

SOP ON BSWGOL PROGRAMME

- ❖ After the registration and confirmation of admission by Student Registration Division (SRD), SRD will be sending the data to the Center for Online Education (COE), Regional Services Division (RSD) and Programme Coordinators. RSD will be sending the student's data to the designated Nodal Regional Center (RC).

- ❖ **Use an e-portfolio meaningfully:** Each student and field work supervisor will have a unique ID for operating on e-portfolio for their respective role.

- ❖ COE will send the credentials to the enrolled learners. Learner can access Learning Management System (LMS) of IGNOU through his/her credentials. Once learner accesses the e-portfolio with their respective credentials, the entire academic information, e-content, videos will be available to the learner. The assignments and e-fieldwork journal should be downloading from LMS and uploaded after completion, within the stipulated time.

- ❖ **Medium of instruction:** The medium of instruction is only English only. All the Self Learning Material (SLM) and video content is available in English only. The assignment and Term End Exam (TEE) question paper will be provided in English only.

- ❖ **Induction/orientation meeting:** Designated/Nodal RC will conduct an induction meeting on time for every admission cycle. Programme Coordinators of BSWGOL will participate to orient the learners about the programme.

- ❖ **Online academic counseling sessions:** Online academic counseling sessions will be conducted by academic counselors from designated nodal regional center through online platforms. The nodal RC will coordinate the same.

Guidelines for fieldwork

- ❖ **E-portfolio**-It is specially designed for BSWGOL programme. The learners will type their field work report in an Editable-PDF. Later, it has to be submitted on LMS portal for evaluation. Learners can access the LMS portal with individual credentials through lms.ignouonline.com.
- ❖ **Field work supervisor (FWS):** Professional Social Worker (minimum qualification-Master of Social Work with 2 years' experience), who has been approved by IGNOU as field work supervisor would serve as field work supervisor.
- ❖ Fieldwork Supervisor will be assigned by the designated Nodal Regional Centre to each learner of BSWGOL (for national learners only). **Only ten students should be assigned to one fieldwork supervisor.** Both the student and supervisor should be informed after allotment of supervisor.
- ❖ In case of international learner, he/she is required to identify the fieldwork supervisor (with BSW/MSW Degree and minimum of 2 years' experience) for his/her field work supervision from their country and send the CV to programme co-coordinators for verification. However, **Remuneration to the International FWS will not be paid by IGNOU.**
- ❖ **Field work supervision:** The field work supervisor (FWS) will provide field work supervision through online platforms like Whatsapp video, Google meet, Zoom, Skype or any other online platforms.
- ❖ Field work supervisor will supervise the students for their fieldwork which includes:
 - Conducting Induction meeting online
 - Helping students to identify a suitable NGO /organization/agency for fieldwork

- Issuing letters/email to students for doing fieldwork. The organization where students are placed often requires letter from institution which can be issued by the Fieldwork supervisor/Regional Centre.
 - A minimum of 5 Individual Conferences are to be held online by the fieldwork supervisor with the student where guidance related to fieldwork, discussing issues, writing reports, planning, organizing etc.. are to be given.
 - The fieldwork reports are to be evaluated regularly and feedback given LMS portal only.
- ❖ **Writing reports:** Learner will write fieldwork reports in the designated space provided in the e-portfolio. Guideline given in the fieldwork journal (E-portfolio on LMS) has to be followed to write the reports. Later the report has to be uploaded on the E-portfolio after completion. Regular feedback on the reports should be given by supervisor during ICs and comment written with signature of the supervisor at the space provided on e-portfolio.
- ❖ After completion of the fieldwork, the student has to submit/upload the completed fieldwork journal on the LMS. Fieldwork supervisor can then access the fieldwork journals after obtaining login credentials from COE through their respective regional centers. Fieldwork supervisor should then write global comments in the fieldwork journal based on the fieldwork done by the students and reports written. The global comments are written based on knowledge, attitude and skills.
- ❖ **Evaluation of fieldwork Journals:** Evaluation of fieldwork journals will be done only at the headquarters. Approved list of external examiners for fieldwork evaluation are provided by the school (List attached for School Board approval) to the SED. Project Section (SED) will download the fieldwork journals from the LMS and send to approved evaluators along with award list and bill through email (as done in case of ODL programmes of SOSW). The

evaluators after evaluating the fieldwork journals online will send back the award list and bill to SED for updation of marks.

- ❖ **Payment:** Once the FWS evaluates and writes the global comments in the field work journal, COE should generate/give the **supervisors work completion certificate** for the payment purpose. The payment for Field work supervision and academic counseling will be as per the BFSW (ODL programme) norms. The payment will be made by nodal RC (which will allot the fieldwork supervisor). The payment for evaluation of Fieldwork journals by evaluators at Headquarters will be done by SED as is the practice prevalent in case of ODL programmes of SOSW.

Guidelines for Assignment

- ❖ **Assignment submission:** The learners can access all the assignments (semester wise) on LMS and once they have written the assignments, they can submit them back on LMS only. Hard copy of assignments **should not be submitted at study Centre/ regional canter/headquarters.**
- ❖ **Assignment evaluation:** The academic counselor can access and evaluate the assignments by getting login credentials from COE through their Nodal Regional center and provide grades on LMS only.

Guidelines for TEE

- ❖ **Online exam:** International learners will write examination through online proctored examinations method.
- ❖ **Pen and paper:** The national learners can write exams just like ODL method through Pen and paper:
 1. Reports of orientation visits, IC, self-evaluation report, summary report of First Semester Field work, Term-End Self-Assessment Form and the checklist should be completed

before the final submission of field work journal. The completed field work report has to be submitted to the FWS and to get his/her e signature on the same.

2. Completed journal duly signed by the fieldwork supervisor should be submitted directly on E-portfolio.

Programme Coordinators

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