

## **GUIDELINES FOR THE LEARNER SUPPORT CENTRES**

### **MAPC INTERNSHIP (MPCE015/025/035)**

Internship should be forwarded to RC with awards of Academic Counselor & Agency Supervisor in the sealed Envelope, Registration Details, Grade Card (as available on IGNOU Website) and Hall ticket of TEE (for MPCE015/025/035 as applicable) by the Concerned Study Centre.

### **MAPC PROJECT (MPCE 016/026/036)**

#### **SYNOPSIS SUBMISSION AND EVALUATION**

1. Project (MPCE 016/026/036) is a compulsory course in the Second year of MA Psychology (MAPC). The learner will prepare a synopsis for the Project under the supervision of a Guide and submit the synopsis at the Regional Centre (RC).
2. The RC will then get the synopses evaluated by the experts from the approved list of synopsis evaluators provided by the Discipline of Psychology, IGNOU, New Delhi. The RC will invite the experts and get the synopses evaluated at the RC. Guidelines for synopsis evaluation (Appendix III) and the format for synopsis evaluation (Appendix II) need to be provided to the evaluators. TA and payment for synopses evaluation will be as per IGNOU norm. The RC may arrange for evaluation of around 25 synopses per evaluator in a day.
3. Pre-conditions for synopsis evaluation:
  - i. Learner should have successfully completed MPC 005 and MPC 006 in the First Year of MAPC. If not, synopsis of such a learner will not be evaluated and returned to the learner by the RC.
  - ii. Learner should have taken an approved Guide (Appendix I) for Project. Guide may be an academic counselor or from the **LIST OF APPROVED GUIDES** (provided by the Discipline of Psychology) or any other expert from Psychology (as per the eligibility criteria given in the Handbook on Project). In case of the first two scenarios, they are already approved Guides. But in the third scenario, that is, if the learner is taking any expert from Psychology, the learner needs to take prior approval for the Guide (Appendix V) **through Regional Centre** from the Discipline of Psychology, SOSS, IGNOU, New Delhi before submitting the synopsis.
  - iii. All the formats enclosed with the synopsis are completely filled.

4. Hence it needs to be ensured that the learner has passed MPC 005 and MPC 006, has taken an approved Guide, and has filled up the enclosures completely before getting the synopsis evaluated.
5. The RC will provide the Acknowledgement for Synopsis submission (Appendix VI) to the learner in the prescribed proforma given in the Handbook on Project.
6. In case of non-approval of synopsis, it needs to be resubmitted by the Learner incorporating the suggestions/comments given by the Evaluator. RC will then get the resubmitted synopsis evaluated by the same evaluator.
7. In case of resubmission, the learner needs to enclose the previous suggestion and the synopsis along with the revised synopsis.
8. No Evaluator should be assigned more than 100 project synopses in a year for evaluation.
9. Each Regional Centre will send 2% of the project synopsis evaluated by the Synopsis Evaluators to the Discipline of Psychology for the purpose of monitoring.
10. Date range for synopsis submission is as follows:

July Batch: 1st October – 31st October

January Batch: 1st April – 30<sup>th</sup> April

**The learner needs to submit the synopsis within this date range only. Synopsis submitted after a particular date range will be considered in the next date range only.**

11. Learner will start the project work only after the approval of synopsis and Guide.
12. Learners need to enclose the following (**in this sequence only**) along-with the synopsis while submitting the same:
  - Proforma for approval of project synopsis (Appendix I)
  - Format for Synopsis Evaluation (Appendix II)
  - Guidelines for Synopsis Evaluation (Appendix III)
  - Consent Letter of the Guide (Appendix IV)
  - Format for Biodata of Guide (in case of Guide being other than Academic Counsellor or from the approved list provided by the Discipline of Psychology) (Appendix V)
  - **Copy of the Registration Status.**
  - Copy of Grade card regarding completion of MPC 005 and MPC 006
  - **Synopsis signed by the Learner and Guide.**
13. **Synopsis should be forwarded to RC by the Concerned Study Centre.**

## **PROJECT DISSERTATION SUBMISSION AND EVALUATION**

1. After synopsis approval, the Learner will start the Project work, complete it and submit one copy of the project dissertation at the RC.
2. Evaluation of MAPC Project consists of evaluation of the project dissertation and viva-voce.
3. **Project should be forwarded to RC with Approved Synopsis, Registration Details, Grade Card (as available on IGNOU Website) and Hall ticket of TEE (for MPCE016/026/036 as applicable), by the Concerned Study Centre.**
4. RC will carry out the evaluation of dissertation and conduction of viva-voce by External Examiner from the approved list provided by the Discipline of Psychology, IGNOU, New Delhi.
5. RC will send the dissertation to the External Examiner along-with the Evaluation Scheme (Appendix XII) for Project to be evaluated. After receiving the evaluated dissertation, the RC will conduct the Viva-voce of the Learners by the same External Examiner.
6. It may be ensured that the External Examiner should not have guided the Learners for whom s/he is evaluating the dissertation and conducting the viva-voce.
7. Date range for submission of Project Dissertation is as follows:
  - July Batch: 31<sup>st</sup> May
  - January Batch: 30<sup>th</sup> November
8. Date range for Term end exam (Viva-voce) of Project (MPCE 016/026/036) is as follows:
  - July Batch: 1<sup>st</sup> July – 14<sup>th</sup> August
  - January Batch: 1<sup>st</sup> January – 15<sup>th</sup> February
9. Thus, if the dissertation is submitted by 31<sup>st</sup> May, it will be considered for TEE during 1<sup>st</sup> July to 14<sup>th</sup> August. If it is submitted by 30<sup>th</sup> November, it will be considered for TEE during 1<sup>st</sup> January to 15<sup>th</sup> February.
10. After the Viva-voce, the RC is required to send the award forms to the Project Section, SED for uploading of marks.
11. The total mark in Project is 100. A learner is required to secure a minimum 40% to pass in Project.

12. In case a learner fails to secure the minimum 40% in Project (including both dissertation and viva-voce), s/he will be declared fail. In such a case, the learner has to take up a new topic for project, prepare synopsis, carry out the study and then submit dissertation. The learner may take the same Guide.
13. The RC can have the following check list to ensure that all enclosures are there in the dissertation before sending the same for evaluation to the External Examiner.
- Proforma for approval of project synopsis (Appendix I)
  - Format for Synopsis Evaluation (Appendix II)
  - Guidelines for Synopsis Evaluation (Appendix III)
  - Consent Letter of the Guide (Appendix IV)
  - Format for Bio-data of Guide (in case of Guide being other than Academic Counsellor or from the approved list provided by the Discipline of Psychology) (Appendix V)
  - Copy of Grade card regarding completion of MPC 005 and MPC 006
  - Synopsis

In case any of these is not there, the learner can be informed accordingly.

14. Important dates for MAPC project synopsis and dissertation are given in Appendix – XVI for the convenience and reference of the RC.

**The Coordinator of concerned Study Centers must be ensure that**

1. The student is eligible for submission of Synopsis/Project/Internship.
2. Project Guide to be selected as per the list attached. For more details see Point 3ii on page No. 1.
3. All required documents are attached with Each Synopsis/Project/Internship.
4. Awards of Academic Counsellor and Agency Supervisor are attached with Internship in the sealed envelopes.
5. Data of the Synopsis, Project and Internship is maintained by the Study Centre in the attached proforma with approval letter. Whenever required by RC, the same may be collected from the Study Centers in the prescribed format only.

**APPENDIX - XVI**

**IMPORTANT DATES FOR MAPC PROJECT SYNOPSIS AND DISSERTATION**

**(From Synopsis preparation to Term End Examination of Project)**

Sl. No.	Activity	Date Range	
		July Session	January Session
1	Synopsis submission	1 <sup>st</sup> October – 31 <sup>st</sup> October	1 <sup>st</sup> April – 30 <sup>th</sup> April
2	Synopsis evaluation	1 <sup>st</sup> November – 31 <sup>st</sup> December	1 <sup>st</sup> May – 30 <sup>th</sup> June
3	Return of Evaluated Synopsis to Learners by the RC	1 <sup>st</sup> – 15 <sup>th</sup> January	1 <sup>st</sup> – 15 <sup>th</sup> July
4	Project Dissertation submission	31 <sup>st</sup> May	30 <sup>th</sup> November
5	Project TEE (dissertation evaluation & Viva-voce)	1 <sup>st</sup> July – 14 <sup>th</sup> August	1 <sup>st</sup> January – 15 <sup>th</sup> February