



Student's Programme Guide

**Post-Graduate Diploma in Women's and Gender Studies
(PGDWGSR)**



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

Printed study material is our mainstay in learning paradigm. Our study material is prepared by a team of experts keeping in view the interest of the learner. Each course as a course Expert Committee with distinguished academics and professionals involved in the course preparation. The course material is written in such a manner that the learners can study it by themselves with a little assistance from our Academic Counsellors at the Study Centres. Further, textbooks and reference books are available in the libraries attached to the Study Centres and Regional Centres. Therefore, there is no need for any cheap or condensed guides for pursuing courses of IGNOU. In fact, these may harm the learners. The University strongly advises the learners not to take recourse to such type of guides available in the market.

PROGRAMME COORDINATOR

Prof. Himadri Roy
School of Gender and Development Studies, IGNOU

Prepared by	Prof. Himadri Roy	Vetted by	Prof. Nilima Srivastava
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Further information about the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110068.

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ignou
THE PEOPLE'S
UNIVERSITY

1. ABOUT THE UNIVERSITY

1.1 Introduction

The Indira Gandhi National Open University was established by an Act of Parliament in 1985 to achieve the following objectives:

- democratising higher education by taking it to the doorsteps of the learners
- providing access to high quality education to all those who seek it irrespective of age, region, religion and gender
- offering need-based academic programmes by giving professional and vocational orientation to the courses
- promoting and developing distance education in India
- setting and maintaining standards in distance education in the country as an apex body.

1.2 Prominent features:

IGNOU has certain unique features such as:

- international jurisdiction
- flexible admission rules
- individualised study: flexibility in terms of place, pace and duration of study
- use of latest information and communication technologies
- nationwide student support services network
- cost-effective programmes
- modular approach to programmes
- resource sharing, collaboration and networking with conventional Universities, Open Universities and other Institutions/Organisations
- socially and academically relevant programmes based on students need analysis
- convergence of open & conventional education systems

1.3 Important Achievements

- emergence of IGNOU as the largest Open University in the World.
- recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).
- launch of a series of Educational Channels 'Gyan Darshan'. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU.
- student enrolment has doubled in last few years to around 3 million.
- UNESCO declared IGNOU as the largest institution of higher learning in the world in 2010.
- on spot delivery of study material to students.
- largest network of learning support system.

- declaration of Term-end result within 45 days.

1.4 The Schools of Studies

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

The following Schools of Studies are currently in operation:

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

1.5 Instructional System

The University follows a multi-media approach for imparting instruction to its learners. This comprises:

- Self instructional printed Course material
- Assignments for assessment and feed back
- Audio and video materials
- Face-to-face interaction with academic counselors at study centres/ programme study centres
- Research project/Internship
- Telecast of video programmes on the National Network of Doordarshan (Gyan Darshan)

- Broadcast of audio programmes by All India Radio (Gyan Vani)
- Teleconferencing sessions
- Interactive Radio Counseling
- Webcasting through Edusat communication

1.6 Credit System

The University follows the “Credit System” for most of its programmes. Each credit in our system amounts to 30 hours of student study comprising all learning activities (i.e. reading and comprehending the print material, listening to audio, watching video, attending counseling sessions, teleconference and writing assignment responses). Thus, an eight-credit course involves 240 study hours. This helps the learner to know the academic effort one has to put in, to successfully complete a course. Completion of an academic programme requires successful completion of assignments, project/internship, and term end examination of each course in a programme.

1.7 Academic Programme

The University offers both short-term and long-term programmes on distance, regular and even online mode, leading to award of Certificates, Diplomas or Degrees, covering conventional as well as innovative programmes. Most of these programmes have been developed after an initial survey of the demand for such studies. They are launched with a view to fulfill the student’s needs for:

- certification
- improvement of skills
- acquisition of professional qualification
- continuing education and professional development at work place
- self-enrichment
- diversification of knowledge and
- empowerment

1.8 Recognition

IGNOU Degrees/Diplomas/Certificates are recognized by all member universities of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/ Certificates of all Indian Universities/Institutions, as per UGC Circular letter No. F.1-52/2000(CPP-II) dated 5th May, 2004, AIU Circular No. EV/11(449/94/176915-177115 dated January 14, 1994, AICTE Circular No. AICTE/Academic/ MOU-DEC/2005 dated May 13, 2005 and UGC/DEB/2013 dated 14.10.2013

1.9 Course Preparation

Learning material is specially prepared by teams of experts drawn from different Universities and specialised Institutions in the areas spread throughout the country as well as in-house faculty. The materials are scrutinised by content experts, supervised by instructors/unit designers and edited by language experts at IGNOU. Similarly, audio and video materials are produced in consultation with the course writers, in-house faculty and producers. The materials are previewed and reviewed by the faculty as well as experts, and edited/modified, wherever necessary, before they are finally dispatched to the students, Study Centres/Programme Study Centres and Telecast through Gyan Darshan.

1.10 Programme Delivery

The methodology of instruction in this University is different from that of the conventional Universities. The open university system is more learner-oriented and the learner is an active participant in the pedagogical (teaching and learning) process. Most of the instructions are imparted through distance education methodology and face-to-face mode as per the requirement.

The university follows a multimedia approach for instruction, which comprises:

- (a) **Self Instructional Written Material:** The printed study material (written in self-instructional style) for both theory and practical components of the programme is supplied to the students in batches of blocks for every course (on an average of 4-6 blocks per course).
- (b) **Audio-Visual Material Aids:** Audio-video programmes for PGDWGSR are telecasted by the university. Some of these programmes are uploaded on the PGDWGSR online forum. All Gyan Vani stations are broadcasting curriculum based audio programmes. In addition, some selected stations of All India Radio are broadcasting the audio programmes. Learners can confirm the dates for the programmes from the respective study centres/ programme study centres. The information is also provided through the university website.
- (c) **Counseling Sessions:** Normally counseling sessions are held as per a schedule drawn before hand by the Study centre/Programme Study Centre. These are mostly held outside the regular working hours of the host institutions where the study centres/programme study centre is located. Counseling schedules will be displayed at your respective study centre/programme study centre.
- (d) **Teleconferencing and Interactive Radio Counselling Lectures:** Live teleconferencing and interactive radio counseling lectures/sessions are conducted via satellite from the University studios at EMPC, on Gyan Darshan and Gyan Vani the schedule of which is available at the study centre/ programme study centre and IGNOU website.
- (e) **Online Forum:** This programme has an online forum for the registered learners. This forum is the platform for all learners across the country to interact with the programme team of PGDWGSR for academic purposes only.

1.11 Students Support Services

In order to provide individualised support to its learners, the University has a large number of Study Centres, spread throughout the country. These Study Centres are co-ordinated by 67 Regional Centres and Recognised Regional Centres. At the Study Centres, the learners interact with the Academic Counsellors and other learners, refer to the books in the Library, watch/listen to video/audio programmes and interact with the Coordinator on administrative and academic matters. Support services are also provided through Work Centres, Programme Study Centres, Skill Development Centres, and Special Study Centres.

1.12 Gyan Darshan

A collaboration between MHRD, Prasar Bharti, IGNOU and other organisations resulted in launching DD Gyan Darshan – the Educational Channel of India. It is available through Cable TV Network, DTH and webcast modes. The Channel is providing educational programmes on a variety of subjects for 24 hours a day to enhance the learning process. These programmes are contributed by major educational institutions such as IGNOU, Directorate of Adult Education, Central Hindi Directorate, Rashtriya Sanskrit Sansthan and other educational/development organisations in the country.

Please ask your cable operator to provide these channels

Live Interactive programmes for IGNOU students are telecast from 3pm to 5pm on weekdays. The telecast schedule of Gyan Darshan is available on the IGNOU website (website: <http://www.ignou.ac.in>)

1.13 Interactive Radio Counseling through Gyan Vani FM Stations

Interactive phone-in-radio counseling is available through six Gyan Vani FM stations. The radio-counseling sessions are broadcast for two hours 'live' by Gyan Vani Delhi from 11 am to 1 pm daily. Check the IGNOU website for updates and schedules regarding programmes. You can ask questions

right from wherever you are on telephone. A toll free number **1800 11 2347** has been provided for this purpose.

1.14 Study Centres/Programme Study Centres

To provide academic support to the learners, the University has established a large number of study centres throughout the country. The learner can avail the following facilities at these centres:

- Counseling Sessions
- Library Facilities
- Audio-video Programmes
- Discuss administrative and academic matters with the co-ordinator
- seeking information and time table of counseling sessions of this programme

1.15 IGNOU website

At website: <http://www.ignou.ac.in> the following useful information is available.

- Admissions, Re-registration and fee payment facility
- Details of programmes on offer
- Downloadable prospectus/application forms of various programmes
- Address Checking
- Material Dispatch details
- Assignments of current years
- Term-end examination date-sheet
- Hall tickets details
- Result and Grade Card of your term-end examinations
- Previous year question papers
- Updates on latest happenings at the University
- Programmes schedules of Gyan Darshan and Gyan Vani
- List of Study centres and Regional Centres

1.16 eGyanKosh

IGNOU eGyanKosh - <http://www.egyankosh.ac.in> – one of the world's largest repositories of educational resources in higher education – is available for the learners and teachers, and public at large for free. The eGyanKosh houses the self-learning material of around 2565 courses and over 2389 video programmes of IGNOU. (You can check the University website for the exact number. The resources available on the eGyanKosh can be accessed through Login ID and Password which need to be created by the user at the initial login. The IGNOU learners are encouraged to make use of these resources for their learning.

1.17 Vidya Lakshmi Portal

Subsequent to the announcement of Hon'ble Finance Minister, Vidya Lakshmi Portal has been set up from 15.08.2015. The Portal has been developed by National Securities Depository Limited (NSDL) e-Governance Infrastructure Ltd. The principal purpose of the Portal is to have facilities of education loan, scholarship and other student friendly facilities through one link. The Portal is gateway to Banks for education loan and also has linkages with National eScholarship Portal (NeSP) inaugurated by the Prime Minister on 01.07.2015 as a part of Digital India initiative managed by Centre for Good Governance under DEITY. The Portal is information friendly with relevant information for students. The Portal has the facility of tracking the students right from the inception of loan application until the completion of sanction of loan or otherwise. Students can view, apply and track their education loan applications to banks anytime, anywhere by accessing the Portal. The Portal would be useful for students, parents, educational institutions, bankers, employers, researchers, etc. 26 banks have been registered so far and 52 loan schemes have been uploaded in Vidya Lakshmi Portal.

2. ABOUT THE SCHOOL: SCHOOL OF GENDER AND DEVELOPMENT STUDIES (SOGDS)

This School established in 2007, aims at achieving gender justice and equity through developing and launching programmes in the area of women's 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 of the School are:

- Designing and developing academic programmes and courses at doctoral, post graduate, undergraduate and awareness levels;
- Conducting research and developing appropriate research methodology; and
- Formulating and implementing training programmes.

Programmes have been developed under two broad streams: Gender and Development Studies and Women's and Gender Studies. Other focal areas within these broad streams include Women's Studies, Literature, Law, Science, Agriculture and Arts & Media among others.

Attainment of a fair and equal society through an altered model of development through knowledge creation, knowledge dissemination, research, training and sensitization and advocacy is what this School envisions itself to have been constituted for and wishes to pursue through its courses and various other intellectual activities. 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 realise their aspirations of self-development.

The School envisages major initiatives in research, teaching, training and advocacy in the areas of gender and women's studies.

3. PG DIPLOMA IN WOMEN'S AND GENDER STUDIES (PROGRAMME CODE: PGDWGSR)

Approach to Programme Development

Women's and Gender Studies are significant areas of academic enquiry today. In India and world wide, several institutions are now offering programmes in these areas at all levels. There is also an urgent need to address issues related to gender questions in India from an academic perspective through dissemination of this growing body of knowledge. The PG Diploma in Women's and Gender Studies programme is part of such an initiative.

Learners for this programme of study are:

- Bachelor degree holders from a UGC/DEC recognised institutes/universities/colleges in any discipline.
- Learners who are at present employed in any organisation/institution whether public or private sector, whether NGO/ NFO, etc.
- People interested in enhancing their knowledge an understanding in the areas of women's and gender studies.

Objectives

The programme in **PG Diploma in Women's and Gender Studies (PGDWGSR)** aims to:

- Acquaint learners with the academic discipline of gender/women's studies and its history, theoretical premises, and progression to present day status.

- Create awareness among learners about the ideologies and social factors leading to marginalisation of women and other gender, also aware them with gender issues par se.
- Develop gender sensitisation and perspectives among learners and an understanding of formulations of empowerment.
- Expose learners to cultural, literary, political and socio-economic dimensions within gender frameworks.

***STRUCTURE OF PG DIPLOMA IN WOMEN’S AND GENDER STUDIES (PGDWGSR)**

The syllabus of PG Diploma is designed to include diverse academic concepts. The syllabus is divided into **five courses**, each having two courses (**8 credits each**). The learner has to acquire all the 40 credits successfully to achieve this PG Diploma in Women’s and Gender studies.

Sl. No	Course Code	Course Title	Credit	Nature of the Course
1	MWG101	Theories of Women’s and Gender Studies	8	Theory
2	MWG102	Gender and Power	8	Theory
3	MWG103	Constructing Gender Through Arts and Media	8	Theory
4	MWG104	Gendered Bodies and Sexualities	8	Theory
5	MANE004	Gender and Society	8	Theory
Total			40	

***Detailed Course Outlines are provided at Annexure I**

The programme PG Diploma in Women’s and Gender Studies has **16 +24 = 40 credits**.

Explanation

A. Theory Courses (Compulsory)

All the courses MWG-001, MWG-002, MWG-003, MWG004 and MANE004 for this programme PG Diploma in Women’s and Gender Studies are compulsory courses. Completion of these five courses will entitle the learner to accumulate $8 \times 5 = 40$ credits.

All five courses must be completed to earn the PG Diploma in Women’s and Gender Studies.

Medium of Instruction

Medium of Instruction for the programme PG Diploma in Women’s and Gender Studies is offered only in **English**.

Duration

PG Diploma in Women’s and Gender Studies is of one year duration. However, in case you are unable to complete the programme in one year, you can complete the same within a maximum period of **3 years**.

Lateral Entry:

Learners who have already completed the **PG Diploma in Women's & Gender Studies** from IGNOU may seek admission directly into the second year of the MA programme, provided that the PG Diploma has been completed within the **last three years prior to admission into the MA programme**. Lateral Entry admission to the MAWGSR programme is available only in the July admission cycle. For students completing PGDWGSR in December of any year, the earliest lateral entry admission will be in the subsequent July cycle. For students completing PGDWGSR in June of any year, the earliest lateral entry admission will be in the July cycle of the following year. Thus, there may be a minimum waiting period of six months to one year after completion of PGDWGSR for lateral entry admissions to MAWGSR. (Please contact Student Registration Division for further details)

4. ADMISSION PROCEDURES

4.1 Eligibility

Candidates eligible for admission to PGDWGSR should possess the following qualifications:

- (a) Bachelor's degree in any stream from any UGC/DEC recognised institutes/universities/colleges.
- (b) Relevance of coursework taken at Bachelor's level or any graduate degree holders who are already working/employed with any women's and gender related institutes/organisations.
- (c) For SC/ST/OBC the admission criteria as per University norms.

NOTE : No rounding off would be done to arrive at minimum marks.

4.2 Online Admission System

The Admission Forms can be submitted online(except for International Students) through Online Admission System at <http://onlineadmission.ignou.ac.in> Currently, the facility is available for the programmes offered through Common Prospectus except merit-based and entrance test based programmes. The prospective learners are required to create their user ID and password for logging in the system and upload the required documents along with the submission of the Admission Form. There is no need to send the printed copy of the Admission Form to the Regional Centre. The programme fee can be paid online using payment Gateway. Once the admission form is submitted online, the students can track the progress of their admission. A message is sent on the mobile number and email ID registered with the System once admission confirmed.

The prospective learners submitting the Admission Form through this System can download the Prospectus free from IGNOU website <http://www.ignou.ac.in>. However, an amount of **Rs. 200/- is charged as registration fee along with the programme fee.**

4.3 Provisional Admission

The University has a provision for Provisional Admission to the programmes offered through Common Prospectus (except Certificate programmes of six month duration, Awareness programmes, non-credit programmes and Merit based/Entrance Test based programmes). **For detailed information regarding Provisional Admission, please check the Common Prospectus in IGNOU website www.ignou.ac.in**

Note : Provisional admission is not applicable for international students.

4.4 Programme Fee

A student has to pay a fee of **Rs.7200/-** to be paid on annual basis, excluding any other university charges, while applying for the course. For details and updates regarding payment of fees and fee amounts, check the IGNOU website www.ignou.ac.in or contact your nearest Regional Centre. **Fee once paid will not be refunded under any circumstances.**

4.5 Re-Admission

The learners who are not able to complete the programme within the maximum duration of 3 years can take re-admission for additional period in continuation of the earlier period as under:

Programmes	Duration of the programme Minimum	Re-admission validity after expiry of maximum duration
Diploma/PG Diploma Programmes and all other Programmes* with one year duration	1 Year	1 Year

For re-admission the student has to remit **pro-rata fee** for each incomplete course(s). The Table of pro-rata fee and the Re-admission Form is available at the Regional Centres and also on the website (www.ignou.ac.in > Student Zone > Downloads > Re-admission >).

Students who do not register/re-register for all the years/semesters of a Programme and fail to pay the prescribed full Programme fee during the maximum duration of the Programme are also eligible for Readmission; provided they pay full fee for the missed year(s)/ semester(s) as per rate applicable for the session for which they seek re-admission, in addition to the **pro-rata course fee for re-admission** for each of the course(s) they failed to successfully complete within the maximum period prescribed.

For procedural details, such learners may contact Registrar, Students Registration Division, IGNOU.

4.6 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non-creamy layer of OBC, War Widows, Kashmiri Migrants and Physically Handicapped learners, as per the Government of India rules, for admission to its various programmes. However, submission of forged certificate under any category shall lead not only to cancellation of admission but also be legally implicated as per Govt. of India rules.

4.7 Scholarships and Reimbursement of Fees

The learners belonging to reserved Categories, viz. **Scheduled Castes, Scheduled Tribes, Weaver Communities, Transgender, Jail Inmates and Physically Handicapped** are provided to IGNOU Programme(s) are eligible for Government of India Scholarships. They are advised to collect exemptions or fee reimbursement facilities as per the rules of the University. The learners belonging to above categories admitted Scholarship forms from the Directorate of Social Welfare or from the Office of the Social Welfare Officer of their State, fill it up and submit the duly completed Scholarship Form to the Regional Director at the Regional Centre (where he/she stand admitted/registered for the programme, he/she applied for admission) for necessary certification by the Regional Director. After the above certification, the Scholarship Form be collected from the Regional Centre and re-submitted at the office of the Social Welfare Officer or Directorate of Social Welfare in their State, as the case may be, for scholarship or reimbursement of Programme Fee. Scholarship scheme of National Centre for Promotion of Employment of Disabled People (NCPEDP) for Post Graduate level programmes is applicable to the students of this University also. Such students are advised to apply to the awarding authority directly. Students belong to SC/ST/OBC/Minority/PWD can avail scheme of fee waiver/reimbursement/ exemption/scholarship offered by UGC/MHRD/Various State Government/Govt. Departments. For eligibility and procedure details interested students may obtain details from concerned agencies.

4.8 Fee Exemption for SC/ST Students under the SCSP and TSP Schemes

The Component Authority approved continuation of the exemption to SC/ST students in July admission cycle the following academic programmes under SCSP and TSP Schemes:

1. All academic programmes at Certificate level (advanced, under-graduate and post graduate)
2. All academic programmes at Diploma level (advanced, under-graduate and post graduate)
3. Students enrolled in Bachelor Preparatory Programmes (BPP)
4. Freshly registered in BDP (B.A., B.Com. B.Sc.)
5. Freshly registered in BSW; BTS; Nursing, B.Ed. and BLIS;
6. Fresh/Second Semester re-registered students of BCA;
7. Re-registered students in BDP (B.A., B.Com, B.Sc.), BSW; BTS, B.Sc., Nursing and BCA, who were fresh registered from July, 2015 onwards admission cycles;
8. Freshly registered in Research Programmes (M.Phil. and Ph.D.); and
9. Re-registered students in Research Programmes (M.Phil. and Ph.D.); who were (fresh registered from January, 2018 onwards admission cycles.

SC and ST students who are availing any kind of fellowship or fee exemption from other agencies are not eligible for fee exemption under SCSP/TSP scheme. The exemption of fee is confined to Programme Fee mentioned in this Admission Prospectus. The scheme will not exempt late fee, Term-end-Exam fee, Convocation fee, etc. Eligible and interested students may apply on Performa provided in Common Prospectus. The Regional Centre will verify documents of students applying for fee exemption. Details of the scheme and notification are uploaded on www.ignou.ac.in

4.9 Refund of Fee

Fee once paid will not be refunded under any circumstances except the provision of refund of admission fee as notified by the University wide notification. It is also not adjustable against any other programme of this University. However, in cases where University denies admission, the programme fee will be refunded after deduction of processing fee, if any, through online mode.

4.10 Waiver of IGNOU Programme fee to Inmates Lodged in Prisons

Inmates lodged in Prisons in the country are exempted from payment of programme fee, including cost of Prospectus. The under-trial/short term prisoners are also eligible for the same benefit of FREESHIP as is extended to other prisoners with the condition that when they go out of jail, they will be treated as normal students and shall pay subsequent fees wherever applicable (Examination fee, re-registration fee, pro-rata for Readmission, registration fee for convocation, etc.

5. EVALUATION SYSTEM

The system of evaluation in IGNOU is also different from that of conventional Universities. IGNOU has a multi-tier system of evaluation.

1. Self-assessment exercises within each unit of study.
2. Continuous evaluation mainly through assignments which are tutor marked, and seminars/workshops/extended contact programme.
3. Term-end examinations.
4. Project work/internship.

The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking the term-end examination from time to time to complete the academic programme. A learner has to submit TMA (Tutor Marked Assignment) responses to the coordinator of the Study centre or In-charge of the Programme Study centre to which the learner is attached. **A learner should keep duplicate copies of assignment responses of TMA that may be required to be produced at Student Evaluation Division on demand.** Term-end examination is conducted at various examination centres spread all over the country and abroad in June and December.

IGNOU uses the following system of Grading for evaluating learner's achievement

Letter Grade	Notional Correlatives	Point Grade	Percentage
A	Excellent	5	80% and above
B	Very Good	4	60-79%
C	Good	3	50-59%
D	Average	2	40-49%
E	Unsatisfactory	1	Less than 40%

5.1 Continuous Evaluation

The salient features of the proposed evaluation system of PG Diploma Programme in Women's and Gender Studies are as follows:

- (i) The students will be awarded marks in continuous assessment and term end components as given below:

- Continuous Assessment 30%
- Term End Examination 70%

- (ii) Thus, a student will receive marks for Continuous Evaluation (Periodic Assignment/s) and for Term End Examination for each course. To clear a course, a student will have to clear both the segments of the course. The following table gives minimum percentage of marks required for the clearance of the course :

Evaluation Component for the Course	% of marks required for clearance
Continuous Evaluation	≥ 40%
Term-end Examination	≥ 40%
Overall Performance	≥ 50%

- (iv) The divisions will be decided as follows:
1. Second division will be at 50% and up to less than 60%.
 2. First division will be at 60% and up to less than 75%.
 3. Distinction with First division will be at 75% and above.

5.2 Assignments

Assignments, along with Research project/Internship report constitute the continuous evaluation components of a course/course-topic. Continuous Evaluation for a course carries 30% weightage, while 70% weightage is given to the term-end examinations. The marks that you get in your Continuous Evaluation Components will be counted in your final result. Therefore, you are advised to take your Continuous Evaluation Components seriously.

More specifically, you have to attempt the assignments compulsorily. You will not be allowed to appear for the term-end examination for a course if you do not submit all assignments in time for that course.

The main purpose of assignments is to test your comprehension of the learning material you receive from us and also to help you get through the courses by providing feedback to you.

Whenever you receive a set of assignments, check them immediately and ask for missing pages, if any, from Registrar, Material Production & Distribution Division, IGNOU, Maidan Garhi, New Delhi-110 068 or the Coordinator/In-charge of your Study Center/Programme Study Centre.

The assignment responses should be complete in all respects. Before submission you should ensure that you have answered all the questions in all assignments. Incomplete answer sheets bring you poor grades.

You must submit your assignment according to the schedule indicated in the assignment itself.

Assignments are uploaded on the IGNOU website: www.ignou.ac.in in the STUDENT ZONE of STUDENT SUPPORT. Attempt only the most recent uploaded assignment for each course.

The University Coordinator of the Study Centre/Programme study 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.

For your own record, retain a copy of all the assignment responses which you submit to the Coordinator/In-charge of your Study Centre/Programme Study Centre. If you do not get back your duly evaluated tutor marked assignment within a month after submission, please try to get it from your study center/Programme Study Centre personally. This may help you to improve upon future assignments. Also maintain an account of all these corrected assignment responses received by you after evaluation. This will help you to represent your case to the University in case any problem arises.

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/In-charge of the Study Centre/Programme Study Centre, so that the correct score is forwarded by him/her to the Student Evaluation Division (SED) at the Headquarters.

Do not enclose or express doubts for clarification, if any, along with the assignment. Send your doubts in a separate cover to the **Registrar, Student Evaluation Division (SED), IGNOU, Maidan Garhi, New Delhi-110 068**. When doing so give your complete Enrolment No., Name, Address, Title of the Course/Course-topic and the Number/s of the Unit or the Assignment, etc. on top of your letter.

Specific Instructions for Tutor Marked Assignments (TMA)

- (i) Write your Enrolment Number, Name, Full Address, Signature and Date of submission on the top right corner of the first page of your response sheet. Leave rest of the page for comments by the evaluator/Tutor.
- (ii) Write the Programme Title, Course-topic Code, Course-topic Title, Assignment Code and Name of Your Study Centre on the left hand corner of the first page of your response sheet.

Course-topic Code and Assignment Code may be reproduced from the Assignment. The top of the first page of your response sheet for each assignment should be like this:

PROGRAMME TITLE : _____ COURSE CODE : _____ COURSE TITLE : _____ ASSIGNMENT CODE : _____ STUDY CENTRE/PROGRAMME STUDY CENTRE CODE: _____	ENROLMENT NO. _____ NAME : _____ ADDRESS : _____ SIGNATURE : _____ DATE : _____
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- (iii) Read the assignments carefully and follow the specific instructions, if any, given on the assignments itself.
- (iv) Go through the units on which assignments are based. Make some points regarding the question, rearrange those points in a logical order and draw up a rough outline of your answer. While answering an essay type question, give adequate attention to introduction and conclusion. The introduction must offer your brief interpretation of the question and how you propose to develop it. The conclusion must summarise your response to your

question. Make sure that the answer is logical and coherent, and has clear connections between sentences and paragraphs. The answer should be relevant to the question given in the assignment. Make sure that you have attempted all the main points of the question. Once you are satisfied with your answer, write down the final version neatly and underline the points you wish to emphasise.

- (v) Use only full-escape size (A4) paper for your response and tie all the pages carefully. Avoid using very thin paper. **Allow a 4 cm margin on the left and at least 4 lines in between each answer.** This may facilitate the evaluator to write useful comments on the margins at appropriate places.
- (vi) Write the responses in your own hand. Do not print or type the answers. Do not copy from the response sheets of other students. Do not reproduce your answers from the units sent to you by the University. If you reproduce or copy from units, you will get poor marks for the respective question. This is **plagiarism**, i.e. copying the work of another person, other sources, like books, articles, government reports, internet resources, or work of other students without prior acknowledgement. **The University, therefore, considers it to be a serious offence and the learner becomes liable for disciplinary action. In such cases, the assignments of such students will be rejected.**
- (vii) Write each assignment separately. All answer in the assignments should be written in continuity.
- (viii) Write the respective question number with each answer. Also for ready reference of the Evaluator, provide a copy of the assignment questions submitted along with your answer sheets.
- (ix) **The completed assignment should be sent to the Coordinator/In-charge of the Study Centre/Programme Study Centre allotted to you.** Under no circumstances you should send the tutor marked response sheets to the Student Evaluation Division (SED) at the Headquarters for evaluation.
- (x) After submitting the assignment at the Study Centre/Programme Study Centre, get the acknowledgement from the Coordinator/In-charge on the prescribed assignment remittance-cum-acknowledgement card.
- (xi) In case you have requested for a change of Study Centre/Programme Study Centre, you should submit your Tutor Marked Assignments only to the Original Study Centre until the change of Study Centre/Programme Study Centre is agreed to and effected by the University.

5.3 Term-end-Examination

As stated earlier, term-end examination is another component of the evaluation system. Term End Examination carries 70% weightage in the final result.

The University conducts for this programme term-end examinations twice a year, i.e. **June and December**.

In case you fail to score 40% marks in the Term End Examination part of a course, you will be eligible to reappear at the next Term End Examination (whether in June or December) for that course as and when it is held, within the total span of the programme.

To be eligible to appear in the term-end examination in any course in a given year, you are required to fulfill the following four conditions:

- (i) You should have registered in that course in the given semester.
- (ii) You should have paid the registration fees for the course in that semester.
- (iii) You should have completed the submission of assignment/s for the respective course.
- (iv) You should have submitted the examination form on time (which is explained later).

Note: Sample question papers of all the courses of the programme is available on the university website, in this hyperlink <https://webservices.ignou.ac.in/Pre-Question/>

INFORMATION REGARDING EXAMINATION

To be eligible to appear at the term-end examination, you are required to fulfill the following conditions:

- 1) All the required assignments have been submitted within 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.
- 5) Learners must carry the Identity card issued by University to seek admission in the Examination Hall and appear in the examination.

Examination date-sheets

Term End Examination schedule which indicates the date and time of examination for each course is sent to all the Study Centres/Programme Study Centre well in advance. It is an essential pre-requisite for you to submit the Examination Form for taking examination in any course. Examination forms are available at Programme Study Centres/Study Centres/Regional Centres/SED at Headquarters. Only one form is to be submitted for all the courses in one term-end examination.

For any change in the above information, please check the University website www.ignou.ac.in from time to time.

Examination fee and Mode of Payment:

The learner may pay the examination fee through Credit Card/Debit Card/Net Banking

Examination fee once paid is not refundable, nor adjustable.

For every exam (June/December) a student **has to apply afresh.**

Hall Ticket for Term End Examination

- No hall ticket shall be dispatched to the examinees/students. Hall Tickets of all examinees are uploaded on the University Website (www.ignou.ac.in) 7-10 days before the commencement of the T.E. Examinations.
- Students are advised to take the print out of the Hall Ticket from University website (www.ignou.ac.in) after entering the enrolment number and name of programme of study and report at the examination centre along with the Identity Card issued by the Regional Centre/University without valid IGNOU Student ID Card issued by the RC/University. Examinees will not be permitted to appear in the examination.
- In case, any student has misplaced the Identify Card issued by the University, it is mandatory to apply for a duplicate Identity Card to the Regional Centre concerned well before the commencement of the examination so as to get a duplicate ID Card well on time/well before examination commences.

5.4 Early Declaration of Results

The student can apply for early declaration of Term-End-Examination result with a fee of Rs.1000/- per course. **The application for early declaration of result shall be entertained only if the student as been selected for any post or applied for further studies.** The student must compulsorily submit documentary evidence (proof) in support of the reason or 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.

5.5 Re-evaluation of Answer sheets 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.750/- per course. The request for reevaluation 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.750/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Re-evaluation form. Format is available in IGNOU website: www.ignou.ac.in

For any change in the above information, please check the University website www.ignou.ac.in from time to time.

7. OTHER USEFUL INFORMATION

CHANGE/ CORRECTION OF ADDRESS AND STUDY CENTRE

There is a printed proforma for change/correction of address and change of Study Centre provided in the Programme Guide given/sent to the admitted learners along with the study material in the very first lot of despatch. In case there is any correction/change in the address, the learners are advised to make use of the proforma provided in the Programme Guide and send it to the Regional Director concerned who will make necessary corrections in the database and transmit the corrected data to Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi-110068. Requests received directly at SRD, New Delhi, or any other Office of the University will not be entertained. The form of change of address can also be downloaded from IGNOU Website www.ignou.ac.in Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to redirect the mail to the changed address during this period. In case a change of Study Centre is desired, the learners are advised to fill the Proforma and address it to the Regional Centre concerned. Since counseling facilities are not available for all Programmes at all the Centres, learners are advised to make sure that counseling facilities are available, for their subjects, at the new centre they have opted for. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new centre asked for. Change of Address and Study Centre are not permitted until admissions are finalized. Similarly, change of Study Centre is not permissible in programmes where practical components are involved.

CHANGE OF REGION

When a learner wants transfer from one region to another, he/she has to write to that effect to the Regional Centre from where he/she is seeking a transfer marking copies to the Regional Centre where he/she would like to be transferred to. Further, he/she has to obtain a certificate from the Coordinator of the Study Centre from where he/she is seeking transfer regarding the number of assignments submitted. The Regional Director from where the learner is seeking the transfer will transfer all records including details of fee payment to the new Regional Centre under intimation to the Registrar, Student Registration Division (SRD) and the learner as well. For change of Region in practical oriented Programmes like computer programmes, B.Sc. etc., 'No Objection Certificate' is to be obtained from the concerned Regional Centre/Study Centre where the learner wishes his/her transfer. In case any learner is keen for transfer from Army/Navy/ Air Force Regional Centre to any other Regional Centre of the University during the cycle/session, he/she would have to pay the fee-share money to the Regional Centre. In case the learner seeks transfer at the beginning of the session/cycle, the required programme course fee for the session/cycle shall be deposited at the Regional Centre. However, the transfer shall be subject to availability of seats wherever applicable. The learner can seek transfer to any other overseas study centre only after six months of Registration or submission of first year/semester assignments for the programme of one year or longer duration.

PREVENTION OF MALPRACTICE/NOTICE FOR GENERAL PUBLIC

Students seeking admission to various programmes of Indira Gandhi National Open University are advised to directly contact IGNOU headquarters at New Delhi or Regional Centres of IGNOU only. Students interacting with intermediaries shall do so at their own risk and cost.

However, in case of specific complaint regarding fraudulent institutions, fleecing students etc., please contact any of the following members of the Malpractice Prevention Committee:

1	Director, Research Unit	Tele: 2953 4336
2	Registrar, SRD	Tele: 2953 2741
3	Registrar SED	Tele: 2953 5828
4	Director, RSD	Tele: 2953 2118
5	Director, SSC	Tele: 2953 5714
6	Registrar, MPDD	Tele: 2953 4521
7	Deputy Registrar, F&A	Tele: 2953 4934
8	Deputy Registrar, SRD	Tele: 2953 1112

Alternatively complaints may be faxed on 29536588, 29532312.

Email: registaroffice@ignou.ac.in

Website: <http://www.ignou.ac.in>

Note: Except the above mentioned complaints, no other queries will be entertained at the above phone numbers.

As per directions of Hon'ble Supreme Court of India ragging is prohibited. If any incident of ragging comes to the notice of the authority the concerned student shall be given liberty to explain and if the explanation of the student is not found satisfactory, authority would expel the student from the University.

IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

In compliance with the guidelines of the Supreme Court, IGNOU has adopted a policy that aims to prevent/prohibit/punish sexual harassment of women at the workplace. Academic/non-academic staff and students of this University come under its purview.

Information on this policy, rules and procedures and updates regarding re-constitution of committees against sexual harassment can be accessed on the IGNOU website (www.ignou.ac.in). For details regarding reporting of incidents of sexual harassment, check the IGNOU website/Common prospectus.

For updates on constitution of various CASH committees, please visit the IGNOU website: www.ignou.ac.in

WHOM TO CONTACT FOR WHAT

1	Identity Card, Fee Receipt, Bonafide Certificate, Concerned Regional Centre Migration, Certificate, Scholarship Forms, change of name, correction of name/address	Concerned Regional Centre
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2	Non-receipt of study material and assignments Concerned Regional Centre	Concerned Regional Centre
3	Change of Elective/Medium/opting of left over Concerned Regional Centre electives/ Deletion of excess credits	Concerned Regional Centre
4	Readmission and credit transfer	Student Registration Division, Block no. 1 & 3 IGNOU Maidan Garhi, New Delhi - 110068
5	Purchase of Audio/Video Materials	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068
6	Academic content	Director, SOGDS and Programme team of WGS,SOGDS, Block # 15B, School of Gender and Development Studies, IGNOU, Maidan Garhi New Delhi - 110068
7	Approval of project synopsis and topic	Project Coordinator, SOGDS, Block # 15B, School of Gender and Development Studies, IGNOU, Maidan Garhi New Delhi - 110068 Ph. 011-29571615
8	Student Support services, Student grievances, Pre-admission enquiry of various courses	Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi – 110068 E-mail : ssc@ignou.ac.in Tel.Nos: 011 29572514

Annexure I

POST-GRADUATE DIPLOMA PROGRAMME IN WOMEN'S AND GENDER STUDIES (PGDWGSR) DETAILED PROGRAMME STRUCTURE

Introduction: Why Gender Studies?

MWG101: Theories of Women and Gender studies

Block 1: History of Movements

Unit 1: Woman as Question/ Woman in Question: India

Unit 2: Woman as Question/ Woman in Question in the West

Unit 3: Black Feminism

Unit 4: Feminisms

Block 2: Women and/in Movements

Unit 5: Peasant and Working class

Unit 6: Dalit feminism

Unit 7: Eco-feminism

Block 3: Queer Liberation

Unit 8: Constructing Sexualities: Issues

Unit 9: Queer movements

Unit 10: Legal Issues: Case Study of Section 377

Unit 11: Interrogating Terminologies of Gender Identity

Unit 12: Queer Discourses: Literary and Cultural Perspectives

Unit 13: Queer Theory: Indian and Western Perspectives

Block 4: Feminist Critiques of Knowledge

Unit 14: Natural Science

Unit 15: Social Sciences

Unit 16: Humanities (Literature/Philosophy/Psychoanalysis)

Block 5: Feminist Theories

Unit 17: Formative Feminisms

Unit 18: Feminism and Psychoanalysis: Interrogating Oedipus

Unit 19: Postcolonial Feminism

Unit 20: Disability and Feminism

MWG102: GENDER AND POWER

Block 1 Concepts

Unit 1: Women and Patriarchy

Unit 2: Sex and Gender

Unit 3: Masculinities

Unit 4: Power and its Manifestations

Unit 5: Private and Public Dichotomy

Block 2 Gender and other Structural Inequalities

Unit 6: Class and Gender

Unit 7: Caste and Gender

Unit 8: Race and Ethnicity

Unit 9: Normative & Non-normative Sexualities

Block 3 Gender, State and Community

Unit 10: Nationalism and Citizenship

Unit 11: Nation and Nationalism: Indian Perspectives

Unit 12: Regions and Regionalism

Unit 13: Religious Minorities and Communalism

Block 4 Gender and Institutions

Unit 14: Family and Marriage

Unit 15: Gender and Education

Unit 16: Gender and Law

Unit 17: Women and Work

MWG103: CONSTRUCTING GENDER THROUGH ARTS AND MEDIA

Block 1 Gender & Literature

Unit 1 Ways of Reading and Interpreting

Unit 2 Ways of Writing

Unit 3 Critical approaches

Unit 4 Feminism & Deconstruction

Unit 5 Queer Writings/writers

Block 2 Gender, Film and Cinema

Unit 6 Gaze/ Eye of the Camera

Unit 7 Representations

Unit 8 Spectatorship, Censorship and Critical Analysis

Unit 9 Queer (ing) Cinema

Block 3 Gender and Performance in India

Unit 10 Construction of Tradition

Unit 11 Gender and Performativity

Unit 12 Stage and Theatre

Block 4 Visualizing Gender

Unit 13 Print and Other Media

Unit 14 Gender on Television

Unit 15 Painting & Sculpture of the West: Renaissance and After

Unit 16 Painting and Sculpture of India

Unit 17 Gender, Space, Architecture

Unit 18 Engendering New Media –Cyberspace

MWG104: GENDERED BODIES AND SEXUALITIES

Block 1 Embodiment I

Unit 1 Understanding Embodiment

Unit 2 The Body in Bio-medicine

Unit 3 Labouring Body

Block 2 Embodiment II

Unit 4 Racialized Body

Unit 5 Performative Bodies

Unit 6 Commodified Bodies

Unit 7 Queer Body

Block 3 Abled Bodies and Disability

Unit 8 Discourses of Abilism and Disabilism

Unit 9 Disability, Sexuality and Motherhood

Unit 10 Disabled Masculinity

Block 4 The M/Other's Body

Unit 11 Culture and the Maternal Body

Unit 12 Reproductive Technologies

Unit 13 Surrogacy
Unit 14 Maternal body in Urban India
Unit 15 The Parental Body

Block 5 Sexual Cultures

Unit 16 Androgyny
Unit 17 Myth, Religion and the Body
Unit 18 Body in French Feminist Theory & Psychoanalysis
Unit 19 Sexualities across Cultures

MANE004: GENDER AND SOCIETY

Block 1 Approaches to the Study of Gender

Unit 1: Conceptual Perspectives on Gender
Unit 2: Patriarchy and Male Dominance
Unit 3: Discrimination and Subordination

Block 2 Theorising Gender

Unit 1: Theoretical Notions of Gender
Unit 2: Feminist Theories and Feminist Politics
Unit 3: Historical Development of the Study of Gender in Anthropology

Block 3: Social Construction of Gender

Unit 1: Socialisation and Gender Roles
Unit 2: Embodiment and Gender
Unit 3: Gender and the Life Course

Block 4 Gender Relations in Social Institutions

Unit 1: Kinship and Gender
Unit 2: Family and Gender
Unit 3: Religion and Gender
Unit 4: Education and Gender

Block 5 Gender and Work

Unit 1: Gender and Work Participation
Unit 2: Domestic Labour and Gender
Unit 3: Gender and Politics in the Workplace

Block 6: Social Stratification and Gender

Unit 1: Race and Gender
Unit 2: Class and Gender
Unit 3: Ethnicity and Gender
Unit 4: Caste and Gender
Unit 5: Women in Tribal Societies

Block 7: Cross Cultural Perspectives

Unit 1: Sexuality and Gender
Unit 2: Globalisation and Gender
Unit 3: Mass Media and Gender

Block 8: Women in India and Some Insights

Unit 1: Women's Movements in India
Unit 2: Empowerment, emancipation and policies in India
Unit 3: Women and Health

