: Food Security

Unit 11: Sustainable Environment

Unit 12: Enterprise



Unit 13: Impact of Commercialization

Unit 14: Economic Globalization

### **MGSE-007: Gender, Organization and Leadership**

#### **Block 1: Understanding Organization**

Unit 1: Organizational Types, Structure and Processes

Unit 2: Organizational Policies and Practices

Unit 3: Organizational Goals, Vision and Mission

Unit 4: Organizational Diagnosis

#### **Block 2: Concept of Leadership**

Unit 5: Theories of Leadership

Unit 6: Types and Styles of Leadership: Gender Dimensions

Unit 7: Leadership in Combating Global Challenges

#### **Block 3: Gender, Organization and Leadership**

Unit 8: Gender Distribution in Organizations

Unit 9: Entry, Survival and Advancement of Women in Organizations

Unit 10: Barriers to Advancement in Organizations

#### **Block 4: Capacity Building for Leadership**

Unit 11: Role of Organizations in Capacity Building for Leadership

Unit 12: Strategies for Leadership Development

Unit 13: Auditing Leadership Practices and Policies

### **MGSE-009 Gender Issues in Work, Employment and Productivity**

#### **Block 1: Gender Issues in Work**

Unit 1: Gender Issues in Work

Unit 2: Valuation of Women's Work

Unit 3: Participation of Women in Pre-industrial and Industrial Societies

**Block 2: Women's Contribution to National Income**

Unit 4: Women in Care Economy

Unit 5: Women in Shadow Employment

Unit 6: Job Search

Unit 7: The Indispensability of Voice: Organizing for Social Protection in the Informal Economy

Unit 8: Towards a „Generative“ Model of Social Protection: Making the Links to Development Policy

**Block 3: Gender and Labour Markets**

Unit 9: Labour Market Segmentation

Unit 10: Gender Differentials: Impact on Labour Market

Unit 11: Wage Differentials

Unit 12: Social Security

Unit 13: Legal Responses to Work

**MGSE-010 Gender and Entrepreneurship Development (4 Credits)**

**Block 1: Concept of Entrepreneurship**

Unit 1: Entrepreneurship: Nature, Types and Levels

Unit 2: Entry, Survival and Advancement in Entrepreneurship: Gender Dimensions

Unit 3: Entrepreneurship: Indian and Global Context

**Block 2: Policies and Provisions for Entrepreneurship Development**

Unit 4: Public-Private Partnership for Facilitating Entrepreneurship

Unit 5: Funding including Microfinance and Other Support Systems

Unit 6: Management Information System and Its Effectiveness in Promoting Entrepreneurship

Unit 7: Supporting Women Entrepreneurs

### **Block 3: Analysis of Competencies and Assessing Potential Entrepreneurs**

Unit 8: Identification of Entrepreneurial Competencies

Unit 9: Entrepreneur Assessment Techniques

Unit 10: Identification and Selection of Potential Entrepreneurs

Unit 11: Successful Women Entrepreneurs--Case Studies

### **Block 4: Capacity Building in Entrepreneurship Development**

Unit 12: Business Opportunity Identification and Business Plan Preparation

Unit 13: Designing and Managing Support Services

Unit 14: Providing Follow Up Support to Potential Entrepreneurs

Unit 15: Training Women Entrepreneurs

## **MGSE-013: Gender Training and Empowerment**

### **Block 1: Basics and Importance of Training**

Unit 1: Introduction to Gender Training

Unit 2: Components of Gender Training

Unit 3: Training Tools and Methodologies

Unit 4: Becoming an Effective Trainer

### **Block 2: Empowerment Frameworks and Issues**

Unit 5: Resources, Agency and Achievements: Reflections on the Measurement of Women's Empowerment-- Part 1

Unit 6: Measuring Empowerment: Problem of Meaning-- Part 2

Unit 7: Measuring Empowerment: Problems of Values-- Part 3

Unit 8: Conceptual Framework and Methodological Challenges

### **Block 3: Empowerment and Training Process**

Unit 9: The Process of Gender Training and Empowerment

Unit 10: Training and Empowerment--Case Analysis

Unit 11: Measuring Women's Empowerment: Learning from Cross National Experience

Unit 12: Empowering Women: Some Aspects of the Karnataka Experience

**MGSE- 020: Gender and Financial Inclusion (4 Credits)**

**Block 1: Gender and Redistribution of Resources and Wealth**

Unit 1: Plural Financial Inclusion Strategies

Unit 2: Banking, Affordable Credit and Insurance

Unit 3: Supportive Infrastructure

Unit 4: Community and Social Mobilization

Unit 5: Linkage between Financial Literacy and Financial Inclusion

**Block 2: Financial Inclusion for Sustainable Development**

Unit 6: Top-down and Bottom-up Approaches

Unit 7: Leadership in Micro finance

Unit 8: Corporate Social Responsibility

Unit 9: Technology for Financial Inclusion

Unit 10: State Agencies as Regulators

**Block 3: Policy Initiatives**

Unit 11: Micro Credit

Unit 12: Livelihood Finance

Unit 13: Capacity Building

Unit 14: DRI Loans for Enterprise Development

Unit 15: Affirmative Action

**MGSP-002: Internship-II/ Field-based Research Project-II**

This course is compulsory in the Second Year. In addition to this course, the student has to complete eight of the ten elective courses on offer. The student can attempt either Field-based Research Project or Internship based on themes drawn from the Second Year Courses. The credit weightage assigned to MGSP-002 is 4 credits. Guidelines are provided in Annexure IV. Details are provided in the Handbook for MGSP-002.

**SUGGESTED SCHEDULE FOR COUNSELLING SESSIONS****Year One**

<b>Course No.</b>	<b>No. of Counselling Sessions</b>	<b>Year</b>
MGS-001	10	Aug-Dec and Mar-June (1 year)
MGS-002	10	Aug-Dec and Mar-June (1 year)
MGS-003	3	Aug-Dec and Mar-June (1 year)
MGS-004	10	Aug-Dec and Mar-June (1 year)
MGS-005	10	Aug-Dec and Mar-June (1 year)

**Year Two**

<b>Course No.</b>	<b>No. of Counselling Sessions</b>	<b>Year</b>
MGSE-001	3	Aug-Dec and Mar-June
MGSE-002	3	Aug-Dec and Mar-June (II year)
MGSE-003	3	Aug-Dec and Mar-June (II year)
MGSE-004	3	Aug-Dec and Mar-June (II year)
MGSE-006	3	Aug-Dec and Mar-June (II year)
MGSE-007	3	Aug-Dec and Mar-June (II year)
MGSE-009	3	Aug-Dec and Mar-June (II year)
MGSE-010	3	Aug-Dec and Mar-June (II year)
MGSE-013	3	Aug-Dec and Mar-June (II year)
MGSE-020	3	Aug-Dec and Mar-June (II year)

\* The exact dates for the counselling sessions will be fixed by the Coordinator of the Study Centre. The counselling sessions which could not be held in their respective period may be held in the next period along with other session.

***ANNEXURE-III***

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
COURSE RE-REGISTRATION FORM FOR MAGD**

Form provided; to be scanned and inserted

## **GUIDELINES FOR PREPARATION OF RESEARCH PROJECT**

Once you have identified the area of interest and topic/theme, the research proposal can be prepared.

The research proposal should be organized as follows:

- a) Title of the Research Project
- b) Introduction to the Topic/Theme
- c) Research Questions
- d) Purpose and Objectives of the Research
- e) Research Techniques/Tools
- f) Time Frame

You can discuss the research proposal with your Project Counsellor and finalize the research proposal as well as feasibility. Make modifications, if any, at this stage and once you have begun working on it, make efforts to stick to your plan. If you keep making changes again and again, you will waste time, energy and resources without achieving much. You would be required to submit a Research Project Report at the end of the course. The evaluation of the Project Report will focus on process and outcome of the work.

## **STEPS IN CONDUCTING RESEARCH PROJECT**

Once you have finalized your research proposal, you may proceed with conducting the field work for your research project. You would now be ready for the second stage of your research.

### **Working on the Research Project**

- a) Get an overview of your research project through a review of secondary data;
- b) Contextualize general observations with the objectives of your research project;
- c) Collect appropriate data: Based on the methods chosen for your research project, data collection varies. Before you proceed for data collection, you need to select tools such as an

interview schedule or questionnaire. You would find it useful to design it, pretest it and finalize it.

- d) Identify the key actors/ informants/ participants and their social networks;
- e) Analyze the data;
- f) Draw conclusions; and
- g) Make suggestions for further research.

After completing the field work for your research project will come the stage of putting it down on paper. Let us say that this is the stage of writing up your material.

### **Research Project Report**

The major steps of preparation include:

- a) Selecting the format of the report;
- b) Writing or typing the report according to the format selected; and
- c) Organizing the presentation of the data and its analysis.

Going through the earlier mentioned three stages of the research project will see you build your capacities for conducting research in gender and development studies. We will now discuss in detail all stages of research including the three mentioned in this section.

How can you execute your research plans? The details of the following steps depend mostly on the type of research you undertake. Here are the five steps you can follow in order to execute your research plans.

#### **i) Determine data requirements**

The data you will require will relate to:

- a) Relevant Acts and Policies, if any, existing about the topic of your research;
- b) Maps and other visual materials;
- c) Census enumeration of the general/particular area of research;
- d) Socio-economic survey of sample population to prepare a profile of the sample;
- e) Socio-cultural, economic and political issues identified through participatory methods;
- f) Institutional structure, procedures and processes; and
- g) Case-study or extended method report to reflect social change and/ or conflict.



## **ii) Prepare for data collection**

You need to find out if there is existing data available on the topic of your research. For example, if you are specializing in gender and financial inclusion, you may go to the Block Development Officer of your area to know the number of self help groups which are operational in the Block/Mandal. You may also go to the lead bank of your area to find out the sanctioned loan amount for the self help groups. These types of information will give you more understanding of the particular theme. The information collected could be used when you interpret the collected data. For example, suppose the topic you have chosen is related to women entrepreneurs, the following information is useful: loan details, how many women availed of loans, how many women are running small/ medium enterprises? Based on the details, you can choose your respondents for research using the case study method or some other methods. You need to remember that every source of information you collected should be quoted in your final Research Report. The sources can include:

- a) Full title of the document, book, journal, map, etc.;
- b) Author, department, agency that has prepared the document, book, journal, map etc.;
- c) Date/ year when the document, map, etc., was prepared;
- d) Date/ year when the document, book, journal, map was published; and
- e) Edition, place of publication and publisher for books and articles;

After this initial exercise, you could determine the specific requirements for additional data that may pertain to both primary and secondary data for achieving the objectives of your research.

## **iii) Identify secondary data sources**

Sources can range from newspapers, books, and articles to specialists in the area of your research in public life, administrative bureaucracy. Internet search options also provide a wealth of data.

## **iv) Data collection and methods**

Before you begin data collection, discuss with the Project Counsellor about the nature of primary data and the methods for collecting the data. It would be useful to first clearly define the types of data you need and for what objectives. Then, you could determine the most

appropriate data collection method. It is necessary to go through the following steps in order to ensure that the data analysis presented in your research report is reliable. For this purpose you need to explain and justify:

- a) The design of the survey questionnaire form or the appropriateness and selection of participatory techniques or tools used for specific data collection;
- b) Method of field work including how persons helping in your research were identified and how they were briefed/ trained to help you with the survey control;
- c) Process followed for field supervision and/or recording, verification and quality control; and
- d) How data was processed, including use of any computer software packages and how it was analyzed.

## **RESEARCH PROJECT REPORT**

Once you have collected and analyzed data, you will need to prepare the Report by systematically reporting your work by going through the following steps.

### **Project Report Format and Organization**

The format of the Report and documentation needs to adopt the following guidelines:

- a) Cover page: Title of the Research Project, Name of the School, Enrollment Number, Which Degree, Name of the Project Counsellor, Year of Submission, Name of the University, Name of the Regional Centre.
- b) Preface: Explains the research project in 100 words briefly.
- c) Acknowledgement: Gives credit to everyone who facilitated you in completing the research project successfully.
- d) Table of Contents: This should include page -wise contents like Introduction, Review of Literature, Methodology, Data Collection, Data Interpretation, Conclusion, Bibliography
- e) Body of the Research Report
  - Introduction
  - Review of Literature
  - Methodology of the Study
  - Data Collection
  - Data Interpretation

- Conclusion
- Bibliography
- Appendix (may include government orders related to your study, photographs and other secondary information which you would like to submit along with your Research Project Report).

With regard to references, you need to give a list of references in the manner you find it in the Course MGS-005. This means that the list should be arranged alphabetically by the author's surname followed by initials or forename(s) and the year of publication of the particular book/article/other document, full title of the document, which has to be italicized. This should be followed by the name of the publishing firm and place of publication. You need to take care to mention the sources of data or quotations, whether from books, journals, other published and unpublished documents and websites referred to in the Research Project Report. Please note that this is an important aspect of your research project and you should take care to pay attention to this in order to obtain better grades.

Please keep in mind that you should provide the name of a scheme or programme or a term in full form when you mention it for the first time with the abbreviated form in brackets. Subsequently the abbreviated form can be used. All abbreviations in the text should be listed in the initial pages of your Report along with their full forms stated.

### **Language and Editing**

The Research Project Report is to be written in English or Hindi depending on the medium you have selected. All the report material like photographs, films, etc. should have the same language scripts. It is a very good idea to write the first draft and then edit it both in terms of its content and language. You may also like to give it to your co-learners of MAGD for their comments and suggestions for modifications and you may extend a similar gesture to them. This will help you to refine the presentation of your Report.

## **SUBMISSION OF RESEARCH PROJECT**

The written Report should be submitted on A4 paper size format, typed in double spacing in a bound volume. The length of the Report should be five thousand words, including appendices and other documents.

The Report should be submitted at the Student Evaluation Division (SED). Do not forget to retain a copy of the Report with you. You should obtain an acknowledgement receipt after submission of the Report at the SED.

If you allow your Research Project Report to be copied by your co-learners for submission as their Reports, you and those who submit such copies would be disqualified and you and others will have to work all over again and produce another piece of work.

## **METHODOLOGY FOR EVALUATION OF INTERNSHIP OR FIELD-BASED RESEARCH PROJECT**

In the Internship/Field-Based Research Project Courses (MGSP-001 and MGSP-002), 100% weightage would be accorded to the Internship Report or Research Project Report submitted. Both courses carry a credit weightage of 4 credits each.

Pre-requisites for Evaluation of the Internship Report are as follows: Certificate of Bonafide Work/ Certificate of Satisfactory Completion of Internship (certificates would be issued by the organization/institution and attached with the Internship Report).

Evaluation of the Internship Report by approved evaluators would be based on criteria including relevance, scope, current literature review, attention to detail in setting and fulfilling objectives, use of statistics (where appropriate), and organizational analysis and delivering relevant meaningful conclusions, implications and recommendations.

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

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

## **INTERNSHIP**

### **Selection of Organization for Internship**

Learners can choose their organization for internship with intimation to the Programme Coordinators (MAGD), School of Gender and Development Studies, Block 15 B, New Academic Building, Maidan Garhi, New Delhi-110 068 or by email at [athomas@ignou.ac.in](mailto:athomas@ignou.ac.in), and [guma@ignou.ac.in](mailto:guma@ignou.ac.in) as Internship Coordinators. Learners can choose from organizations active in gender and development work or organizations attempting to become active in gender and development work or receptive to inculcating or developing a gender-sensitive organizational culture.

### **Internship Counsellor**

The head of the organization or any person who is nominated by the head of the organization can facilitate the learner as an Internship Counsellor. Faculty/experts designated by faculty will provide support in case they need any academic advice /input.

### **Qualifications for Internship Counsellor**

#### ***Essential***

M.A. with 2-3 years experience

#### ***Desirable***

Professional experience with an organization specialized in Gender and Development work or M.Phil. degree.

#### ***Essential Tasks***

- Facilitating the learners in identifying the organization;

- Clearing the doubts of the learners whenever needed;
- Helping the learners to identify the area/ theme to work with in the organization/institution; and
- Facilitating the learners in finalizing the Report and submitting in time.

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

### **Internship Proposal**

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The following details need to be sent along with objectives of doing the internship :

Name of the Organization
Address
Name of the Head of the Organization
Name of the Person designated as Internship Counsellor
Objectives of the Organization
Year of Registration
Registration Number
Nature of Work with Women and Girls/in the Gender and Development sphere

### **Time Frame for Internship**

In case the Internship option is chosen, Internship-I and Internship-II would be worth 4 credits each. As per IGNOU norms, one Credit is equal to 30 student study hours. Learners should spend 120 hours for completing internship in an organization/institute which includes working in an organization, meeting counsellors for clarifying doubts and writing an Internship Report. For example, if a learner spends 4 hours per day in an organization/institute, she/he has to undertake internship for at least 25 days which comes to 100 hours. Learners can use the rest of the 20 hours for referring to secondary material, meeting the counsellor and writing the Internship Report.

## **Organization of the Internship Report**

The Internship Report (4000-5000 words) could be organized as follows:

- ▶ Cover Page- Name; Enrollment Number; Name of the Regional Centre; Name of the Study Centre; Name of the Internship Counsellor;
- ▶ Certificate of Completion of Internship and Bonafide Work;
- ▶ Introduction;
- ▶ Organizational Profile;
- ▶ Organizational Gender Policy or Gender Sensitivity;
- ▶ Aspects Learned /Analyzed;
- ▶ Organizational Projects and Programmes: Formulation and Implementation;
- ▶ Integration of Gender Components in Organizational Projects and Programmes;
- ▶ Conclusions and Recommendations; and
- ▶ Summary.

**PROFORMA FOR APPROVAL OF RESEARCH PROJECT PROPOSAL**

**(Note: Approval of Research Project Proposal has to be submitted to the Programme Coordinators by 30<sup>th</sup> March and 30th November in case the learner wishes to opt for Field-based Research Project. This Proforma must be submitted before beginning work on the project. Work on the Field-based Research Project may be taken up once the Proposal is approved.)**

I hereby propose to undertake research on a project entitled:

.....  
.....

**(Write the title in Block letters)**

(Attach a brief **Field-based Research Project Proposal** (1-3 pages) and submit along with this pro forma.)

Place:

Signature:

Date:

Enrolment No:

Name:

Address:

Email & Mobile No.



### **Verification by Project Counsellor**

I verify the information provided earlier and accept the work of supervising the learner for the purposes of completion of her/ his field-based research project for the MA (Gender and Development Studies) at IGNOU, as per the requirements of the programme.

Signature of Project Counsellor:

Date:

Signature of Learner:

Date:

**CERTIFICATE OF COMPLETION OF RESEARCH PROJECT AND BONAFIDE  
WORK**

**(Note: To be submitted by those opting for the Research Project at the time of submission of the Research Project Report. A copy of the duly filled form may be sent to the Programme Co-ordinators by 30<sup>th</sup> March/30<sup>th</sup> November. The original must be enclosed with the Research Project Report)**

**Certificate to be submitted by Learner**

I hereby declare that the Research Project Report entitled:

.....  
.....

**(Write the title in Block letters)** submitted by me in partial fulfilment of the MA (Gender and Development Studies) to the School of Gender and Development Studies, Indira Gandhi National Open University, (IGNOU) New Delhi is my own original, bonafide work and has not been submitted earlier either to IGNOU or to any other institution for the fulfillment of the requirement for any course of study. I also declare that no chapter/section of this manuscript in whole or in part is lifted and incorporated in this report from any earlier work done by me or others.

Place :

Date :

Signature

Enrolment No.

Name

Address

Email & Mobile No.

**Certificate to be submitted by Project Counsellor**

This is to certify that Mr./Miss/Mrs./Dr.

.....  
pursuing MAGD from Indira Gandhi National Open University, New Delhi has completed the  
field-based research project for the MA (Gender and Development Studies) entitled -----  
-----  
-----  
----- under my supervision and guidance.

Signature  
  
Name of the Project Counsellor  
  
Address

**PROFORMA FOR APPROVAL OF INTERNSHIP COUNSELLOR AND APPROVAL OF ORGANIZATION FOR INTERNSHIP**

**Indira Gandhi National Open University  
School of Gender and Development Studies**

**Proforma for Approval of Internship Counsellor and Approval of Organization for Internship as part of MA (Gender and Development Studies) offered by IGNOU**

**Note: To be submitted by 30<sup>th</sup> March/30<sup>th</sup> November to the Programme Co-ordinators in case the student is opting for Internship.**

Name of Organization :

(Block letters)

Details of the Organization

Year of Establishment :

Registration No. (if any) :

Areas of work :

Other :

Name of Internship Counsellor :

(Block letters)

Designation :

Regional Centre where the :

Learner is registered

Academic Qualifications of Internship Counsellor:

[Note: Please attach a Brief CV/Resume/ Bio-data of the Internship Counsellor]

Degree	Subject	University	Year
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**Division**

Doctoral Degree

Master's Degree

Bachelor's Degree

Any other (Pl. specify)

**Experience**

- a) Total experience of working in the field:
- b) Details of field experience during the last 5 years:

I verify the information provided earlier and accept the work of supervising the learner for the purposes of completion of her/ his internship for the MA (Gender and Development Studies) at IGNOU, as per the requirements of the programme.

Signature of Internship Counsellor:

Date:

Signature of Learner:

Date:

**CERTIFICATE OF COMPLETION OF INTERNSHIP AND BONAFIDE WORK**

**Note: In case the student has opted for Internship, this Proforma is to be filled at the time of completion of Internship and a copy is to be submitted by 30th March/30<sup>th</sup> November to the Programme Co-ordinators. The original must be enclosed in the Internship Report.**

**Certificate to be submitted by Learner**

The Internship Report is a record of the original, bonafide work conducted by me and has not been submitted for any other degree from IGNOU or to any other institution for the fulfillment of the requirement for any course of study. I also declare that no chapter/section of this manuscript in whole or in part is lifted and incorporated in this Report from any earlier work done by me or others.

Place:

Date:

Signature

Name of the Learner

Enrollment No:

**Certificate to be submitted by Internship Counsellor**

This is to certify that Mr./Miss/Mrs./Dr.

.....  
pursuing MAGD from Indira Gandhi National Open University, New Delhi was working under  
my supervision and guidance for the Internship for the MA (Gender and Development Studies).  
The name of the organization/institution from which the learner has completed Internship is:

.....  
.....

Signature

Name of the Internship Counsellor

Address of the Organization

**Indira Gandhi National Open University New Delhi**  
**REQUISITION FOR FRESH SET OF ASSIGNMENTS**

Programme of Study

Enrollment No.

Study Centre Code

Write in BLOCK CAPITAL LETTERS only

Name: Shri/Smt. Kum.

.....

Please indicate course(s), assignment code(s) and course title(s) for which you need the assignments in the following columns. The assignments of the course(s) which you have already passed should not be mentioned.

S.No.	Course Code	Assignment Code	Course Title	Medium
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Please read the instructions overleaf before filling up this form.



## REASONS FOR REQUEST FOR FRESH SET OF ASSIGNMENTS

(Please Tick ( ✓ ) whichever is applicable)

1. Assignments not received at all earlier.
2. Assignments were received after the due dates prescribed for their submission.
3. Assignments submitted but could not secure minimum qualifying score.
4. Assignments responses submitted after due dates were rejected by the Study Centre.
5. Failed to secure overall qualifying grade in course(s) mentioned above and wish to improve overall qualifying grade only by attempting one assignments.

Name and Address

.....

Signature.....

.....

Date.....

PIN

### For Official Use Only:

Date of Despatch of Assignments to student

## **INSTRUCTIONS FOR FILLING THE FORM AND DOING ASSIGNMENTS**

1. Read instructions for submission of assignments given in your Programme Guide carefully.
2. Assignments should be demanded only if your registration for that course (subject) is valid.
3. Please ensure that you have mentioned your correct Enrolment No. (it consists of 9 digits), Name, Course Code/Title, Name of Semester/Year, (wherever applicable), and the Study Centre Code on your assignment responses before submitting it to concerned authorities.
4. Submission of assignments within due dates is a pre-requisite for appearing in the term-end examination. You are, therefore, advised to submit your TMA at your Study Centre within the prescribed dates. Assignments received after due dates will be summarily rejected.
5. You can appear in the term-end examination or submit only the minimum required number of assignments if you fail to secure the overall qualifying grade in a course (subject).
6. Assignments should not be demanded to improve your score if you have secured minimum qualifying score in a course (subject).
7. Please do not submit your assignment responses twice either at the same Study Centre or at different Study Centres for evaluation.

**ANNEXURE-X**

## The Regional Director

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## Enrollment No.

## Programme

### Medium of Study

I have not received the Study Materials/Assignments in respect of the following:

Sl. No.	Course Code	Blocks	Assignments

--

I have remitted all the dues towards the course fee and there is no change in my address given as follows:

Name and Address: .....

Signature:

.....

Date: .....

.....

.....

.....

**For Official Use**

Date of despatch of study material/assignments to students

.....

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY EXAM FORM**

Form provided; to be scanned and inserted

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
STUDENT EVALUATION DIVISION  
APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS**

Form provided; to be scanned and inserted

***ANNEXURE-XIII***

**Indira Gandhi National Open University  
Re-admission Form for All Programmes  
(other than MP&MPB - Details as shown in Table-A)**

Form provided; to be scanned and inserted

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**MAIDAN GARHI, NEW DELHI-110068**

**APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT**

Form provided; to be scanned and inserted



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
STUDENT EVALUATION DIVISION  
APPLICATION FORM FOR EARLY DECLARATION OF RESULT OF TERM-END  
EXAMINATION**

Form provided; to be scanned and inserted

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
MAIDAN GARHI, NEW DELHI-110068  
APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT**

Form provided; to be scanned and inserted

***ANNEXURE-XVII***

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
STUDENT EVALUATION DIVISION  
APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT**

Form provided; to be scanned and inserted

***ANNEXURE-XVIII***

Application Form for Issue of Duplicate Statement of Marks/ Grade Card

Form provided; to be scanned and inserted

**ANNEXURE-XIX****LIST OF REGIONAL CENTRES****[Please check with IGNOU website for updated list of Regional Centres]**

<i>S.No.</i>	<i>RC Code</i>	<i>RC Name</i>	<i>Name &amp; Address</i>	<i>Operational area</i>
<b>1</b>	<b>26</b>	AGARTALA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA-799 004, TRIPURA 0381-2519391 / 2516266 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA)
<b>2</b>	<b>09</b>	AHMEDABAD	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE- OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD,

			HIGHWAY CHHARODI AHMEDABAD-382 481, GUJARAT 02717-242975-79, 02717-241370,02717-256458 02717-241580 rcahmedbad@ignou.ac.in	GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI)
3	19	AIZAWL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIA BUILDING M.G. ROAD KHATLA (NEAR CENTRAL YMCA OFF) AIZAWL - 796 001, MIZORAM 0389-2311693 / 2311692 0389-2311789 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	47	ALIGARH	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD ALIGARH - 202 001 UTTAR PRADESH 0571-2700120 / 2701365 0571-2402147 rcaligarah@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, BULANDSHAHR, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/

				KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR)
5	13	BANGALORE	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA 080-26654747 / 26657376 080-26639711, 080-26644848 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, BAGALKOT, BIJAPUR, GADAG, HAVERI, BELLARY, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, CHAMARAJANAGAR, CHIKMAGALUR)
6	82	BHAGALPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C/o MARWARI COLLEGE PREMISES, BHAGALPUR BIHAR-812007 (M) 08292526534 ucpandey@ignou.ac.in	STATE OF BIHAR (DISTRICT: KISHANGANJ, ARARIA, KATHIHAR, PURNEA, BHAGALPUR, BANKA, MUNGER, KHAGARIA, MADHEPURA)
7	15	BHOPAL	REGIONAL DIRECTOR	STATE OF MADHYA

			IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016 MADHYA PRADESH 0755-2578455 / 2578452 0755-2578454 rcbhopal@ignou.ac.in	PRADESH (DISTRICT: ALIRAJPUR, BALAGHAT, BHIND, CHHATARPUR, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SAGAR, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, PANNA, RATLAM, SATNA, SHEOPUR)
8	21	BHUBANESHWAR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA 0674-2301348 / 2301250 0674-2301352, 0674-2371457 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR,



				SUNDERGARH)
<b>9</b>	<b>85</b>	BIJAPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE R.SY.NO: 30A BLDEA OLD ADMINISTRATIVE BUILDING, SMT. BANGARAMMA SAJJAN CAMPUS, SOLAPUR ROAD, BIJAPUR 586103  KARNATAKA 08352-260 004 08352-260 005 08352-260 006	STATE OF KARNATAKA COVERING DISTRICTS BAGALKOTE, BIJAPUR, BIDAR, GULBARGA, KOPPAL RAICHUR AND YADGIR
<b>10</b>	<b>06</b>	CHANDIGARH	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208 SECTOR 14 PANCHKULA - 134 109 HAYRANA 0172-2590208,0172-2590279 rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
<b>11</b>	<b>25</b>	CHENNAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C.I.T. CAMPUS TARAMANI CHENNAI-600 113, TAMILNADU 044-22541919 / 22542727 044-22542121, 044-24729779	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM,

			044-22542828 rcchennai@ignou.ac.in	NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR), PONDICHERRY (U.T.)
<b>12</b>	<b>14</b>	COCHIN	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017, KERALA 0484-2340203 / 2348189 / 2330891 0484-2340204 rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, KOZHIKODE, MALAPPURAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.)
<b>13</b>	<b>46</b>	DARBHANGA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV.CMPS KAMESHWARANAGAR, NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR 06272-251833,06272-251318 06272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARARIA, BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, KATIHAR, KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, PURNEA, KISHANGANJ, SARAN, SIWAN, SHEOHAR, SITAMARHI, SAMASTIPUR,

				MADHUBANI, MUZAFFARPUR, WEST CHAMPARAN)
<b>14</b>	<b>31</b>	DEHRADUN	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL 0135-2789200 / 2789180 0135-2789205,0135-2665317 0135-2789190 rcdehradun@ignou.ac.in	STATE OF UTTARANCHAL (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJNORE)
<b>15</b>	<b>07</b>	DELHI 1	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044, DELHI 011-26990082 / 26990083 011-26058354,011-26990084	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K.,

			rcdelhi1@ignou.ac.in	MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY)
<b>16</b>	<b>29</b>	DELHI 2	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI, RAJGHAT NEW DELHI - 110 002, DELHI 011-23392374 / 23392376 / 23392377, 011-26493257 011-23392375 rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR)
<b>17</b>	<b>38</b>	DELHI 3	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION	STATE OF DELHI (COVERING ARAS OF MUNDKA,

			<p>RAM PHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI - 110 045, DELHI 011-25088939 / 25088944 011-25088983 rcdelhi3@ignou.ac.in</p>	<p>NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM)</p>
<b>18</b>	<b>87</b>	DEOGHAR	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANDAKINI SADAN, BASUWADIH, ROHINI ROAD, DEOGHAR-814142 (JHARKHAND) 9234455958 rcdeogarh@ignou.ac.in</p>	<p>STATE OF JHARKHAND COVERING DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA AND GIRIDIH</p>
<b>19</b>	<b>24</b>	GANGTOK	<p>DR. ILA DAS REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GAIRIGAON TADONG PO SHUMBUK HOUSE GANKTOK - 737 102, SIKKIM 0359-2270923, 0359-2212501 rcgangtok@ignou.ac.in</p>	<p>STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)</p>

<b>20</b>	<b>04</b>	GUWAHATI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC ROAD CHRISTIAN BASTI GUWAHATI, ASSAM 0361-2343785 / 2343786 / 2343783, 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR)
<b>21</b>	<b>01</b>	HYDERABAD	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH 040-23117550-53	STATE OF ANDHRA PRADESH (DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIM NAGAR, KURNOOL, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA

			040-27152527, 040-23117554 rchyderabad@ignou.ac.in	REDDY, WARANGAL)
<b>22</b>	<b>17</b>	IMPHAL	IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH AOC IMPHAL - 795 001 MANIPUR 0385-2421190 / 2421191 0385-2421192 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL) HQ SOUTHERN NAVAL COMMAND HQ WESTERN NAVAL COMMAND NAVAL HQS
<b>23</b>	<b>03</b>	ITANAGAR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE „HORNHILL COMPLEX“ „C“ SECTOR (NEAR CENTRAL SCHOOL) NAHARLAGUN ITANAGAR - 791 110 ARUNACHAL PRADESH 0360-2247536 / 2247538 0360-2247535, 0360-2247537 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER

				SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
24	41	JABALPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVA VIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411 / 2600441 0761-2609919 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SIHORA, SINGRAULI, UMARIA)
25	23	JAIPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785763 / 2785750 0141-2274292, 0141-2785763 0141-2784043 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BANSWARA, BARAN, BARMER, BHARATPUR, BHILWARA, BIKANER, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, DUNGARPUR, HANUMANGARH, JAIPUR, JAISALMER, JALOR, JHALAWAR,



				JHUNJHUNU, JODHPUR, KARALI, KOTA, NAGPUR, PALI)
26	12	JAMMU	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR 0191-2579572 / 2546529 0191-2502921, 0191-2546995 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHOTVAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27	88	JODHPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C/O MARWAR MUSLIM EDUCATIONAL AND WELFARE SOCIETY CAMPUS PAL LINK ROAD, KAMALA NEHRU NAGAR, JODHPUR-342 008 RAJASTHAN 0291-2012986	STATE OF RAJASTHAN COVERING DISTRICTS JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI NAGPUR, DUNGARPUR AND PALI
28	37	JORHAT	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JORHAT	STATE OF ASSAM (DISTRICT:

			ASSAM rcjorhat@ignou.ac.in	NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR)
<b>29</b>	<b>10</b>	KARNAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH MARG SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA 0184-2271514 / 2260075 0184-2254621, 0184-2255738 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, MEWAT, PALWAL, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
<b>30</b>	<b>22</b>	KHANNA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA - 141 401 PUNJAB 01628-229993 / 237361 01628-238632, 01628-238284 rckhanina@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/ NAWANSHAHR,

				BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)
31	20	KOHIMA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENDOUZOU KOHIMA - 797 001 NAGALAND 0370-2260366 / 2260167 0370-2241968, 0370-2260216 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
32	28	KOLKATA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR, NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850 / 23589323 033-23592719 / 23589323 (RCL) 033-24739393, 033-23347576	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA, MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)

			rckolkata@ignou.ac.in	
33	44	KORAPUT	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE ROAD BEHIND PANCHAYAT BHAVAN KORAPUT - 764 020 ORISSA 06852-252982 / 251535 06852-251535, 06852-252503 rckoraput@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH), STATE OF CHHATTISGARH (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR)
34	27	LUCKNOW	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ LUCKNOW - 226 024 UTTAR PRADESH 0522-2746120 / 2745114 0522-2326793, 0522-2746145 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALLAHABAD, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD, FATEHPUR, GONDA, HAMIRPURko, HARDOI, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN,

				KAUSHAMBI)
35	43	MADURAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI-625 018, TAMIL NADU 0452-2380387 / 2380733 0452-2370588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, THENI, THIRUVAROOR,  RAMANATHAPURAM, SIVAGANGA, THANJAVUR, TIRUCHIRAPPALLI, TIRUNELVELI, TIRUPUR, TUTICORIN, VIRUDHUNAGAR)
36	49	MUMBAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI - 400 081 022- 25633159/25635540/25635540 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI)
37	36	NAGPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE	STATE OF MAHARASHTRA

			<p>GYAN VATIKA, 14 HINDUSTAN COLONY, AMARAVATI ROAD NAGPUR-440033 0712-2022000 rcnagpur@ignou.ac.in</p>	<p>(DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI</p>
38	39	NOIDA	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH 0120-2405012 / 2405014 0120-2405013 rcnoida@ignou.ac.in</p>	<p>STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT)</p>
39	08	PANAJI	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&amp;T STAFF QUARTERS ALTO PORVORIM POVORIM - 403 521, GOA 0832-2462315, 0832-2414552 rcpanaji@ignou.ac.in</p>	<p>STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: BELGAUM, DHARWAD, UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINGDHDURG)</p>

<b>40</b>	<b>05</b>	PATNA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCO MAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001, BIHAR 0612-2219539 / 2219541 0612-2687042, 0612-2219538 rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BANKA, BHAGALPUR, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, MUNGER, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI)
<b>41</b>	<b>02</b>	PORTBLAIR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR - 744 104 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111 rportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
<b>42</b>	<b>16</b>	PUNE	DR. KAMESHWARI MOORTY REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD,

			MAHARASHTRA 020-25671867 / 25651321 020-25880091, 020-25671864 rcpune@ignou.ac.in	SOLAPUR, SANGLI, SATARA, LATUR, KOLHAPUR)
43	50	RAGHUNATH GANJ	RAGHUTHGANJ REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI, NEAR DENA BANK FULTALA, RAGHUNATHGANJ DT.MURSHIDABAD, WEST BENGAL 03483-271555 / 271666, 03483- 271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
44	35	RAIPUR	IGNOU REGIONAL CENTRE REST HOUSE & E. M. OFFICE HALL SECTOR – 1, SHANKAR NAGAR RAIPUR - 492 007, CHATTISGARH 0771-2428285 / 4056508 0771-2445839, 0771-2583578 0771-2445839 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJIRCHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON,



				SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR)
45	42	RAJKOT	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT - 360 005, GUJARAT 0281-2572988, 2561449, 2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR), DIU (U.T.)
46	32	RANCHI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834 022, JHARKHAND 0651-2244688 / 2244699 / 2244677 0651-2244677, 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA KHARSAWAN, EAST SINGHBHUM, DUMKA, JAMTARA, SAHEBGANJ, PAKUR, GODDA, HAZARIBAGH, CHATRA, KODERMA, GIRIDIH, DHANBAD, BOKARO, DEOGHAR)

<b>47</b>	<b>86</b>	SAHARSA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KAUSHALYA MANSION NAYA BAZAR SAHARSA-852201 Email: <a href="mailto:rcsaharsa@ignou.ac.in">rcsaharsa@ignou.ac.in</a> Phone: 06478-219014/15 Fax: 08478-219018	STATE OF BIHAR COVERING DISTRICTS OF PURNEA, KHAGARIA, MADHEPURA, KATIHAR, ARARIA, SUPAUL, KISHANGANJ AND SAHARSA
<b>48</b>	<b>18</b>	SHILLONG	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE, NONGTHYMMI NONGSHILLIANG, SHILLONG-793014 MEGHALAYA, 0364- 2521117/2521271 0364- 2521271/2252252/2521271 <a href="mailto:rcshillong@ignou.ac.in">rcshillong@ignou.ac.in</a>	STATE OF MEGHALAYA (DISTRICT: EAST KHASI HILLS, EAST GARO HILLS, JAINTIA HILLS, RI-BHOI, SOUTH GARO HILLS, WEST KHASI HILLS, WEST GARO HILLS)
<b>49</b>	<b>11</b>	SHIMLA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI, SHIMLA -171 002 (HP) 0177-2624611/12/13, 2620125, 2620177 <a href="mailto:rcshimla@ignou.ac.in">rcshimla@ignou.ac.in</a>	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)

50	45	SILIGURI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, 17/12 J.C.BOSE ROAD, SUBHAS PALLY, SILIGURI - 734 001 Ph. 0353-252 6818, 0353-252 6829 (Direct) Fax :0353 -252 6819 e-mail: rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR)
51	30	SRINAGAR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANTOO HOUSE, RAJ BAGH NEAR MASJID AL-FAROOQ SRINAGAR-190 008, J& K 0194-2311251 / 2311258 0194-2311258-59, 0194- 2421506 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
52	40	TRIVANDRUM	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI SHOPPING COMPLEX OPP. PRS HOSPITAL, KILLIPPALEM KARAMANA (PO), TRIVANDRUM (M) 09447500581	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURA M), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI)

			retrivandrum@ignou.ac.in	
53	48	VARANASI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH 0542-2368022 / 2368622 0522-2364893, 0542-2369629 rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI)
54	83	VATAKARA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MADHAVI BUILDING, NUT STREET (PO) VATAKARA, KERALA- 673104 0496-2525281/0944630311 rdvatakara@gmail.com	STATE OF KERALA (DISTRICT: CALICUT, KANNUR, KASARAGOD WAYANAD)
55	33	VIJAYAWADA	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.PV.V. HINDU HIGH SCHOOL, KOTHAPET, VIJAYWADA	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KHAMMAM, EAST GODAVARI, WEST

			520 001 ANDHRA PRADESH 0866-2565253/2565353/ 2565959 rcvijayawada@ignou.ac.in	GODAVARI,VISAKHAPATNAM VIZIANAGARAM, SRIKAKULAM)
56	84	VISAKHAPATNAM	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2 <sup>ND</sup> FLOOR VUDA COMPLEX, USODHAYA JUNCTION, SECTOR-12, MVP COLONY, VISAKHAPATNAM-530 017 ANDHRA PRADESH Phone: 0891-2511200, 2511300 Fax: 0891-2511300 Email: rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING DISTRICTS OF SRIKAKULAM, VIZIANAGARAM, EAST GODAVARI AND WEST GODAVARI

**SAMPLE QUESTION PAPERS**

**MA (Gender and Development Studies)**

**Term-End Examination**

**MGS-001: Gender and Development: Concepts, Approaches and Strategies**

**Time: 3 hours**

**Maximum Marks: 100**

**Note: Attempt *any five* of the following questions. All the questions carry **equal** marks.**

**5×20 =100**

1. Define and discuss gender mainstreaming in policy making. 20
2. Explain any two GAD strategies in detail. 20
3. Define and discuss Practical Gender Needs (PGNs) and Strategic Gender Needs (SGNs). 20
4. Elaborate the concept of social construction with suitable examples. 20
5. Analyze the informal economy and its impact on women. 20
6. Explain the notion of reproductive health in relation to policy making. 20
7. Explain different approaches of development in relation to gender. 20
8. Write short notes on any four of the following : 4×5=20
  - (a) Liberal feminism
  - (b) Sex and Gender
  - (c) Gender difference
  - (d) Gender roles
  - (e) Sexual division of labour

**SAMPLE QUESTION PAPERS**  
**MA (Gender and Development Studies)**  
**Term-End Examination**

**MGS-002: Gender, Development Goals and Praxis**

**Time: 3 hours**

**Maximum Marks: 100**

**Note: Attempt *any five* of the following questions. All the questions carry **equal** marks.**

**5×20 =100**

1. Discuss self help movements and their role in enhancing economic resources. 20
2. Explain the role of education in upgradation of skills for women with suitable examples. 20
3. Examine the constitutional provisions meant to secure women's rights. 20
4. List MDG goals and justify how health related MDGs contribute towards gender and development. 20
5. Discuss globalization and its impact on women. 20
6. What are the social security schemes implemented by the Government of India for women. Discuss with suitable examples. 20
7. Examine rural-urban divide using appropriate data. 20
8. Write short notes on any four of the following : 4×5=20
  - (a) Micro credit
  - (b) Micro finance
  - (c) Micro financial institutions
  - (d) Self help group federations
  - (e) Cooperatives.

**SAMPLE QUESTION PAPERS**  
**MA (Gender and Development Studies)**  
**Term-End Examination**  
**MGS-003: Gender Analysis**

**Time: 3 hours**

**Maximum Marks: 100**

**Note: Attempt *any five* of the following questions. All the questions carry **equal** marks.**

**5×20 =100**

1. (a) What is gender analysis? Explain the scope of gender analysis. 10  
(b) Why would different strategies be necessary to achieve equitable outcomes for women and men as well as for different groups of women? 10
2. (a) Examine the usage of gender analysis at various levels. 10  
(b) Discuss the goals of gender analysis. 10
3. Critically analyze components of gender analysis in detail. 20
4. (a) How do you analyze position of women in gender relations? Explain with suitable examples. 10  
(b) Examine how quality of life can be enhanced for men and women through gender analysis. 10
5. Why are qualitative research methods considered as the best for gender analysis? Give an account of various qualitative methods for doing gender analysis. 20
6. (a) Examine the importance of gender-based analysis in policy making. 10  
(b) Explain the need for gender policy in civil society organizations. 10
7. How should we use the Logical Framework Approach (LFA) in gender analysis? Explain the steps in developing LFA. 20
8. Write short notes on *any four* of the following : 4×5=20
  - (a) Human rights approach
  - (b) Capacity building
  - (c) Focus group discussion
  - (d) Collective consciousness
  - (e) Participatory analysis of situation



**SAMPLE QUESTION PAPERS**  
**MA (Gender and Development Studies)**  
**Term-End Examination**  
**MGS-004: Gender-Sensitive Planning and**  
**Policy Making**

**Time: 3 hours**

**Maximum Marks: 100**

**Note: Attempt *any five* of the following questions. All the questions carry **equal** marks.**

1. Define gender-aware policy making. How should we build gender awareness into the policy making process? 20
2. Explain how cost-benefit analysis is helpful in building gender-sensitive programmes with suitable examples. 20
3. Analyze gender-sensitive policy planning. 20
4. Explain any three models of policy formulation with suitable examples. 20
5. What are the different tools available to carry out need assessment in gender-sensitive policy formulation? 20
6. Analyze the different participatory approaches in planning, implementation and monitoring of programmes and policies. 20
7. What are the different types of leadership systems? What is the significance of the gender perspective in leadership systems? 20
8. Write short notes on *any four* of the following : 20
  - a. Gender Justice
  - b. Micro Planning
  - c. Inter and Inter-sectoral coordination
  - d. Monitoring and Evaluation
  - e. National Development Council

**SAMPLE QUESTION PAPERS**  
**MA (Gender and Development Studies)**  
**Term-End Examination**

**MGS-005: Research Methodologies in Gender and Development Studies**  
**Time: 3 hours** **Maximum Marks: 100**

**Note:** Attempt *any five* of the following questions. All the questions carry **equal** marks.

1. Examine the scope and significance of research in gender and development studies. 20
2. Explain how research can be linked with gender policy and can be developed as a strategy for advocacy. 20
3. Briefly explain the types of non-probability sampling with examples. 20
4. Give an account of Gender Analysis Matrix and Impact Flow Chart. 20
5. What are the kinds of parametric tests used for Quantitative Data Analysis? Explain. 20
6. How can a research report be prepared for evaluating research? Explain with suitable examples from a gender perspective. 20
7. What is the need for special purpose studies in gender and development? 20
8. Write short notes on *any four* of the following : 4×5=20
  - a. Focus Group Discussion
  - b. Cluster Sampling
  - c. Action Oriented Research
  - d. Exploratory Research
  - e. Review of Literature

**SAMPLE QUESTION PAPERS**  
**MA (Gender and Development Studies)**  
**Term-End Examination**

**MGSE-001: Gender Planning and Development Policies**

**Time: 3 hours**

**Maximum Marks: 100**

**Note: Attempt *any five* of the following questions. All the questions carry **equal** marks.**

1. Discuss the merits and demerits of the top - down and bottom - up planning processes with suitable examples. 20
2. List the characteristics of gender planning and briefly explain them. 20
3. Explain the implementation process in gender planning. 20
4. Explain how the planning process works in India. 20
5. Analyze the different approaches of evaluating the planning process. 20
6. Explain the planning process with reference to gender budgeting. 20
7. Examine the salient features of Development-Policy. 20
8. What are the tools of policy analysis? Explain them. 20
9. "Participatory planning fulfills the needs of the community". Comment. 20
10. Examine the MGNREGA from a gender perspective. 20

**SAMPLE QUESTION PAPERS**  
**MA (Gender and Development Studies)**  
**Term-End Examination**

**MGSE-002: Gender Audit and Gender Budgeting**

**Time: 3 hours**

**Maximum Marks: 100**

**Note: Attempt *any five* of the following questions. All the questions carry **equal** marks.**

1. What is gender budgeting? List the types of gender budgets and explain them. 20
2. What is gender audit? Why is it important? 20
3. Examine gender budgeting initiatives across the world. 20
4. Evaluate development planning in India based on different strategies and approaches. 20
5. Analyze the concept of gender budgeting from the perspective of local governance. 20
6. How can Public Economy be engendered? Explain with suitable examples from the Indian context. 20
7. Explain the process of budget making in both the Centre and the States. 20
8. Analyze the paradigm shift from Women's Component Plan to Gender Budgeting in India. 20
9. "Gender audit is a way of evaluating policies and programmes". Comment. 20
10. Write a short note on *any four* of the following : 20
  - a. Practical gender needs
  - b. Gender equity
  - c. Gender analysis
  - d. Gender - blind approach
  - e. Gender - neutral approach

**SAMPLE QUESTION PAPERS**  
**MA (Gender and Development Studies)**  
**Term-End Examination**

**MGSE-003: Gender Mainstreaming**

**Time: 3 hours**

**Maximum Marks: 100**

**Note: Attempt *any five* of the following questions. All the questions carry **equal** marks.**

1. (a) Compare gender mainstreaming strategy with previous strategies toward the achievement of gender equality. 10  
(b) What are the instruments of gender mainstreaming? 10
2. What are the basic principles of gender mainstreaming? 20
3. Explain gender mainstreaming concept with few salient case studies. 20
4. (a) Explain how to mainstream gender in the informal economy. 10  
(b) Explain the National Policy on empowerment of women. 10
5. How can gender mainstreaming become an important instrument in gender and development? 10
6. Examine the initiatives taken by the World Bank, ILO and UN to mainstream its organization. 20
7. “Gender mainstreaming is important in the planning policy making”. Discuss. 20
8. What are the possible activities that can be carried out at the different levels of government to ensure gender mainstreaming? 20
9. Explain the gender mainstreaming initiatives taken by the government in its five year plans. 20
10. Write a short note on *anyfour* of the following : 20
  - a. ICRW
  - b. European Commission
  - c. UN
  - d. UNIFEM
  - e. UNDP

**SAMPLE QUESTION PAPERS**  
**MA (Gender and Development Studies)**  
**Term-End Examination**

**MGSE-004: Gender Issues in Agriculture, Rural Livelihoods and Natural Resource Management**

**Time: 3 hours**

**Maximum Marks: 100**

**Note: Attempt *any five* of the following questions. All the questions carry **equal** marks.**

1. Discuss the role of women in agriculture during pre-harvest and post-harvest agriculture phases. 20
2. Analyse the measures taken at the International level by the United Nations (UN) with regard to the women's land rights. 20
3. What is the roles women play to preserve the natural resources in their respected areas? Discuss any two successful cases. 20
4. How do women add value to post-harvest fish products? Explain with suitable examples. 20
5. (a) List various impediments in women's access to Common Property Resources (CPRs). 10  
(b) Discuss the role of Common Property Resources in enhancing women's livelihoods. 10
6. Discuss the feminization of poverty with the help of Esther Boserup's study on African agriculture patterns. 20
7. How does men's migration from rural to urban areas affect the lives and livelihoods of women? Explain. 20
8. Write short notes on any four of the following: 20
  - a. Sustainable livelihoods Framework
  - b. Pattas
  - c. Extension activities
  - d. Land tilling
  - e. Operation Barga Programme

## SAMPLE QUESTION PAPERS

### MA (Gender and Development Studies)

#### Term-End Examination

#### MGSE-006: Gender, Resources and Entitlements

**Time: 3 hours**

**Maximum Marks: 100**

**Note:** Attempt *any five* of the following questions. All the questions carry **equal** marks.

1. Discuss the various approaches to understand the relationship between gender and resource entitlements. 20
2. How does social norm determine women's access and control over land? 20
3. Discuss the changing conceptualisation of gender difference. Explain it in the context of transmigrant communities in Indonesia. 20
4. Discuss the various theoretical strands in the context of gender, ecology and development. 20
5. How does globalisation affect women's access to work? 20
6. What is "gender interest"? Discuss it in relation to forest and domestic energy. 20
7. 'Micro - Credit Programmes are helping women to build up sustainable environment'. Explain this in the context of conservation and development. 20
8. Discuss the water crisis in Bangladesh from a feminist political ecological perspective. 20
9. What do you mean by women's access to livelihood? Discuss it in the context of Rural Land Reforms in China. 20
10. Define the Social and Gender Analysis Framework. Discuss its importance in relation to gender and resource entitlements. 20

**SAMPLE QUESTION PAPERS**  
**MA (Gender and Development Studies)**  
**Term-End Examination**  
**MGSE- 007: Gender, Organization and**  
**Leadership**

**Time: 3 hours**

**Maximum Marks: 100**

**Note: Attempt *any five* of the following questions. All the questions carry **equal** marks.**

1. What are the four bases of organization? Explain how organizations can promote gender sensitivity. 20
2. Discuss the relevance of classical theories in understanding contemporary organizations. 20
3. Examine the relationship among the fourteen principles of organization formulated by Henry Fayol with a gender critique. 20
4. “Human Relations Theory has brought out an entirely new approach to organization principles”. Discuss. 20
5. Critically evaluate different leadership theories from a gender perspective. 20
6. Examine the difficulties faced by women during the entry, survival and advancement stages in organizations. 20
7. How has globalization influenced organizational structure? Discuss the impact on women in organizations. 20
8. Write an essay on Leadership and Global challenges. 20
9. Evaluate Fredrick Herzberg’s motivation theory from a Gender Perspective. 20
10. Write short notes on any four of the following: 20

All questions carry equal marks:

- a. Setting organizational goals
- b. Leadership styles
- c. Enhancing motivation of women in organizations
- d. Empowerment and gender training in organizations
- e. Mentoring for leadership



**SAMPLE QUESTION PAPERS**  
**MA (Gender and Development Studies)**  
**Term-End Examination**

**MGSE- 009: Gender Issues in Work,  
Employment and Productivity**

**Time: 3 hours**

**Maximum Marks: 100**

**Note: Attempt *any five* of the following questions. All the questions carry **equal** marks.**

1. Explain the problems faced by women in paid and unpaid work with the help of suitable examples. 20
2. “Industrialization and globalization has led to the emergence of feminization of labour”. Discuss. 20
3. Explain reasons for segmentation in the Labour Market and examine the hardship faced by women because of segmentation. 20
4. Women’s contribution to economy is devalued? Explain Why? 20
5. How can we provide equal opportunities for women who work in the labour market? Give suitable example. 20
6. Social security is not available for women who work in informal economy. Discuss. 20
7. “Feminization of poverty and feminization of labour are closely related”. Explain this statement with suitable example. 20
8. Examine the political economy of household work. 20
9. Explain the work participation of women in pre-industrial and Industrial societies. 20
10. Write short notes on any four of the following. 20

All questions carry equal marks.

- (a) Occupational segregation
- (b) Gender gap
- (c) Women in the formal economy
- (d) Valuation of women's work
- (e) Sexual division of labour

**SAMPLE QUESTION PAPERS**  
**MA (Gender and Development Studies)**  
**Term-End Examination**  
**MGSE-010: Gender and Entrepreneurship**  
**Development**

**Time: 3 hours**

**Maximum Marks: 100**

**Note: Attempt *any five* of the following questions. All the questions carry **equal** marks.**

1. Define 'Entrepreneurship'. Discuss different types of Entrepreneurship. 20
2. Analyze the problems faced by women entrepreneurs during entry, survival and advancement in their professions. 20
3. What is public-private partnership? How is public-private partnership helping to promote development entrepreneurial skills among women? 20
4. Discuss the Management Information System (MIS) and its usefulness in promoting entrepreneurship. 20
5. (a) Which are the qualities that make one a successful entrepreneur? 10  
(b) How do capacity building exercises help in different stages of entrepreneurship? 10
6. (a) Explain different techniques used to assess entrepreneurs. 10  
(b) Discuss the methods and techniques used in selecting and identifying potential entrepreneurs. 10
7. Discuss the methods and methodologies in preparing business plans. 20
8. (a) List the institutions providing micro financial services for entrepreneurship. Give suitable examples. 10  
(b) Discuss the significance of micro finance institutions in entrepreneurship. 10

**SAMPLE QUESTION PAPERS**  
**MA (Gender and Development Studies)**  
**Term-End Examination**

**MGSE-013: Gender Training and  
Empowerment**

**Time: 3 hours**

**Maximum Marks: 100**

**Note: Attempt *any five* of the following questions. All the questions carry **equal** marks.**

1. Write an essay on the process of Gender Training. 20
2. Explain the importance of participatory training and its methodologies. 20
3. Discuss the roles of Gender trainers/facilitators. Give suitable examples. 20
4. Define status, position, roles and needs. How should we measure women's status? 20
5. Explain any one empowerment framework with a case study. 20
6. Discuss 'power over', 'power to', 'power with' and 'power within' in the context of empowerment of women. 20
7. Discuss how social exclusion leads to inequality. Give suitable examples? 20
8. Discuss the role of the mass media in women's empowerment. 20
9. (a) Explain different training methods which can promote empowerment. 10  
(b) Discuss the content of gender training. 10
10. Write short notes on any four of the following. 20  
All questions carry equal marks.
  - (a) Gender and Development (GAD)
  - (b) Gender mainstreaming
  - (c) Strategic gender needs
  - (d) Women in Development (WID)
  - (e) Beijing platform for Action.

**SAMPLE QUESTION PAPERS**  
**MA (Gender and Development Studies)**  
**Term-End Examination**  
**MGSE-020: Gender Issues in Financial**  
**Inclusion**

**Time: 3 hours**

**Maximum Marks: 100**

**Note: Attempt *any five* of the following questions. All the questions carry **equal** marks.**

1. (a) Discuss the significance of women's leadership for Quality of Life (QOL). 10  
(b) Explain the women's leadership in Micro-finance. 10
2. Analyze the role of microfinance in Promoting Entrepreneurship for poor women. 20
3. (a) Explain the concept of financial inclusion. 10  
(b) Analyze the need for financial literacy in financial inclusion. 10
4. Discuss the affirmative action taken by Government of India to enhance financial inclusion. 20
5. (a) Elaborate on importance of choosing a suitable technology framework. 10  
(b) Analyze the various recommendations of the Rangarajan committee for technology implementation in banking. 10
6. Explain the case for gender diversity with suitable self help group business models. 20
7. Discuss the recent initiatives in the field of micro-finance regulations. 20
8. Write short notes on *any four* of the following : 20
  - (a) NABARD
  - (b) Micro and small Enterprises
  - (c) Credit
  - (d) Global Entrepreneurship Monitor (GEM)
  - (e) Risk Management