

Sub: Regarding Evaluating of Projects/Field Work Journal of SOSW

Dear Sir/Madam,

At the outset the faculty at SOSW extend our warm greetings for the new year 2021. All of us are faced with certain concerns regarding the smooth running of our programmes under the Covid 19 situation. In this regard, I would like to draw your kind attention to the letter from Dr. V.B. Negi dated November 21, 2021 regarding the subject above (copy attached).

Since the faculty is receiving queries from the learners as well as from some of the Academic Counsellors/Field work supervisors, may I request you to kindly direct the concerned official in the Regional Centre to ensure that a copy of the attached letter of Registrar (SED) and the Evaluation Performa (copy attached) are e-mailed to all the study centre coordinators at the earliest. The study centre coordinators are to be directed to strictly follow the new guidelines so that the students have the required information regarding the timely submission of the Projects/Field Work Journals.

Hence the following aspects may attend to:

- i) All projects and Field Work Journals (hard copy only from January 2020 examination cycle) are to be submitted by the students directly to Regional Centre after the approval from their respective supervisors.
- ii) Each supervisor is expected to attach a signed copy of the "Evaluation Performa" along with the journal/projects based on which the Regional Centre may release their payments for supervision.
- iii) No payment for evaluation is made from Regional Centre to the evaluators as per the existing practice.
- iv) Kindly upload a copy of the 'Evaluation Performa' in Regional Centre's website as well as that of the Study Centres. In the fresh printing of Journals as well as the programme guide we shall be including a copy of the 'Evaluation Performa' for ready access.
- v) The SED will get the Journals/Projects evaluated directly through the approved evaluators at the headquarters.

For any further clarification, kindly feel free to contact the undersigned or the concerned programme coordinators from SOSW.

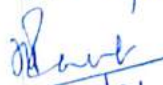
With best wishes,

Yours sincerely,


(Rose Nambiakkim)
14/01/2021

डॉ. रोज़ नंबीक्किम / Prof. Rose Nambiakkim
डायरेक्टर (स.स.स.) / Director (SOSW)

Director CRSDP I/C - For a.c. pt.


14/1/21

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इग्नू
जन-जन का
विश्वविद्यालय

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



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THE PEOPLE'S
UNIVERSITY

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

Dated: November 21, 2020

The Regional Director
All Regional Centres.

Sir/Madam,

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

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

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

With warm regards,

Yours sincerely,

(V. B. Negi)

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

Copy to:

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

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Form for evaluating Field Work/Project Work for MSW/MSW (C)/BSW/PGD/COUN/CSWC JS

Name of the Programme: _____, Programme code: _____

Name of the Student: _____

Enrolment number: _____

Contact details: _____

For IGNOU empanelled Supervisor:

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

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

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

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

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

Name of Supervisor: _____

Contact Details: _____

Date of Appointment as Supervisor in IGNOU: _____

Study Centre code: _____

Regional Centre Code: _____

Journal/Project work: Date of submission _____