

# **MASTER OF ARTS (ECONOMICS)**

## **PROGRAMME GUIDE**

**Please keep this Programme Guide safely till you complete the Programme. You will need to consult it while working on the Programme.**



**School of Social Sciences  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi- 110068**

**Printed material is our backbone which is prepared by teams of experts keeping in view the interest of the learner group. Nationally and internationally distinguished academics and professionals prepared the Programme outline. The course material is developed and presented in such a manner that the students can study it by themselves with a little assistance from our Counsellors at the Study Centres. Further, many of the relevant textbooks and reference books are available in the libraries attached to the Study Centres and Regional Centres. The students are advised to study the print materials supplied by IGNOU seriously, consult the suggested readings available in the Study Centres, watch the audio/video programmes prepared by IGNOU, participate in the academic counselling sessions and teleconference sessions in the Study Centres and submit the assignments in time so as to be able to complete the programme successfully.**

### ***Important Information***

*“The University sends study materials to the students by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that.”*

*“In case you want to have access to IGNOU course materials in electronic form you may visit the website – [www.egyankosh.ac.in](http://www.egyankosh.ac.in) .”*

*“Assignments are uploaded online on the University’s website. Students are advised to download it from the IGNOU website – [www.ignou.ac.in](http://www.ignou.ac.in).”*

*“The students are specifically instructed to submit the Examination Forms through online mode ONLY and as suggested under Section 7.2. Students are also advised to submit the Registration/Re-registration Forms through online mode ONLY and with late fee as per instructions given under Section 4. If any student sends the Registration/Re-registration Forms, Examination Forms at wrong places and thereby misses the scheduled date and consequently a semester/year, he/she will have no claim on the University for regularization.”*

### ***Regional Centres and Study Centres***

*“A Complete list of Regional Centres of the University, their jurisdiction and Study Centres/Learner Support Centres for M.A. History is given at our website. Please visit the website to check them ([www.ignou.ac.in](http://www.ignou.ac.in)).”*

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## **Print Production**

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*Further information on the Indira Gandhi National Open University courses may be obtained from the University’s office at Maidan Garhi, New Delhi-110 068 or the official website of IGNOU at [www.ignou.ac.in](http://www.ignou.ac.in)*

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# 1. THE UNIVERSITY

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

- democratizing higher education by taking it to the doorstep of the learners
- providing access to 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.

The University began by offering two academic programmes in 1987, viz., Diploma in Management and Diploma in Distance education, with a strength of 4528 students. Today, it serves the educational aspirations of over 2.6 million students in India and 36 other countries through a network of 21 schools of studies and a network of 61 Regional Centres, about 3000 learner support centres and about 60 overseas centres. The University offers about 350 certificate, diploma, degree and doctoral programmes, with strength of around 420 faculty members and academic staff at headquarters and regional centres and about 36000 academic counselors from conventional institutions of higher learning, professional organizations, and industry among others.

## **Prominent Features**

IGNOU has certain unique features such as:

- international jurisdiction
- flexible admission rules
- individualized 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
- resource sharing, collaboration and networking with conventional universities, open universities and other institutions/organizations
- socially and academically relevant programmes based on students need analysis
- convergence of open and conventional education systems

## **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 24-hour Educational TV Channels ‘Gyan Darshan’. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU
- Launch of ‘EDUSAT’ videoconferencing channel
- Launch of ‘Gyan Vani’ and other dedicated educational FM channels

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## **2. THE SCHOOL OF SOCIAL SCIENCES**

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All academic programmes and courses are developed by the 21 Schools of Studies of the University. School of Social Sciences is the biggest school in terms of the number of disciplines, courses offered and faculty strength. The School enfold eight disciplines, viz., Anthropology, Economics, History, Library and Information Science, Political Science, Public Administration, Psychology and Sociology. It offers a large number of academic, professional and socially relevant programmes of study for award of Ph.D. Degrees, M.Phil. Degrees, Master’s Degrees, Bachelor’s Degrees, Post-Graduate Diplomas, Diplomas and Certificates.

Economics Faculty offers Ph.D. programme in Economics, M. Phil. in Economics, M. A. in Economics, and Bachelor’s Degree.

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## **3. MA (ECONOMICS) PROGRAMME STRUCTURE**

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The MA (Economics) programme offers an opportunity to learners for higher studies in Economics. Besides offering the core courses available in other universities, it includes themes in some of the emerging areas in economics such as insurance, finance and public policy that are expected to be extremely useful in the present scenario of economic liberalization and globalisation. In addition, the MA (Economics) programme provides scope for inter-disciplinary studies by adopting courses such as Public Policy and E-Governance.

### **Eligibility**

In keeping with the policy of ‘openness’ and ‘flexibility’, admission to MA (Economics) is open to those having a Bachelor’s degree from any recognized university in any discipline including those who have not studied Economics at the graduate level. There is no entrance test for seeking admission into the programme. There is no age bar for admission.

Some of the courses require an understanding of mathematical applications, particularly calculus and linear algebra. Therefore, students are expected to be conversant with basic mathematics covered at +2 level.

Master’s degree awarded without a first degree is not recognized for purposes of admission to IGNOU’s academic programmes.

### **Duration**

The MA (economics) programme can be completed in a minimum of **two** years and a maximum of **five** years duration.

### **Medium of Instruction**

The MA (Economics) programme is offered in both English and Hindi. The student has to opt for a particular medium of study while applying for admission into the programme.

## Credits

The University follows the credit system for most of its programmes including MA (Economics). Each credit in our system is equivalent to 30 hours of student study comprising all learning activities (i.e., reading and comprehending print material, listening to audio-based materials, watching video-based materials, attending counseling sessions, teleconference and writing assignment responses). For obtaining MA (Economics) degree a student has to successfully complete courses worth 66 credits.

## Structure of the Programme

The Programme comprises 66 Credits covered through 11 Courses. A learner is required to complete 9 compulsory and 2 optional Courses. In the first year there are **five compulsory courses**. In the second year a learner has to take **four compulsory and two optional courses**.

The details of the courses are given below.

Sl. No	Course Code	Title of the course	Type of course compulsory/ optional	Credits	Number of Blocks
<b>First Year Courses</b>					
1.	MEC-101	Microeconomic Analysis	Compulsory	6	7
2.	MEC-002	Macroeconomic Analysis	Compulsory	6	7
3.	MEC-103	Quantitative Methods for Economic Analysis	Compulsory	6	6
4.	MEC-004	Economics of Growth and Development	Compulsory	6	6
5.	MEC-105	Indian Economic Policy	Compulsory	6	6
<b>Second Year Courses</b>					
6.	MEC-006	Public Economics	Compulsory	6	5
7.	MEC-007	International Trade and Finance	Compulsory	6	6
8.	MEC-108	Economics of Social Sector and Environment	Compulsory	6	6
9.	MEC-109	Research Methods in Economics	Compulsory	6	5
10.	MECE-001	Econometric Methods	Optional	6	5
11.	MECE-003	Actuarial Economics: Theory and Practice	Optional	6	7
12.	MECE-004	Financial Institutions and Markets	Optional	6	5
13.	MECP- 101	Project Work	Optional	6	Project Guide
14.	MGSE-009	Gender Issues in work employment and Productivity	Optional	4	3
15.	MWG-011	Women in the Economy	Optional	8	6
16.	MEDSE-046	Development: Issues and Perspectives	Optional	6	5

Two of the optional courses, viz., MECE-001: Econometric Methods, and MECE-003: Actuarial Economics: Theory and Practice are quite mathematical in nature. Please note that two of the optional courses, viz., MWG-11: Women in the Economy, and MGSE-009: Gender Issues in Work, Employment and Productivity have to be opted together.

### **Course Preparation**

Learning material is specially prepared by teams of experts drawn from different universities and institutions in the area throughout the country as well as the in-house faculty. The outline of a course is finalised by the Expert Committee while the print material is written by course writers. Before final printing, the materials undergo several rounds of scrutiny by course coordinators and editors. Audio and video programmes are produced in consultation with subject experts, in-house faculty and producers. The audio-video materials are previewed and reviewed by the faculty as well as outside experts before they are despatched for broadcast/telecast.

### **Programme Delivery**

The methodology of instruction in IGNOU is different from that of conventional universities. The Open University system is more learner-oriented and the learner is an active participant in the teaching and learning process. Most of the instructions are imparted through distance education methodology and face-to-face mode as per requirement. The University follows a multi-media approach for instruction comprising self-instructional print material, audio-visual material, counseling sessions, teleconferences and assignments.

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## **4. SCHEME OF STUDY**

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The university reserves the right to change the rules from time to time. However, latest rules will be applicable to all the students irrespective of year of registration. The Programme is offered twice a year, in January and July.

### **Despatch of Study Material**

For MA (Economics) programme all the study material will be despatched in two instalments. The first instalment will be made within 4 weeks of the last date of admission and the second despatch will be made by November/December (for July admission cycle) or by May/June (for January admission cycle). Along with the study material you will also receive Programme Guide and Assignments. If any thing is missing please ask for it. If you do not get material in time or receive defective material write to the 'Regional Director' of your Regional Centre.

### **Decide Your Time Schedule**

The University offers flexibility and openness in the courses and duration for the completion of programmes. You should take full advantage of this flexibility. As indicated earlier you can finish this programme in two years if you clear 66 credits. If you are not able to complete it within this period you can take a maximum of five years to complete it. It would be better if you plan it in a systematic way. Within two years you will receive study materials and assignments according to scheme of study but it is up to you to decide which courses you will complete in a particular year. Completion of a course would involve studying the course, completing the assignments and appearing in TEE.

You will have to devote approximately 180 hours of study to complete a six-credit course. For the five courses of 6 credits each in the first year you need to put in about 900 study hours. You have to adjust your reading schedule keeping this workload in view. For example, if you could study for 300 days in a year, you need to put in on an average 3 hours per day. It is helpful to study consistently throughout the year rather than two or three months before the examinations.

If you are busy elsewhere and not able to fully devote yourself to the programme you should fix your targets every year. If you feel that instead of 30 credits you would do only 24 or 18 credits plan it from the beginning of the year, study only these courses, do the assignments for them and appear for TEE. Carry over the rest to next year. Again next year, decide your goals for that year. Whenever you decide to do the previous year's course ask for fresh assignments in the beginning of the year, submit them according to the schedule and appear in the TEE. Through a proper planning you can finish this programme according to your convenience.

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## 5. FEE STRUCTURE AND SCHEDULE OF PAYMENT

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The programme fee is Rs.14000/- to be paid in two instalments. The fee for the first year (Rs. 7400) should be paid in lump sum along with the filled in application form for admission. In the 2<sup>nd</sup> year the fee (Rs. 7200/-) is to be paid as per schedule without waiting for any communication from the University.

Year	Amount	When and How to Pay	Where to Submit
1 <sup>st</sup>	Rs.7400/-	Along with the admission form	Online submission For Latest information see website: <a href="http://www.ignou.ac.in">www.ignou.ac.in</a>
2 <sup>nd</sup>	Rs. 7200/-	<p><b>July admission cycle</b> – 1<sup>st</sup> February to 31<sup>st</sup> March</p> <p><b>January admission cycle</b> – 1<sup>st</sup> August to 30<sup>th</sup> September</p> <p>To be submitted along with prescribed <b>Re-registration form</b></p>	

The University can revise the programme fee. The revised fee shall be payable by you as per schedule of payment notified by the university.

The programme fee should be paid only by means of **Debit Card/Credit Card through online mode only.**

Timely payment of programme fees is the responsibility of the student. Students are expected to remit fee as early as possible without waiting for the last date.

### Registration in 2<sup>nd</sup> year

After the 1<sup>st</sup> year, whether you pass/attempt the first year examination or not, you can seek admission for the 2<sup>nd</sup> year by submitting the programme registration form with requisite programme fee within the re-registration schedule as notified by the university. At present 2<sup>nd</sup> year registration is to be done between **1<sup>st</sup> Feb to 31<sup>st</sup> March** for July Session and **1<sup>st</sup> August to 30<sup>th</sup> September** for January Session. With late fee registration can be done as per following scheme:

Sl.No	July Session	January Session	Late Fee
1.	1 <sup>st</sup> April to 30 <sup>th</sup> April	3 <sup>rd</sup> October to 31 <sup>st</sup> October	₹200
2.	1 <sup>st</sup> May to 31 <sup>st</sup> May	1 <sup>st</sup> November to 30 <sup>th</sup> November	₹500
3.	1 <sup>st</sup> June to 20 <sup>th</sup> June	1 <sup>st</sup> December to 20 <sup>th</sup> December	₹1000

(Re-registration form is to be submitted through **online** mode only.)

**Note: Even if the university does not send any communication for re-registration in 2<sup>nd</sup> year, you are advised to visit our website [www.ignou.ac.in](http://www.ignou.ac.in) during the relevant months as mentioned above to seek registration.**

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## 6. INSTRUCTIONAL SYSTEM

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The methodology of instruction in this University is different from that in the conventional universities. The Open University System is more learner-oriented in which the student is an active participant in the teaching-learning process. Most of the instruction is imparted through distance rather than face-to-face communication.

The University follows a multi-media approach for instruction. It comprises,

- self-instructional print material
- audio and video cassettes
- audio-video programmes transmitted through Television and Radio
- teleconferencing session
- face-to-face counselling at Study Centres by Academic Counsellors
- assignments

### 6.1 Print Material

Print material is the primary form of instructions. You should concentrate mainly on the printed materials that we send you periodically. The printed material would be sufficient to write assignment responses and prepare for the TEE.

#### How to use Print Material

The print material prepared by the University is self-instructional in nature. Each course has been divided into a number of Blocks, generally 6-7 Blocks for an 6 credit course. Each Block consists of a number of Units. Normally, all the Units covered in one Block have a thematic unity. The first page of each Block indicates the contents of each Block, i.e., the number and titles of the Units covered in that Block. This is followed by a brief introduction to the Block. The Block introduction explains the coverage of the Block as a whole as well as the coverage of each Unit in that Block. In the first Block of every course we have a course introduction, which would give you an idea about the main thrust and contents of the course.

Each Unit is structured in a way that facilitates self-study for you. Each Unit begins with **Objectives** which will provide you an idea on what you are expected to learn from the Unit. The **Introduction** provides an overview of the major theme of the unit. An attempt is made to forge a link with the topics of the previous Units and the topic to be covered in the present Unit. This is followed by the main text, which is divided, into various sections and sub-sections.

The section **Let Us Sum Up** gives a brief account what has been discussed in the whole Unit. This summary enables you to recall the main points covered in the Unit. To facilitate comprehension, important words/terms covered in the Unit are explained in the section **Key Words**. Some books for additional reading are suggested in the section **Some Useful Books**. Some of these books would be available in the Study Centre. The **Check Your Progress** exercises given in the end of a section are intended to give you an idea about the nature of questions that may be asked in the TEE. **Questions in Check Your Progress are for your practice only, and you should not submit answers to these questions to the University for assessment.**

Read the Units carefully and note down the important points. You can use the space in the margin of the printed pages for making notes and writing your comments. While reading the Units you may mark the difficult words and look for the meaning of such words under the section **Key Words** or in a dictionary. If you still do not understand something, consult your counsellor during the face-to-face sessions at the Study Centre for clarification.

## 6.2 Counselling

In distance education, face-to-face contact between the learners and their tutors/counsellors is an important activity. The purpose of such an interaction is to answer some of your questions and clarify your doubts, which may not be possible through any other means of communication. It is also intended to provide you an opportunity to meet fellow students. There are experienced academic counsellors at the Study Centres to provide counselling and guidance to you in the courses that you have chosen for study. The counselling sessions for each of the courses will be held at suitable intervals throughout the academic session. Attendance in the counselling sessions is not compulsory. However, they may be useful in certain respects such as: to share your views on the subject with teachers and fellow students, comprehend some of the complex ideas or difficult issues, and get clarifications for many doubts which you would not otherwise try to raise.

Face-to-face counselling will be provided to you at the Study Centre assigned to you. You should note that the counselling sessions will be very different from the usual classroom teaching or lectures. Counsellors will not be delivering lectures or speeches. They will try to help you to overcome difficulties, which you face while studying for this programme. In these sessions you must look into the subject-based difficulties and any other issues arising out of such difficulties. Besides, some of the audio and videocassettes that are available at that time will be played in the counselling sessions. For a 6-credit course there will be counselling of 18 hours duration. In case there are less than 10 students in a Study Centre, then intensive counseling sessions will be held which essentially means that 40 per cent of the prescribed counseling sessions are to be conducted within a week's time.

**Before you go to attend the counselling sessions, please go through your course material and note down the points to be discussed.** Unless you have gone through the Units, there may not be much to discuss. Try to concentrate on relevant and important issues. Try also to understand each other's points of view. You may also establish personal contact with your fellow participants to get mutual help for academic purposes. Try to get the maximum possible help from your counsellors.

### 6.3 Study Centre

To provide effective student support, we have set up a number of Study Centres all over the country. You will be allotted one of these Study Centres taking into consideration your place of residence or work. However, each Study Centre can handle only a limited number of students and despite our best efforts, it may not always be possible to allot the Study Centre of your choice. The particulars regarding the Study Centre to which you are assigned will be communicated to you. The list of Study Centres activated for MA (Economics) please visit ignou's website [www.ignou.ac.in](http://www.ignou.ac.in)

Depending upon low enrolment in a Study Centre, or due to other operational reasons, the University may de-activate a Study Centre and the students of the de-activated Study Centre will be attached to another Centre. The concerned Regional Centre will inform the concerned students about the change after admissions are finalized.

A Study Centre will have six major functions:

- 1) **Counselling:** Face-to-face counselling for the courses will be provided at the Study Centres. The detailed programme of the counselling sessions will be sent to you by the Coordinator of your Study Centre.
- 2) **Evaluation of Assignments:** Tutor marked assignments (TMAs) will be evaluated by the Academic Counsellors appointed for different courses at the Study Centre. These assignments will be returned to you with tutor comments and marks obtained. These comments will help you in your studies.
- 3) **Library:** For each course some of the books suggested under 'Some Useful Books' will be available in the Study Centre Library. Audio and video programmes developed for MA (Economics) are also available in the Study Centre library.
- 4) **Information and Advice:** At the Study Centre you get relevant information regarding the courses offered by the University, counselling schedules, examination schedule, etc. You will also get guidance in choosing your optional courses.
- 5) **Audio-Video Facilities:** The Centres are equipped with audio-video facilities to help you make use of the audio and videocassettes prepared for different courses. Media notes of these audio-video programmes will also be available at the Study Centre. This will help you to know the contents of each programme.
- 6) **Interaction with Fellow-Students:** In the Study Centre you get an opportunity to interact with fellow students.

Please bring all your Units and your folder of corrected assignments with you when you come to the counselling session.

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## 7. EVALUATION

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The evaluation consists of two parts in theory courses: i) continuous evaluation through assignments, and ii) Term End Examination (TEE). In the final result all the assignments of a course carry 30 per cent weightage while 70 per cent weightage is given for TEE. For the course MECP-001: Project Report, which requires submission of a project report, there are no continuous evaluation and TEE. Evaluation for MECP-001 is on the basis of Project Report and viva-voce examination on the project report submitted.

Evaluation in MA (Economics) will be done under numerical marking scheme. The following is the scheme of awarding divisions:

I Division	-	60 per cent and above
II Division	-	50 per cent to 59.9 per cent
Pass	-	40 per cent to 49.9 per cent
Unsuccessful	-	Below 40 per cent

In order to complete a course successfully you are required to score at least 40 per cent marks in continuous evaluation (assignments) and at least 40 per cent in TEE. Overall score in a course is the total of the scores in assignment and TEE. The division with which you pass the MA (Economics) programme is decided on the basis of combined percentage of marks obtained in all the courses.

Students can take TEE for first year courses after completion of study of one year for the concerned courses. For example, students enrolled in July 2008 can take their TEE for first year courses in June 2009 or thereafter. Similarly, TEE for second year courses can be taken only after completion of one year of study in the second year. In case a student fails to qualify in a course s/he is allowed to take that course in any of the subsequent TEEs. Students have to successfully complete all the courses within 5 years of registration.

### 7.1 Assignments

Assignments constitute the continuous evaluation. Submission of assignments is compulsory. The marks that you get in your assignments will be counted in your final result. As assignments carry 30 per cent weightage in your final score in the course you are advised to take your assignments seriously. A simple omission on your part may cause loss to you and inconvenience at all levels in the University.

The main purpose of assignments is to test your comprehension of the learning materials you receive from us and also to help you get through the courses. The evaluators/ counsellors will send back the evaluated assignments with their comments. Do not forget to get back your evaluated TMAs along with a copy of the assessment sheet containing comments of the evaluator on your performance. The comments will surely guide you in your study and help in improving your comprehension.

The print materials should be sufficient for answering the assignments. At postgraduate level it is expected that you will consult other prescribed books also. You need not however worry too much about the non-availability of extra reading materials for working on the assignments. The

assignments are designed in such a way as to help you concentrate mainly on the print materials and your analytical capabilities.

*There is one TMA for each course. You have to submit the completed assignments before the deadline specified in the assignments booklet to the Coordinator of your Study Centre. You will not be allowed to appear for the TEE for a course if you do not submit the specified number of assignments in time for that course. If you appear in TEE without submitting the assignments, the result of TEE would be liable to be cancelled.*

The University/Coordinator of the Study Centre has the right not to entertain or reject the assignments submitted 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. Also maintain an account of the evaluated assignment responses. This will help you to represent your case to the University in case any problem arises.

If you do not get pass grade (40 per cent) in the assignment of any course, you have to submit a fresh assignment (meant for the next academic session) for that course. You cannot re-submit the answers to the old assignment. **To get fresh assignments you should contact your Study Centre/Regional Centre or download the assignments from IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in).** 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, committed by the evaluator. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of the Study Centre, so that the correct score is forwarded by him/her to the Student Evaluation Division (SED) at Headquarters. Score communicated by the Study Centre through any mode other than the award list will not be acceptable to the University for maintenance of student records.

*Do not enclose any other request or complaint along with the assignment responses. Send your requests/complaints separately to concerned Divisions/School.*

- 1) Write your Enrolment 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 assignment booklet.**

The top of the first page of your response sheet should look like this:

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	<b>ENROLMENT NO:</b> _____
<b>PROGRAMME TITLE:</b> _____	<b>NAME:</b> _____
<b>COURSE CODE:</b> _____	<b>ADDRESS:</b> _____
<b>COURSE TITLE:</b> _____	_____
<b>ASSIGNMENT CODE:</b> _____	<b>SIGNATURE:</b> _____
<b>STUDY CENTRE:</b> _____	<b>DATE:</b> _____

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- 3) Read the assignments carefully and follow the specific instructions, if any given on the assignment itself about the subject matter or its presentation.
- 4) Go through the Units on which assignments are based. Make some points regarding the question and then 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 the 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.
- 5) Use only foolscap size paper for your response and tie all the pages carefully. Avoid using very thin paper. Allow approximately 4 cm margin on the left and at least 4 lines in between each answer. This may facilitate the evaluator to write useful comments in the margin at appropriate places.
- 6) **Write the responses in your own hand and in your own words. Do not print or type the answers. Do not copy your answers from the Units/Blocks sent to you by the University or any other book. If you copy, you will be awarded zero.**
- 7) **Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.**
- 8) Write each assignment separately. All the assignments should not be written in continuity.
- 9) Write the question number with each answer.
- 10) The completed assignment should be sent to the Coordinator of the Study Centre allotted to you. Under any circumstances do not send the TMA response sheets to the Student Registration and Evaluation Division at Head Quarters for evaluation.
- 11) After submitting the assignment at the 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 TMAs only to the original Study Centre until the change of Study Centre is notified by the University.
- 13) If you find that there is any factual error in evaluation of your assignments, e.g., any portion of assignment response has not been evaluated or total of score recorded on assignment response is incorrect you should approach the Coordinator of your Study Centre for correction and transmission of correct score to headquarters.

## **7.2 Term End Examinations**

The University conducts Term End Examination (TEE) twice a year in the months of June and December. Students will be permitted to appear in TEE subject to the condition that registration for the courses in which they wish to appear is valid. Maximum time to pursue the programme is not elapsed and they have submitted the required number of assignment(s) in those courses by the due date.

## Examination Date Sheet

Examination date sheets (Schedule which indicates the date and time of examination for each course) are notified through IGNOU website– [www.ignou.ac.in](http://www.ignou.ac.in) from time to time. Thus, normally, the date sheet for June examination is available in April and for December examination in the month of September. You are advised to see whether there is any clash in the examination dates of the courses you wish to take i.e. examination of any two courses you wish to take are scheduled on the same day at the same time. If there is any clash, you are advised to choose one of them in that examination and the other course in the next examination (i.e., June or December as the case may be).

## Online Submission of Examination Form

It is an essential pre-requisite for you to submit the Examination Form for taking examination in any course. Examination Form is available online at IGNOU website. Only one form is to be submitted for all the courses in one term-end examination. **You need to pay separate fee for the examinations.**

A fee of ₹120/- per course is charged as examination fee. If result of the previous examination is not declared the fee for that course can be exempted while filling the form for the next exam. The detailed guidelines are available at ignou website [www.ignou.ac.in](http://www.ignou.ac.in). There is a separate late fee if forms are submitted after due date.

Keeping the interest of the students, University has approved the acceptance of the examination forms from the students through **online mode only**. The details are given below.

Description	June TEE	December TEE	Online submission
Without late fee	Upto 30 <sup>th</sup> April	Upto 31 <sup>st</sup> October	Online submission For Latest information see website: <a href="http://www.ignou.ac.in">www.ignou.ac.in</a>
Late fee of Rs. 1000/-	1 <sup>st</sup> May to 10 <sup>th</sup> May	1 <sup>st</sup> November to 10 <sup>th</sup> November	Online submission

**For update and recent notification kindly visit University's website: [www.ignou.ac.in](http://www.ignou.ac.in)**

The examination forms with the requisite late fee shall be submitted by the students from **1<sup>st</sup> May to 10<sup>th</sup> May** for June TEE and **1<sup>st</sup> November to 10<sup>th</sup> November** for December Term End Examination (TEE) through **online mode only**. The examination fee should be paid by students through Debit/Credit Card only. Only one form is to be submitted for all the courses a student plans to take in a TEE. To avoid discrepancies in filling up examination forms/hardship in appearing in the TEE students are advised to:

1. remain in touch with their Study Centre/ Regional Centre/ SED for change in schedule of submission of examination form
2. fill up examination form for next TEE without waiting for the result of the previous TEE and also filling up for courses, for which results is awaited
3. fill up all the particulars carefully and properly in the examination form to avoid rejection /delay in processing of the form
4. retain proof of mailing/submission of examination form till Hall Ticket is received

Examination Forms received after due dates or without late fee, wherever applicable, shall be rejected.

### **Issue of Examination Hall Ticket**

The University issues Hall Ticket to the students at least two weeks before the commencement of the TEE. Hall Ticket can also be downloaded from the University website: [www.ignou.ac.in](http://www.ignou.ac.in). In case a student fails to receive Examination Hall Ticket one week before the commencement of examination s/he can download it from the website and approach the Examination Centre for appearing in the examination.

*Every student must bring his/her identity card for appearing in the TEE along with the Hall Ticket. Students will be allowed to appear in TEE for those courses only for which registration is valid and prescribed minimum duration of study is completed.*

### **Declaration of Result**

It is your duty to check whether you are registered for a course and whether you are eligible to appear for that examination. If you neglect this and take the examination without being eligible for it, your result will be cancelled.

All efforts are made to declare the results well before the deadline for submission of Examination Form for the next TEE. In case result for a course is not declared you should fill the Examination Form for that course without Examination Fee. In case you appear in the course in the TEE, you have to send demand draft (drawn in favour of IGNOU, New Delhi) of requisite amount to Registrar, Student Evaluation Division, New Delhi failing which your result of that course will not be declared.

### **Early Declaration of Result**

In order to facilitate the students who have got admission offer for higher studies or got selected for employment, etc. and are required to produce statement of marks/grade cards by a specified date, may apply for early processing of their answer scripts and declaration of result. Such students are required to apply in prescribed form given in the Programme Guide along with i) fee of Rs. 1000/- per course through demand draft drawn in favour of IGNOU and payable at New Delhi, and ii) attested photocopy of the admission/employment offer. They can submit their request for early declaration of result before the commencement of TEE, that is, before June 1<sup>st</sup> or December 1<sup>st</sup> for June and December TEE respectively. The University in such cases will make arrangement for early processing of answer scripts and declare result as a special case possibly within a month's time from the conduct of examination.

### **Re-Evaluation of Examination Scripts**

Students who are not satisfied with the marks/grade awarded to them in TEE may apply in prescribed form for re-evaluation before 31<sup>st</sup> March for the result of December TEE and 30<sup>th</sup> September for result of June TEE or within one month from the date of declaration of results, i.e., the date on which results are made available on the University website on payment of Rs. 750/- per course through demand draft drawn in favour of IGNOU and payable at New Delhi. The better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered and updated in student's record.

Re-evaluation is permissible in TEE only and not in practical, project report, workshop, assignment, seminar, etc. A sample application form with rules and regulations for this purpose is enclosed in the Programme Guide and also made available at the University's website [www.ignou.ac.in](http://www.ignou.ac.in).

### **Improvement in Division/Class**

Students of Bachelor/Master degree programme who have completed the programme and wish to improve their Division / Class may do so by appearing in TEE. The eligibility is as under:

- a) Students of Bachelor / Master degree programme, who fall short of less than 2% marks to secure 2<sup>nd</sup> and 1<sup>st</sup> division
- b) The students of Master degree programmes only who fall short of less than 2%marks to secure overall 55% marks.

Students may apply in the prescribed form from 1<sup>st</sup> to 30<sup>th</sup> April for June TEE and from 1<sup>st</sup> to 31<sup>st</sup> October for December TEE along with fee @Rs. 750/- per course by means of demand draft drawn in favour of IGNOU and payable at New Delhi.

Improvement is permissible in TEE only and not in Practicals /Lab courses, Project, Workshop, Assignment, Seminar, etc.

Students wishing to improve their marks will have to apply within six month from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/course being applied for improvement, is valid till the next TEE in which they wish to appear for improvement. Rules and regulations in detail for this purpose are available at the University's website [www.ignou.ac.in](http://www.ignou.ac.in).

### **Educational Qualifications Awarded by Private Institutions**

Any educational qualification awarded by the Private Universities established under the provisions of the 'Chhatisgarh Niji Kshetra Vishwavidyalaya (Sathapane Aur Viniyaman) Adhiniyam 2002' are non-existent and cannot be made the basis of admission to higher studies with IGNOU.

Study Centre is the contact point for you. The University cannot send all the communication to all the students individually. All the important communications are sent to the Coordinators of the Study Centres and Regional Directors. The Coordinators would display a copy of such important circular/notification on the notice board of the Study Centre for the benefit of all the Students. You are, therefore, advised to get in touch with your Study Centre for day-to-day information about assignments, submission of examination forms, TEE date-sheet, declaration of result, etc. Many of the information are also placed on the IGNOU website. You may visit the IGNOU website from time to time.

*While communicating with the University, please clearly write your enrolment number and complete address. In the absence of such details, we will not be able to attend to your problems.*

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## **8. OTHER USEFUL INFORMATION**

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### **IGNOU Website**

IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in) contains a lot of useful information which are updated from time to time. There is a separate section called **Student Zone** where you can find assignments, past year question papers, and other useful information. You should visit the website periodically.

## **Scholarships and Reimbursement of Fees**

Reserved categories, viz., Schedule Caste (SC)/ Schedule Tribe (ST) and physically handicapped students, have to pay the fees at the time of admission to the University along with other students.

Physically Handicapped students admitted to IGNOU are eligible for Government of India scholarships. They are advised to collect the scholarship forms from the Directorate of Social Welfare or Office of the Social Welfare Officer of the concerned State Government and submit the filled-in forms to them through the concerned Regional Director of IGNOU.

Similarly for reimbursement of programme fees SC/ST students have to submit their forms to the Directorate of the Social Welfare or Office of the Social Welfare Officer of the respective State Government through the concerned Regional Director of IGNOU.

## **Change of Courses, Programme and Medium of Instruction**

Change of optional courses is permitted within 30 days of receipt of course material on payment of Rs. 1200/- for 6-8 credit courses and Rs. 600/- for 4 credit courses.

Change of Programme (from MEC to MEG/ MHD/ MPS/ MAH/ MPA/ MSO/ MARD/ MCOM or vice versa) only in the first year of study. The student has to pay the full fee for the new programme. The fee paid for admission into the earlier programme (MEC) shall be forfeited.

Change of Medium (from English to Hindi or vice versa) is permitted within 30 days of receipt of first set of course material in the first year on payment of Rs 350/- plus Rs. 600/- for each 2/ 4 credit course or Rs. 1200/- for each 6-8 credit course, as the case may be.

For change of course/programme/medium you should send your request in the prescribed form (given in this programme guide) to the concerned Regional Director along with the demand draft towards requisite fee. For change of optional course/ medium of instruction you are required to return the study material already received by you to the Regional Director of your Regional Centre by registered post or in person. In the case of change of programme since the fee is forfeited you are not required to return the study material.

## **Change or Correction of Address**

You can request for change/correction of address by applying in the prescribed form (copy given at the end of this Programme Guide). The form can also be downloaded from IGNOU website. You are required to send the filled in form to the Regional Director of your region, who will forward it to the Registrar, Student Registration Division (SRD) after verification of your signature. Request for change of address received through e-mail will not be entertained.

You are advised not to write letters to any other official in the University in this regard. Normally, it takes four to six weeks to effect the change. Therefore, you are advised to make your own arrangements to redirect the mail to the changed address during this period.

## **Change of Study Centre**

If you desire to change your Study Centre you are required to fill in the proforma meant for change of Study Centre and send it to your Regional Centre. The Regional Director will forward it to the SRD after verifying your signature. You are required to opt only for such Study Centres which are activated for the programme (list of activated Study Centres is available at IGNOU

website and at your Regional Centre). As far as possible, the University will allot the Study Centre opted by the candidate. However, the University may change the Study Centre at its convenience without concurrence of the student at any time.

Counselling facilities for a programme may not be available at all the Centres. As such you are advised to make sure that counselling facilities are available for the programme you have chosen at the new Study Centre opted for. As far as possible the request for change of Study Centre is considered favourably. However, the allotment of new Study Centre is subject to availability of seats for the programme at the new Centre asked for.

### **Change of Region**

When you want a transfer from one Region to another, you have to write to that effect to the Regional Centre from where you seek a transfer marking copies to the Regional Centre where you would like to be transferred to and also to Registrar (SRD), New Delhi. Further, you have to obtain a certificate from the Coordinator of the Study Centre from where you are seeking transfer regarding the number of assignments submitted. The Regional Director from where you are seeking the transfer will transfer all records to the Regional Centre where you seek transfer under intimation to you and Registrar (SRD). The records are normally sent by Registered Post to guard against loss in the postal transit.

### **Issue of Transcripts**

The university provides the facility of official transcripts on requests made by the students on plain paper addressed to Registrar, SED, IGNOU, Maidan Garhi, New Delhi -68. A fee of Rs. 200/- per transcript is required to be paid through demand draft in favour of IGNOU payable at New Delhi. Students are required to pay Rs. 200/- extra in the case of request for sending transcript outside the country.

### **Issue of Duplicate Grade Card**

Duplicate Grade Card is issued after a request is made on the prescribed form along with a bank draft of Rs. 200/- in favour of IGNOU payable at New Delhi. The form for the purpose is given in this Programme Guide.

### **Re-admission**

The students who are not able to clear their programme within the maximum duration can take re-admission for additional time in continuation of their earlier duration in selected programmes as under:

<b>Type of Programme</b>	<b>Minimum Duration of Programme</b>	<b>Additional Time Offered</b>
Certificates	6 months	6 months
Diplomas	1 year	1 year
Bachelor's Degree	3 years	2 years
Master Degree	2 years	2 years

The student has to make payment per course on pro-rata basis. The details of pro-rata fee and Re-admission Form is available at the Regional Centres. Further, details on re-admission are provided at IGNOU website.

Students who failed to pay the prescribed programme fee during maximum duration of the programme will have to pay full fee for the missed years in addition to pro-rata course fee for re-admission.

### **Simultaneous Registration**

Students who are already enrolled in a programme of one year or longer duration can also simultaneously register themselves for any certificate programme of 6 months duration. However, if there is any clash of dates of counselling or examination schedule between two programmes taken, University will not be in a position to make any adjustment.

### **Migration Certificate**

For Migration Certificate, requisition may be sent to the Regional Director along with the following documents:

- 1) Application (can be obtained from the SRD, New Delhi or photocopy of the one given in the Programme Guide can be used.)
- 2) Attested copy of the mark sheet.
- 3) Fee of Rs.500/- in the form of demand draft drawn in favour of IGNOU payable at the city where Regional Centre is located.

Samples of various forms currently used in the University are provided in this Programme Guide. Whenever you need any of these (except for the Examination form which is to be procured from the Study Centre/ Regional Centre) please take a photocopy, fill it and send it to us.

### **Refund of Fees**

Fee once paid will not be refunded under any circumstance. It is also not adjustable against any other programme of the University. In cases where the University denies admission, however, programme fee will be refunded through a/c payee cheques only after deduction of registration fee.

### **Disputes on Admission and other University Matters**

The place of jurisdiction for filing of a Suit if necessary will be only at New Delhi / Delhi.

### **Foreign Students**

Foreign nationals residing in India are eligible to seek admission in IGNOU programmes provided they have valid student visa for the minimum duration of the programme. Such students are required to remit the fee at par with foreign students (fee structure for foreign students can be downloaded from IGNOU website). Admission of foreign students residing in India will be processed by the International Division of IGNOU after ensuring their antecedents from the Ministry of External Affairs/ Ministry of Human Resource Development. Programmes with limited number of seats are not offered for foreign students.

## 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 May 5, 2004; AIU Circular no. EV/11(449/94/176915-177115) dated January 14, 1994 and AICTE Circular no. AICTE/Academic/MOU-DEC/2005 dated May 13, 2005.

## How to Approach the University

During the course of your study you might require some additional information about rules and regulations. You must know whom to contact for specific information. We are providing information about these matters under the heading **Whom to Contact for What**.

The information about the suitable forms for specific purpose is also provided in Section 10 of this Programme Guide. Whenever you need, take a copy of the relevant form (except for the TEE form, which you have to procure in original) and send as per instructions given in the form.

### WHOM TO CONTACT FOR WHAT

1	Identity Card, Fee Receipt, Bonafide Certificate, Migration Certificate, Scholarship Form	Concerned Regional Centre
2	Non-receipt of study material	Registrar, MPDD, IGNOU, Maidan Garhi New Delhi-110068
3	Examination date sheet, result re-evaluation, grade card, provisional certificate	Deputy Registrar (Exam II), Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi – 110 068
4	Non-reflection of grades/marks	Assistant Registrar (Assignment), Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi – 110 068 e-mail: assignments@ignou.ac.in
5	Change of course / programme / medium / deletion of excess credits	Concerned Regional Centre
6	Original Degree / Diploma / Verification of Degree/ Diploma	Deputy Registrar (Exam I), Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi-68
7	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110 068
8	Academic Content of the MA (Economics) Programme	Programme Coordinator, MA(Economics), School of Social Sciences, Block F, IGNOU, Maidan Garhi, New Delhi – 110068 email: ssen@ignou.ac.in Ph.011-29572738
9	Project Synopsis / Project Proposal (MECP-001)	Programme Coordinator, MA(Economics), School of Social Sciences, Block F, IGNOU, Maidan Garhi, New Delhi – 110068

10	Student Support Services and Student Grievances	Regional Director, Student Service Centre, IGNOU, maidan Garhi, New Delhi 110 068 e-mail: ssc@ignou.ac.in Telephones: 011-29535714, 29533869, 29572512, 29572514 011-29533129(Fax)
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## 9. DETAILS OF MA (ECONOMICS) COURSES

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### A. Details of Compulsory Courses

#### **MEC-101: MICROECONOMIC ANALYSIS**

**6 Credits**

The course analyses the economic behaviour of individuals, firms and markets. It is mainly concerned with the objective of equipping the students in a rigorous and comprehensive manner with various aspects of consumer behaviour and demand analysis, production theory and behaviour of costs, the theory of traditional markets and equilibrium of firm in modern non-profit maximizing framework. The course also deals with the micro and macro theories of distribution, welfare economics, and general equilibrium in closed and open systems and analysis of economic behaviour under uncertainty.

#### **Block 1 : Consumer Behaviour**

- Unit 1 : Theory of Consumer Behavior: Basic Themes
- Unit 2 : Theory of Demand
- Unit 3 : Theory of Demand : Some Recent Developments

#### **Block 2 : Producer Behaviour**

- Unit 4 : Theory of Production
- Unit 5 : Theory of Cost
- Unit 6 : Production Economics

#### **Block 3 : Price and Output Determination**

- Unit 7 : Perfect Competition
- Unit 8 : Monopoly
- Unit 9 : Monopolistic Competition
- Unit 10 : Oligopoly

#### **Block 4 : General Equilibrium**

- Unit 11 : General Equilibrium : Pure Exchange Model
- Unit 12 : General Equilibrium with Production

#### **Block 5 : Welfare Economics**

- Unit 13 : Pigovian vs. Paretian Approach
- Unit 14 : Social Welfare Function
- Unit 15 : Imperfect Market, Externality and Public Goods

Unit 16 : Social Choice and Welfare

**Block 6 : Economics of Uncertainty**

Unit 17 : Choice in Uncertain Situations

Unit 18 : Insurance Choice and Risk

Unit 19 : Economics of Information

**Block 7 : Non-Cooperative Game Theory-I**

Unit 20 : Static Games of Complete Information

Unit 21 : Static Games with Complete Information: Applications

Unit 22 : Dynamic Games with Complete Information

**Block 8 : Non-Cooperative Game Theory-II**

Unit 23 : Static Games of Incomplete Information (with Application to Auction)

Unit 24 : Dynamic Games with Incomplete Information: Perfect Bayesian Equilibrium

Unit 25 : Signaling Games and their Application

Unit 26 : Refinements of Perfect Bayesian Equilibrium

**MEC-002: MACROECONOMIC ANALYSIS**

**6 Credits**

Macroeconomics or aggregative economics analyses and establishes the functional relationship between economy level/aggregates. Aggregative analysis has assumed such a great significance in recent times that a prior understanding of macroeconomic theoretical structure is considered essential for proper comprehension of different issues and policies. Macroeconomics now is not only a scientific method of analysis but also a body of empirical economic knowledge.

The course equips the students at the postgraduate level to understand systemic facts and theoretical developments for empirical analysis.

**Block 1 : Traditional Approaches to Macroeconomics**

Unit 1 : Classical and Keynesian Approaches

Unit 2 : Neoclassical Synthesis

**Block 2 : Economic Growth**

Unit 3 : The Solow Model

Unit 4 : Endogenous Growth Model

**Block 3 : Rational Expectations**

Unit 5 : Rational Expectations and Economic Theory

Unit 6 : Policy-Making under Uncertainty

**Block 4 : Inter-temporal Decision-Making**

Unit 7 : Consumption and Asset Prices

Unit 8 : The Ramsey Model

Unit 9 : The Overlapping Generations Model

Unit 10 : Money and the Role of Monetary Policy

**Block 5 : Economic Fluctuations**

Unit 11 : Traditional Theories of Business Cycles

Unit 12 : Real Business Cycles

**Block 6 : Unemployment**

Unit 13 : Traditional Theories

Unit 14 : Search Theory and Unemployment

Unit 15 : Nominal and Real Rigidities

Unit 16 : New-Keynesian Theories of Unemployment

**Block 7 : Open-Economy Macro-Modelling**

Unit 17 : Flexible Exchange-Rate System

Unit 18 : Fixed-Exchange Rate System

Unit 19 : Sluggish Price Adjustment

**MEC-103: QUANTITATIVE METHODS**

**6 Credits**

The main objective of the course is to train the students to use the techniques of mathematical and statistical analysis, which are commonly applied to understand and analyse economic problems. The emphasis of the course is on understanding economic concepts with the help of mathematical methods rather than learning mathematics itself. Hence in this course a student will be initiated into various economic concepts, which are amenable to mathematical treatment. The course also deals with simple tools and techniques, which will help a student in data collection, presentation, analysis and drawing inferences about various statistical hypotheses.

**Block 1 : Introduction to Differential Calculus**

Unit 1 : Set Theory

Unit 2 : Functions and their Graphical Representation

Unit 3 : Differential Calculus: Functions, Limit and Continuity

**Block 2 : Extreme Values and Optimisation**

Unit 4 : Maxima and Minima

Unit 5 : Unconstrained Optimisation

Unit 6 : Constrained Optimisation

**Block 3 : Integral Calculus and Economic Dynamics**

Unit 7 : Integration Techniques

Unit 8 : Integration and Economic Dynamics

Unit 9 : Difference Equations and Applications in Economic Dynamics

**Block 4 : Linear Algebra and Economic Applications**

Unit 10 : Vector Analysis

Unit 11 : Linear Algebra

- Unit 12 : Input-Output Analysis
- Unit 13 : Linear Programming
- Block 5 : Statistical Methods-I**
- Unit 14 : Descriptive Statistics
- Unit 15 : Correlation and Regression Analysis
- Unit 16 : Probability Theory
- Unit 17 : Probability Distribution
- Block 6 : Statistical Methods-II**
- Unit 18 : Sampling Theory
- Unit 19 : Sampling Distributions
- Unit 20 : Statistical Inferences

**MEC-004: ECONOMICS OF GROWTH AND DEVELOPMENT**

**6 Credits**

The study of economic development has gained importance because of sustained interest of the developing countries in uplifting their economic conditions by restructuring their economies to acquire greater diversity, efficiency and equity in consonance with their priorities. While few success stories can be counted, many have grappled with chronic problems of narrow economic base, inefficiency and low standard of living. For this and other reasons, there have been many approaches to economic development. In recent times, besides hardcore economic prescriptions to development, concerns hitherto relegated to background like education, health, sanitation and infrastructure development, have found a place of pride in explaining the preference to various economies.

Units incorporated in the course are devoted to theories of growth and development, social and institutional aspects of development, importance of agriculture, and the rationale and pattern of industrialization in developing countries. Other important issues in the context of development such as infrastructure-linkages, role of international trade, importance of domestic macroeconomic policies, investment criteria, and relevance of planning have been included in the units.

**Block 1 : Economic Growth Models - I**

- Unit 1 : Introduction to Economic Growth
- Unit 2 : Harrod-Domar Growth Model
- Unit 3 : Neo-classical Growth Models

**Block 2 : Economic Growth Models –II**

- Unit 4 : Growth and Distribution
- Unit 5 : Total Factor Productivity and Growth Accounting
- Unit 6 : Technological Change and Progress

**Block 3 : Economic Growth Model-III**

- Unit 7 : Models of Optimal Economic Growth
- Unit 8 : Multi-Sector Models of Growth
- Unit 9 : Endogenous Growth Models
- Unit 10 : Stochastic Growth Models

**Block 4 : Social and Institutional Aspects of Development**

- Unit 11 : Development and Underdevelopment
- Unit 12 : Measurement and Indicators of Development
- Unit 13 : Population and Development
- Unit 14 : Economic Development and Institutions
- Unit 15 : Market Incompleteness and Informal Institutions in the Rural Economy

**Block 5 : Theories of Development**

- Unit 16 : Classical Theories of Development
- Unit 17 : Schumpeter and Capitalistic Development
- Unit 18 : Theories of Underdevelopment

**Block 6 : Development Strategies**

- Unit 19 : Allocation of Resources
- Unit 20 : Cost-Benefit Analysis
- Unit 21 : Role of Planning
- Unit 22 : Trade and Development

**MEC-105: INDIAN ECONOMIC POLICY**

This course presents an analytical framework within which the Indian economic policy is formulated and implemented. Indian economic policy influences the economic environment and in turn is conditioned by the environment. This two-way relationship has been examined in the present course. We would present an integrated approach to different aspects of policy making.

In the background of Indian economic development during the last six decades, three major economic policy instruments, i.e. Monetary and Credit Policy, Fiscal Policy, Trade Policy and at the sectoral level, Agricultural Policy, Industrial Policy, and Policies relating to services sector have been discussed. Monitoring and implementation of economic policies have also been examined.

**Block 1 : Indian Economic Development: An Overview**

- Unit 1 : Growth and Structure of Indian Economy
- Unit 2 : Population and Human Resources
- Unit 3 : Natural Resources and Environment
- Unit 4 : Physical Infrastructure

**Block 2 : Development Strategies in India**

- Unit 5 : State Planning and Markets: Policy Choices
- Unit 6 : Economic Reforms in India
- Unit 7 : Major Developments in Post Economic Reforms Period

**Block 3 : Sectoral Developments**

- Unit 8 : Issues and Concerns of Indian Agriculture
- Unit 9 : Industrial Development in India: An Overview

Unit 10 : Services Sector

**Block 4 : Major Issues Confronting Indian Economic Policy**

Unit 11 : Poverty, Inequality and Inclusive Growth

Unit 12 : Employment and Unemployment: Policy Implications

Unit 13 : Regional disparity in India

**Block 5 : Monetary and Fiscal Policies in India**

Unit 14 : Credit and Monetary Policy

Unit 15 : Capital Market and its Regulation

Unit 16 : Public Finance and Fiscal Policy

Unit 17 : Fiscal Federalism in India

**Block 6 : External Sector and Trade Policy**

Unit 18 : Foreign Trade and Balance of Payment

Unit 19 : Foreign Capital

Unit 20 : Trade Policy

**Block 7 : Sector Specific Policies**

Unit 21 : Agricultural Policy

Unit 22 : Industrial Policy

Unit 23 : Policies Relating to Services Sector

**Block 8 : Implementation and Monitoring of Economic Policies**

Unit 24 : Livelihood Protection and Social Security Measures with Special References to MNREGA

Unit 25 : Political Economy of Indian Development

Unit 26 : Ingredients of Good Governance

**MEC-006: PUBLIC ECONOMICS**

**6 Credits**

Role and functions of the government in an economy have been changing with the passage of time. The term public finance has traditionally been applied to the package of those policies and operations, which involve the use of tax and expenditure measures while budgetary policy is an important part to understand the basic problems of use of resources and distribution of income. There are vast array of fiscal institutions - tax systems, expenditure programme, budgetary procedures, stabilization instruments, debt issues, levels of government, etc., which raise a spectrum of issues arising from the operation of these institutions. Further, the existence of externalities, concern for adjustment in the distribution of income and wealth, etc. require political processes for their solution in a manner, which combines individual freedom and justice. The course combines a thorough understanding of fiscal institutions with a careful analysis of the issues, which underline budgetary policies in general and Indian experience in particular.

**Block 1 : Public Economics: Basic Concepts**

Unit 1 : Welfare Foundations of Economic Policies

Unit 2 : Theory of Market Failure

Unit 3 : Voting and Local Public Goods

**Block 2 : Social Choice and Collective Decision Making**

Unit 4 : Arrow's Impossibility Theorem: Social Choice and Individual Values

Unit 5 : Normative Models: Equity and Justice

Unit 6 : Spatial Voting Models

**Block 3 : Public Policy: Mechanism Design, Agenda Setting and Information**

Unit 7 : The Basics of Public Policy

Unit 8 : Mechanism Design

Unit 9 : International Policy Coordination

**Block 4 : Economics of Taxation**

Unit 10 : Commodity Taxes

Unit 11 : Direct Taxes

Unit 12 : Introduction to Optimal Taxation

**Block 5 : Public Debt**

Unit 13 : Theory of Public Debt

Unit 14 : Sources of Public Debt

Unit 15 : Management of Public Debt

**Block 6 : Fiscal Federalism**

Unit 16 : Fiscal Federalism and Fiscal Policy

Unit 17 : Equity and Efficiency Issues

Unit 18 : State and Local Goods

**MEC-007: INTERNATIONAL TRADE AND FINANCE**

**6 Credits**

The course aims to provide an understanding of the theories that tend to govern the flow of trade in goods, services and capital across nations. While acquainting the students with these doctrines and their limitations, the contents of the course are spread over different units, laying stress on the theoretical foundations of trade theory which, in turn, will help in examining the impact of such theories on trade policies as are followed at national and international levels. The course also provides an idea of the welfare implications of these policies relating to trade, at macro level. It also would cover issues of the distribution of gains from trade between the North and South with particular reference to India. The study of international trade and finance in this course aims to make the students familiar with the likely consequences of globalisation on income, employment, social standards and the possible policy solutions as the world moves in the 21<sup>st</sup> Century.

**Block 1 : International Trade Theory**

- Unit 1 : Free Trade Theory
- Unit 2 : Alternative Explanations of Trade
- Unit 3 : Gains from Free Trade and Welfare

**Block 2 : Trade Policy**

- Unit 4 : Theories of Protectionism;
- Unit 5 : Role of WTO in Trade Policy
- Unit 6 : Multilateralism and Problems of Developing Countries with WTO

**Block 3 : Balance of Payments, BoP Adjustments, Exchange Rates**

- Unit 7 : Balance of Payments: Introduction
- Unit 8 : International Monetary Systems and Exchange Rate Regimes
- Unit 9 : International Financial Institutions
- Unit 10 : International Debt and the Role of Financial Institutions

**Block 4 : Globalisation, Trade and Developing Countries**

- Unit 11 : Trade and Development
- Unit 12 : Issues Related to Trade in Primary Commodities
- Unit 13 : Issues on Trade in Services (GATS)
- Unit 14 : Trade Negotiations under the WTO: A Historical View

**Block 5 : Theory of Regional Blocs**

- Unit 15 : Regional Trading Blocs
- Unit 16 : International Capital Mobility and the Emerging Monetary System

**Block 6 : International Trade and Payments in India**

- Unit 17 : India's Trade Policy: Historical Perspective and Recent Developments
- Unit 18 : India's Balance of Payments
- Unit 19 : Trade and Development in India

**MEC-108: ECONOMICS OF SOCIAL SECTOR AND ENVIRONMENT 6 Credits**

The course is meant to provide insights into the application of economic theory in the design and implementation of public policy related to the management of environment and social sectors. The course finds roots in welfare economics, national income accounting, macroeconomic policies and trade and development.

Units incorporated in the course are devoted to issues of environmental economics, environmental and social services and the problem of valuation of these services, and designing of instruments and institutions for the management of environment. The models of optimal use of natural resources, macroeconomic issues, sustainable development, environmental resource problems in India and the economics of health and education constitute the other areas of the course.

**Block 1 : Society, Environment and Economy**

Unit 1 : Society, State and Market

Unit 2 : Economy and Environment

Unit 3 : Society and Environment

**Block 2 : Economics of Education**

Unit 4 : Demand for Educational Services

Unit 5 : Supply of Educational Services

Unit 6 : Determinants of Educational Services

**Block 3 : Economics of Health**

Unit 7 : Demand for Health Services

Unit 8 : Supply of Health Services

Unit 9 : Determinants of Health Services

**Block 4 : Economics of Environment**

Unit 10 : Demand for Natural and Environmental Resources

Unit 11 : Supply of Environmental and Ecosystem Services

Unit 12 : Determinants of Environmental Resources

**Block 5 : Sustainable Development**

Unit 13 : Pillars of Sustainable Development

Unit 14 : Green Accounting and Environmental Cost Benefit Analysis

Unit 15 : Common Property Resources Management

**Block 6 : Institutions and Policies**

Unit 16 : Education Sector

Unit 17 : Health Sector

Unit 18 : Environmental Sector I

Unit 19 : Environmental Sector II

**MEC-109: RESEARCH METHODS IN ECONOMICS**

**6 Credits**

Many of the students at post-graduate level intend to pursue research degree programme after completion of their Master's degree in Economics. This course will be an effort to develop such an aptitude among them. The objective of the course is to equip the learners with the research methods which are applied in undertaking the research projects/programmes in Economics. This course will introduce and familiarise the students the issues and perspectives of research methodology, research design and tools of data collation and data analysis.

Broadly there are two types of Research Methods : Mono methods, and Mixed Methods. Within Mono Methods again there are two methods – Quantitative methods, and Qualitative methods. The combination of at least one qualitative and at least one quantitative component in a single research study/project on Programme is known as mixed methods research. With a view to

provide the balanced treatment to Quantitative and Qualitative Research, efforts have been made to include both the approaches. It is expected that the knowledge of quantitative and qualitative methods will better equip the students to carry out the research studies in more realistic manner.

**Block 1 : Research Methodology: Issues and Perspectives**

- Unit 1 : Research Methodology: Conceptual Foundations
- Unit 2 : Approaches to Scientific Knowledge: Positivism and Post Positivism
- Unit 3 : Models of Scientific Explanation
- Unit 4 : Debates on Models of Explanation in Economics
- Unit 5 : Foundations of Qualitative Research: Interpretivism and Critical Theory Paradigm

**Block 2 : Research Design and Measurement**

- Unit 6 : Research Design and Mix Methods Research
- Unit 7 : Data Collection & Sampling Design
- Unit 8 : Measurement and Scaling Techniques

**Block 3 : Quantitative Methods-I**

- Unit 9 : Two Variable Regression Models
- Unit 10 : Multiple Regression Models
- Unit 11 : Measures of Inequality
- Unit 12 : Construction of composite index number in social sciences

**Block 4 : Quantitative Methods-II**

- Unit 13 : Multivariate Analysis: Factor Analysis
- Unit 14 : Canonical Correlation Analysis
- Unit 15 : Cluster Analysis
- Unit 16 : Correspondence Analysis
- Unit 17 : Structural Equation Modelling (SEM)

**Block 5 : Qualitative Methods**

- Unit 18 : Participatory Methods
- Unit 19 : Content Analysis
- Unit 20 : Action Research

**Block 6 : Data Base of Indian Economy**

- Unit 21 : Macro-variable Data: National Income, Saving and Investment
- Unit 22 : Agricultural and Industrial Data
- Unit 23 : Trade and Finance
- Unit 24 : Social Sector

## **B. Optional Courses**

### **MECP-101:PROJECT WORK**

**6 Credits**

In the MA (Economics) programme the student can opt for MECP-001: Project Work. The evaluation of which is based of submission of a Project Report and viva voce examination on the project report submitted. There is no assignment for MECP-101.

The student is expected to conduct an in-depth study on a topic and reveal his/her analytical and presentation skills. Therefore, the topic for project report should be precise. Project Report should be of about 15,000-20,000 words (about 50-60 pages), typed double space. A Project Guide is dispatched to students along with study material to help him/her in preparing the Project Report.

You can have a supervisor from the Academic Counsellors of MEC courses at the Study Centre or a faculty of a Research Institute involved in research activities for preparation of the Project Report. The student is expected to develop a Project Proposal in consultation with the supervisor approved by the faculty at the Headquarters. The Project Proposal duly endorsed by the supervisor is submitted to the Course Coordinator, MECP-101 course, School of Social Sciences, IGNOU, New Delhi for approval. Project Report submitted without a supervisor or without the approval of the proposal by the Faculty of Economics at IGNOU Headquarters will not be accepted for evaluation by Student Evaluation Division.

Before writing the Project Report, the Project Proposal should be sent for approval to 'The Course Coordinator, MECP-101 Course, Block F, School of Social Science, IGNOU Campus, Maidan Garhi, New Delhi 110 068'. A proforma for submission of Project Proposal is included in the Project Guide.

When the Project Report is complete, it should be sent to the Registrar Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi-68 for evaluation purposes. Completed project report should NOT be sent to the Course Coordinator/ Faculty of Economics.

### **MECE-001: ECONOMETRIC METHODS**

**6 Credits**

Applications of economic theory need a reasonable understanding of economic relationships and relevant statistical methods. The econometric theory thus becomes a powerful tool for understanding of applied economic relationships and for meaningful research in economics. The course accordingly is devoted to equip students with basic theory of econometrics and relevant applications of the methods. The topics covered in the course include various problems faced in estimation of both single equations and simultaneous equations models. The course also covers various econometric methods applicable to different topics in economics and those needed for applied economic research. The course requires a good understanding of calculus on the part of the learner.

#### **Block 1 : Basic Econometric Theory**

Unit 1 : Introduction to Econometrics

Unit 2 : Estimation of Two-variable Regression Model

Unit 3 : Statistical Inference in Simple Regression Models

Unit 4 : Multiple Regression Model

Unit 5 : Generalised Least Squares

**Block 2 : Treatment of Violations of Basic Assumptions**

Unit 6 : Multicollinearity

Unit 7 : Auto Correlation

Unit 8 : Heteroscedasticity

Unit 9 : Errors in Variables

**Block 3 : Extensions of Regression Models**

Unit 10 : Dummy Variable Models

Unit 11 : Autoregressive and Distributed Lag Models

Unit 12 : Discrete Dependent Variable Models

**Block 4 : Simultaneous Equation Models**

Unit 13 : Introduction to Simultaneous Equation Models

Unit 14 : Identification Problem

Unit 15 : Estimation of simultaneous Equation Models

**Block 5 : Multivariate Analysis**

Unit 16 : Introduction to Multivariate Analysis

Unit 17 : Principal Component Analysis

Unit 18 : Factor Analysis

**MECE-003: ACTUARIAL ECONOMICS: THEORY AND PRACTICE 6 Credits**

The course develops the basic actuarial techniques that are used for insurance purposes. It covers the techniques drawn from statistics, financial mathematics along with the insights of economic theory to equip the learners with the insurance processes. The course requires a good understanding of quantitative methods on the part of the learner.

**Block 1 : Quantitative Techniques for Risk Analysis**

Unit1 : Applied Probability I

Unit2 : Applied Probability II

Unit 3 : Stochastic Process

Unit 4 : Application to Finance

**Block 2 : Actuarial Techniques I**

Unit 5 : Valuing Risk Management

Unit 6 : Stochastic Models in Insurance

Unit 7 : Theory of Interest

**Block 3 : Actuarial Modelling I**

Unit 8 : Life Insurance

Unit 9 : Collective Insurance and Company Operations

Unit 10 : Insurance Pricing

**Block 4 : Actuarial Techniques II**

Unit 11 : Cash Flow Projections

Unit 12 : Life Contingencies

Unit 13 : Credibility Theory

**Block 5 : Actuarial Modelling II**

Unit 14 : Reinsurance

Unit 15 : Extreme Value

Unit 16 : Stochastic Control and Insurance

**Block 6 : Non-Life Reserving and Accounts**

Unit 17 : Reserving Techniques

Unit 18 : Dynamic Financial Analysis

**Block 7 : Introduction to Regulation of Insurance**

Unit 19 : Forms of Regulation

Unit 20 : Regulation of Insurance in India

**MECE-004: FINANCIAL INSTITUTIONS AND MARKETS**

**6 Credits**

The positive and significant role of financial institutions in the process of growth and development has been well recognised in the literature and indeed has become more important during the last two decades as the financial systems of different countries have become integrated in the process of globalisation. India is no exception and has taken far reaching measures since 1991 in this direction. It is, therefore, essential that students of economics should be well conversant with the theory and practice of different financial institutions and markets to understand and analyse the interconnection between monetary forces and real forces, their developmental role and limitations in shaping and influencing the monetary and related policies both at national and international levels.

**Block 1 : Nature and Role of Financial System**

Unit 1 : The Role of Financial Markets in the Economy

Unit 2 : Money and Finance

Unit 3 : Risk and Financial Assets

Unit 4 : Interest Rates and Cash Flows

**Block 2 : Financial Markets**

Unit 5 : Money Markets

Unit 6 : Capital and Equity Markets

Unit 7 : Derivatives Markets

Unit 8 : Structure of Financial Markets

**Block 3 : Financial Institutions**

Unit 9 : Financial Intermediaries

Unit 10 : Commercial Banking

Unit 11 : Investment Banking

Unit 12 : Trading and Exchanges

**Block 4 : The Financial Sector and Monetary Policy**

Unit 13 : Money and the Economy

Unit 14 : Money Creation and Central Banking

Unit 15 : Interest Rate Risk

Unit 16 : Credit Risk and Other Risks

**Block 5 : International Financial Markets**

Unit 17 : Exchange Rates

Unit 18 : Rise and Fall of Brettonwood Institutions

Unit 19 : Regional Financial Institutions

**MGSE-009 : GENDER ISSUES IN WORK, EMPLOYMENT AND PRODUCTIVITY**

**4 Credits**

**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 Economy**

Unit 4 : Women in Care Economy

Unit 5 : Women in Shadow Employment

Unit 6 : Search Theories

Unit 7 : The Indispensability of Voice Organizing for Social Protection in the Information 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 Differential Impact on Labour Market

Unit 11 : Wage Differentials

Unit 12 : Social Security

Unit 13 : Legal Responses to Work

**MWG-011 : WOMEN IN THE ECONOMY**

**8 Credits**

**Block 1 : Conceptualizing Women's Work**

Unit 1 : Defining Work

Unit 2 : Productive and Reproductive Work

Unit 3 : Segmentation

Unit 4 : Estimating Women's Work

**Block 2 : Historiographical Issues and Debates in Women's Work**

Unit 5 : International Debates

Unit 6 : Indian Debates-I

Unit 7 : Indian Debates-II

Unit 8 : Mobilization and Resistance

**Block 3 : Participation**

Unit 9 : Issues Concerning Participation

Unit 10 : Locations

Unit 11 : Sectors

Unit 12 : Occupation

**Block 4 : Migration**

Unit 13 : Theories and Typologies of Migration

Unit 14 : Migration, Inequality and Social Change

Unit 15 : Migration and Vulnerabilities to Trafficking

Unit 16 : Migration and Development

**Block 5 : Legislation, Social Protection and Policy**

Unit 17 : Frameworks and Approaches

Unit 18 : Important Legislation and Landmark Judgments

Unit 19 : Welfare and Social Security Measures

Unit 20 : Women in Planning and Social Policy

**Block 6 : Women and Globalization**

Unit 21 : Globalization and Economic Change

Unit 22 : New International Division of Labour

Unit 23 : Questions of Feminization and Margination

**MEDSE-046 : DEVELOPMENT: ISSUES AND PERSPECTIVE**

**6 Credits**

**Block 1 : Development - An Overview**

Unit 1 : Development Introduction and Paradigm

Unit 2 : Economic Development

Unit 3 : Human Development

Unit 4 : Political Development

**Block 2 : Basic Issues in Development-I**

Unit 5 : Population

Unit 6 : Poverty

Unit 7 : Inequality

Unit 8 : Unemployment

**Block 3 : Basic Issues in Development-II**

Unit 9 : Social and Cultural Issues in Development

Unit 10 : Development and Disparties

Unit 11 : Inclusive Development

Unit 12 : Marginalization

**Block 4 : Sectoral Issues in Development**

Unit 13 : Agriculture

Unit 14 : Industry

Unit 15 : Infrastucture

Unit 16 : Service

**Block 5 : Sectoral Issues in Development-II**

Unit 21 : Education

Unit 22 : Health

Unit 23 : Gender

***Please Note:* For Regional Centres & Study  
Centres please visit IGNOU's  
website [www.ignou.ac.in](http://www.ignou.ac.in)**

## **SOME FORMS FOR YOUR USE**

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## **10. SOME FORMS FOR YOUR USE**

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We are enclosing sample copies of certain forms which you will find to be useful. Whenever you have to correspond with the University, please get a photocopy of the relevant form, fill it carefully, and send as per instructions therein. The detailed instructions for all these forms are provided in this programme guide in different sections. The following forms are enclosed:

1. Assignment remittance-cum-acknowledgement form
2. Change of medium of study/optional courses
3. Application for credit transfer
4. Intimation of non-receipt of study material
5. Form for duplicate Grade Card/Mark sheet
6. Form for Provisional Certificate
7. Form for Issue of Migration Certificate
8. Form for Early declaration result
9. Form for Re-Evaluation of Answer Script
10. Form for Improvement in division/class
11. Issuance of Official Transcripts
12. Obtaining photocopy of answer scripts

Enrolment No. : <input type="text"/>	Programme : <input type="text" value="M.A. History"/>
Name : <input type="text"/>	Medium : <input type="text" value="English/Hindi"/>
Course Code : <input type="text"/>	<b>For Office Use Only</b>
S.No. <input type="text"/>	Sr. No. : <input type="text"/>
<input type="text"/>	Date of Receipt : <input type="text"/>
<input type="text"/>	Name of Evaluator : <input type="text"/>
<input type="text"/>	Date of despatch to the Evaluator : <input type="text"/>
<input type="text"/>	Date of receipt from Evaluator : <input type="text"/>
Sig. of dealing Accountant <input type="text"/>	
Date : <input type="text"/>	

<b>INDIRA GANDHI NATIONAL OPEN UNIVERSITY</b>	
<b>ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM</b>	
Enrolment No. : <input type="text"/>	Programme : <input type="text" value="M.A. History"/>
Name : <input type="text"/>	Medium : <input type="text" value="English/Hindi"/>
Course Code : <input type="text"/>	
S.No. <input type="text"/>	<b>FOR OFFICE USE ONLY</b>
<input type="text"/>	Sr. No. : <input type="text"/>
<input type="text"/>	Signature of the receiver <input type="text"/>
<input type="text"/>	Date : <input type="text"/>
<input type="text"/>	Seal

- Notes :
1. Submit this form to the coordinator of your study centre alongwith the assignment.
  2. When you submit the assignment by post, enclose a self-addressed stamped envelop along with this.

To  
The Regional Director

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Change of Medium: Rs. 350/- + Rs. 600/- for 4 credit  
and Rs. 1200/- for 8 credit per course  
Change of Courses: Rs. 600/- for 4 credit per course  
Rs. 1200/- for more than 4 credit per course.  
This is permitted within 30 days from receipt of first set  
of course material

Sub.:                   1. Change of Medium of Study  
                          2. Change of Courses of Study

Enrolment No.: 

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1. Change of Medium: From \_\_\_\_\_ to \_\_\_\_\_
2. Change of courses of study as per following details:

Title of the Course offered at the time of Registration	Medium	New Course to be offered	Medium

**Fee Details:** Demand draft is to be made in the name of IGNOU payable at the city of your Regional Centre.

Demand Draft No. \_\_\_\_\_ Dated \_\_\_\_\_

Amount Rs. \_\_\_\_\_ Drawn on \_\_\_\_\_

Signature:

Name \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone & Email \_\_\_\_\_

# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi-110 068

Please see instructions overleaf

Application for Credit Transfer in M.A. (Economics) Programme

Enrolment No. 

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Name & Address \_\_\_\_\_ Programme of Study : 

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\_\_\_\_\_ Details of Credit Transfer Fee paid :

\_\_\_\_\_ D.D. No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

Drawn on (Bank & Branch) \_\_\_\_\_  
Payable in favour of IGNOU, New Delhi (fee is Rs. 500/- per 8 credit course or a part thereof)

Details of Courses applied for Credit Transfer :					IGNOU Credit Equivalence desired					
S. No.	Subject (s) Qualified	Maximum Marks	Percentage of Marks	Marks Obtained	Year of Passing	Course Code	Course Title	Credits		
All of the Information provided above is true to the best of my knowledge (For Office use only)										
Student Signature & Date :										
Recommendations of Schools :										
Credit Transfer recommended for the following Courses					Credit Transfer for the following courses not recommended					
Course Code	Course Title	Credits	Marks	Percentage	Signature of Director of School	Course Code	Course Title	Credits	Reasons for Rejection	Signature of Director of School

## **INSTRUCTIONS FOR SUBMISSION FOR APPLICATION FOR CREDIT TRANSFER**

- 1) Read the instructions given in your Programme Guide carefully.
- 2) For M.A. Credit Transfer is allowed upto a maximum of 32 credits only.
- 3) Enclose the attested copies of the following alongwith the form :
  - Marks lists issued by the accredited Institute/University.
  - Syllabus of accredited Institute/University.
  - Prospectus issued by the accredited Institute/University.
- 4) Pay the credit transfer fee at the rate of Rs. 500/- per 8 credits or part thereof through a crossed Demand Draft in favour of 'India Gandhi National Open University' payable at New Delhi.
- 5) Submit the filled in Credit Transfer Form to the following address :

The Registrar (Student Registration Division)  
Indira Gandhi National Open University  
Maidan Garhi  
New Delhi-110 068

To  
The Registrar,  
MPDD, IGNOU  
Maidan Garhi, New Delhi



**Sub : Non-receipt of Study Material**

Enrolement No.

Programme

Medium of Study

I have not received the study Materials respect of the following :

---

<b>Sl. No.</b>	<b>Course Code</b>	<b>Blocks</b>
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I have remitted all the dues towards the course fee and there is No change is my address given as follows :

Name and Address : .....  
.....  
.....  
.....

Signature : .....  
Date : .....

---

**For Official Use**

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Date of despatch of study material to students .....





Control No.....

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Maidan Garhi, New Delhi-110 068**

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/ MARKSHEET

Name .....

Enrolment No.

--	--	--	--	--	--	--	--	--	--

Address

.....  
.....  
.....  
.....

Pin

--	--	--	--	--	--

Programme .....

Month and Year of the Exam. ....

Centre from where appeared at  
last examination .....

Bank Draft / IPO No. .... Dated .....

for Rs. 200/- in favour of IGNOU, New Delhi .....

.....  
Signature

Dated.....

**Note :** Fee for duplicate grade card Rs.200/-. The duplicate grade card/mark sheet will be sent by Registered post.

The filled in form with the requisite fee is to be sent to :

The Registrar (Student Evaluation Division)  
Indira Gandhi National Open University  
Maidan Garhi,  
New Delhi-110 068





**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**Student Evaluation Division**

**Maidan Garhi, New Delhi-110 068**

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No. 

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Programme Title .....

Regional Centre .....

Name .....

Father's Name .....

Month and year of last examination in which you have completed the Programme .....

Mailing Address .....

.....

.....

.....

(Please Enclose a copy of your complete grade card.)

Filled in Application Form should be sent to:

**The Registrar (Student Evaluation Division)**  
**IGNOU,**  
**Maidan Garhi,**  
**New Delhi-110068**

Date .....

.....

Signature





**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

(To be submitted at the concerned Regional Centre)

**Application Form for Issue of Migration Certificate**

(To be filled in by the Applicant – Before filling in the form, see instruction on reverse)

- 1. Name :.....
- 2. Father's/Husband's Name :.....
- 3. Address ..... Pin .....
- 4. Particulars of last examination .....

Examination Passed (Programme)	Year of Passing	Enrolment No.	Marks Obtained	Grades Obtained

- 5. Name of the Regional Centre and Study Centre in which the Candidate is attached .....
- 6. Name of the University to which the Candidate wants to migrate .....

<p>Draft Details</p> <p>Amount Rs. _____ D.D. No. _____ Date _____</p> <p>Bank Name _____ Place of Issue _____</p>
--

(To be filled in by the Admissions Division)

- 1. The information furnished by Shri/Smt./Km. \_\_\_\_\_ is correct as per scholar register.
  - 2. He/She may be issued the Migration Certificate applied for \_\_\_\_\_
- Date \_\_\_\_\_ Dealing Assistant \_\_\_\_\_ Section Officer \_\_\_\_\_

I hereby declare that the information provided is correct to the best of my knowledge and I have paid all fee due to the University. In the event of any of the above information being found incorrect, the Certificate shall be liable to cancellation by the University.

Received the Migration Certificate No. \_\_\_\_\_ dated \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Applicant

## INSTRUCTIONS

1. A fee of Rs. 500/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at concerned Regional Centre/City.
2. At the time of submission of the application for issue of Migration Certificate the student should attach xerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issued on payment of Rs. 500/- only in case it has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

“I, \_\_\_\_\_ Son/daughter/wife of \_\_\_\_\_  
resident of \_\_\_\_\_ hereby  
solemnly declare that the Migration Certificate No. \_\_\_\_\_ dated \_\_\_\_\_ issued  
to me by the \_\_\_\_\_ to enable me to join \_\_\_\_\_  
\_\_\_\_\_ University has been lost and I did not join any other University on the basis of the  
same nor have I submitted the same for joining any other University. In case the lost Migration Certificate  
is found, I shall deposit the same to the University”.



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
STUDENT EVALUATION DIVISION**

**APPLICATION FORM FOR EARLY DECLARATION OF RESULT OF TERM-END  
EXAMINATION**

(Rules & regulations are mentioned on the reverse side of this form. Please go through them carefully before filling up the form).

1. Name : .....
2. Programme:  Enrolment No:
3. Address: .....  
.....  
..... Pin

4. Reason for early declaration of result: .....  
.....  
(enclose a copy of the documentary evidence specifying the reason for early declaration)

5. Courses(s) detail for early evaluation:-

S. No.	Course Code	Date of Examination
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

6. Exam. Centre details, from where you have to appear/appeared at Term-end Examination:-  
Exam. Centre Code:  Address of Exam. Centre: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. **Fee detail:**  
(The fee for early declaration of result is Rs. 1000/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)  
No. of Course(s): ..... X Rs. 1000/- = Total Amount: .....  
Demand Draft No.: ..... Date: .....  
Issuing Bank: .....

Date:.....

**(Signature of the student)**

P.T.O.

## **RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS**

1. Request for early declaration of results will be entertained for final semester/year or maximum of 4 backlog courses only, subject to the following conditions:-
  - i) The student has been selected for higher study/employment and statement of marks/grade card is required to be produced to the institute by a particular date, which is before the prescribed dates of declaration of the University's results.
  - ii) The student has completed all the other prescribed components except the term-end examination of the courses, for which early evaluation has been sought.
2. Application for early declaration, for the reasons such as to apply for recruitment/higher study/post and promotion purpose etc. will not be entertained.
3. Application without enclosing documentary evidence specifying the reason for early declaration will not be entertained.
4. Application form must reach at the following address before the date of the examination for the course (s) for which early evaluation is sought:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Veperiy Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 <sup>nd</sup> Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 <sup>st</sup> Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4 <sup>th</sup> Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
MAIDAN GARHI, NEW DELHI-110068**

**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT**

Name : .....

Programme : .....

Enrolment No. 

--	--	--	--	--	--	--	--	--

Address:.....  
.....  
.....

PIN : 

--	--	--	--	--	--

Month and Year of the Exam : .....

Name of Exam Centre: .....

Centre Code : .....

Course, in which Re-evaluation is sought	<b>COURSE CODE</b>	<b>TITLE OF THE COURSE</b>
	.....	.....
	.....	.....
	.....	.....
	.....	.....

**Fee detail:**  
(The fee for Re-evaluation of answer script is Rs. 750/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)

No. of Course(s): ..... × Rs. 750/- = Total Amount: .....

Demand Draft No. .... Date: .....

Issuing Bank: .....

Date: .....

**Signature of the student**

(P.T.O)

## **RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS**

- 1) The request for re-evaluation by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later.
- 2) The date of declaration of result will be calculated from the date on which the result are placed on the IGNOU website.
- 3) After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
- 4) The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at [www.ignou.ac.in](http://www.ignou.ac.in). The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
- 5) Re-evaluation is permissible in TEE only and not in the Project/Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.
- 6) On the top of the envelope containing the prescribed application form,

Please mention ‘**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS**’

- 7) Application form must reach within the prescribed dates at the following address:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	<b>Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068</b>	<b>All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.</b>
2.	<b>Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007</b>	<b>All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.</b>
3.	<b>Dy. Registrar Evaluation Centre IGNOU Regional Centre 2<sup>nd</sup> Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001</b>	<b>All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.</b>
4.	<b>Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024</b>	<b>All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,</b>
5.	<b>Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1<sup>st</sup> Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016</b>	<b>All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.</b>
6.	<b>Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005</b>	<b>All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.</b>
7.	<b>Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4<sup>th</sup> Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.</b>	<b>All Examination Centres in Kolkata, Darbhanga and Ranchi.</b>



## **RULES & REGULATION FOR IMPROVEMENT IN DIVISION/CLASS**

1. The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have completed the programme. The eligibility is as under:-
  - a) 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.
  - b) The students of Master's Degree Programmes only, who fall short of 2% marks to secure overall 55% marks.
2. Only one opportunity will be given to improve the marks/grade.
3. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/Lab courses, Projects, Workshops and Assignments etc.
4. Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted.
5. 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, subject to the condition that their registration for the programme/course being applied for improvement, is valid till the next term-end examination in which they wish to appear for improvement.
6. No student will be permitted to improve if maximum duration to complete the programme, including the re-admission period, has expired.
7. After appearing in the examination for improvement, better of the two examinations, i.e. marks/grade already awarded and the marks/grade secured in the improvement examination will be considered.
8. In case of improvement, the month and year of completion of the programme will be changed to the Term-end examination, in which students appeared for improvement.
9. Students will be permitted for improvement of marks/grades provided the examination for the particular course, in which they wish to improve, is being conducted by the University at that time.
10. On the top of the envelope containing the prescribed application form, **Please mention "APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS.**
11. Application form must reach within the prescribed dates at the following address:-

**The Registrar,  
Student Evaluation Division,  
Indira Gandhi National Open University,  
Maidan Garhi,  
New Delhi-110068**

**Information for Statistical Purpose, Students are required to fill-up this Annexure Compulsorily**

1. Name of Student : .....
2. Enrolment No.
3. Programme Code:
4. Category: (Cross (×) the appropriate Box only)  
General  SC  ST  OBC
5. Whether Kashmiri Migrant: (Cross (×) if applicable):
6. Whether Physically handicapped: (Cross (×) if applicable)
7. Whether minority: (Cross (×) if applicable)
8. Social Status: (Cross (×) if applicable Box only)  
Ex-serviceman  War-widow  Not applicable
9. Employment Status : (Cross (×) if applicable Box only)  
     
Unemployed      Employed      IGNOU Employee      KVS Employee
10. Religion : (Cross (×) if applicable Box only)  
           
Hindu   Muslim   Christian   Sikh   Jain   Buddhist   Parsi   Jews   Others  
(please specify \_\_\_\_\_)
11. Details of Scholarship being received, if any.
  - (a) Amount (Annually)      (b) Govt./Deptt.      (c) Family income (yearly)
  - Rs.             Rs.

# IGNOU POLICY FOR PREVENTION, PROHIBITION AND PUNISHMENT OF SEXUAL HARASSMENT OF WOMEN AT THE WORPLACE

IGNOU has adopted a policy for the prevention, prohibition and punishment of sexual harassment of women at workplace in compliance to the directive of Hon'ble Supreme Court of India.

Information on this policy, rules and procedures can be accessed from the IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in). Any incident of sexual harassment may be reported to the Regional Director of the Regional Centre, you are attached to or to any of the persons whose contact details are given in the following table.

## I. IGNOU REGIONAL SERVICES DIVISION COMMITTEE AGAINST SEXUAL HARASSMENT (RSDCASH)

1	Dr. Bini Toms, RSD, Chairperson RSDCASH	29572407/2505	isdcash@ignou.ac.in
2	Dr. G. Mythili, Dy. Director, STRIDE	29572604	gmythili@ignou.ac.in
3	Ms. Azra Arshad, Maintenance, Engineer EMPC	29573261 29532164	aarshad@ignou.ac.in
4	Ms. Neeru Sayal, EA, RSD	29572417	neerusayal15@gmail.com
5	Dr. Radhika Menon, Asst. Professor, Mata Sundari College (Delhi University)		

## II. IGNOU COMMITTEE AGAINST SEXUAL HARASSMENT (ICASH)

1	Prof. Uma Medury, Professor, SOSS, Chairperson ICASH	29572741	cash@ignou.ac.in
2	Dr. Gurmeet Kaur, Associate Professor, SOL	29572984	gurmeetkaur@ignou.ac.in
3	Dr. Neera Singh, Associate Professor, SOH	29572790	neerasingh@ignou.ac.in
4	Dr. Rakhi Sharma, Director, SOET	29572923	rakhisharma@ignou.ac.in
5	Ms. Renu Katyaj, AR, SOA	29572977	renu@ignou.ac.in
6	Mr. P.T. Raveendran, AR, F & A	29571211	ptraveendran@ignou.ac.in
7	Ms. Rashmi Sarpal, PS, SOSS	29572702	rashmisarpal@ignou.ac.in
8	Ms. Parineeta, Assistant, SOTHSM	29571751/1758	parinita@ignou.ac.in
9	Dr. Neeraja Singh, Associate Professor (in History), Satyawati College, DU, New Delhi		
10	Dr. Bani Bora, Social & Development Research and Action Group) SADRAG, Noida (U.P.)		
11	Ms. Swati Pal-Ph. D. in Chemistry		

## III. IGNOU APEX COMMITTEE AGAINST SEXUAL HARASSMENT (ACASH)

1	Prof. Anju Sehgal Gupta, Professor, SOH Chairperson ACASH	29532054	asgupta@ignou.ac.in
2	Ms. Kailash Saluja, AR, MPDD	29572006/2030	kailashsaluja@ignou.ac.in
3	Ms. Gazala Parven, Prod. Asst. EMPC	29573366	ghazala.syed.mail@gmail.com
4	Prof. Jyantika Dutta, Lady Irwin College		

Regional Centre Committee against Sexual Harassment (RCCASH) has been constituted at each Regional Centre.

**For Complaints please write to:**

**Address at IGNOU (Hqrs.):**

Chairperson, RSDCASH, Regional Services Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110 068

**Email: [rsdcash@ignou.ac.in](mailto:rsdcash@ignou.ac.in)**

**OR**

**Address at your Regional Centre:**

Chairperson, Regional Centre Committee against Sexual Harassment (RCCASH) (Address of your Regional Centre).

**Kind Attention: All Past and Present Students of IGNOU!**

**Now you rank our Performance...**

*Dear Student,*

*As the largest distance education institution in the world. We have always endeavoured to imbibe values and skills for the development of knowledge and competencies. And it is our belief that you as the former or present student are the best person to judge how far we have succeeded in our efforts. To gain your invaluable impression, we present here a short questionnaire. All you have to do is fill it and mail it back to us. You can also fill this questionnaire online by logging on to [www.ignou.ac.in](http://www.ignou.ac.in). Your invaluable inputs shall guide us towards a direction where we shall improve our services and evolve more student-friendly study programmes.*

Vice-Chancellor, IGNOU.



Enrolment No. .... Name .....

Gender :  M  F

Age Group :  Below 30  31-40  41-50  Above 51

Programme of Study .....

Year of Enrolment ..... Year of Completion .....

Regional Centre ..... State ..... Study Centre .....

Please Indicate your satisfaction level by putting a tick mark on your choice.

Serial No.	Questions	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied
1.	Concepts are clearly explained in the printed learning material	<input type="checkbox"/>				
2.	The learning materials were received in time	<input type="checkbox"/>				
3.	Supplementary study material (like video/audio) available	<input type="checkbox"/>				
4.	Academic counsellors explain the concepts clearly	<input type="checkbox"/>				
5.	The counselling sessions were interactive	<input type="checkbox"/>				
6.	Changes in the counselling schedule were communicated to you on time	<input type="checkbox"/>				
7.	Examination procedures were clearly given to you	<input type="checkbox"/>				
8.	Personnel in the study centres are helpful	<input type="checkbox"/>				
9.	Academic counselling sessions are well organised	<input type="checkbox"/>				
10.	Guidance from the Programme Coordinators and Teachers from the School0	<input type="checkbox"/>				
11.	Assignments are returned in time	<input type="checkbox"/>				
12.	Feedback on the assignments helped in clarifying the concepts	<input type="checkbox"/>				
13.	Project proposals are clearly marked and discussed	<input type="checkbox"/>				
14.	Studying in this programme provided the knowledge of the subject	<input type="checkbox"/>				
15.	Results and grade card of the examination were provided on time	<input type="checkbox"/>				
16.	Overall, I am satisfied with the programme	<input type="checkbox"/>				

*After filling cut out this questionnaire and mail it to:*  
 STRIDE, Block-14, IGNOU, Maidan Garhi, New Delhi-110 068