

Centre for Distance and Online Education (CDOE)

**Master of Arts in Population Studies
(Distance Learning)**

GUIDELINES FOR DISTANCE LEARNERS



(स्थापना/ Established in 1956)
बेहतर भविष्य के लिए क्षमता निर्माण
Capacity Building for a Better Future

**International Institute for Population Sciences
(Deemed to be University)
Govandi Station Road, Deonar
Mumbai- 400 088**

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1 About the Program

Centre for Distance and Online Education (CDOE), International Institute for Population Sciences (IIPS), Mumbai offered Master of Arts in Population Studies. The International Institute for Population Sciences, Mumbai (formerly known as Demographic Training and Research Centre) was established in Mumbai on July 1956 with joint collaboration of the United Nations Population Fund (UNFPA), Government of India and Sir Dorabji Tata Trust to serve as the Regional Institute for Training and Research in Population Studies for the countries of Asia and the Pacific region. The University Grants Commission has recognized International Institute for Population Sciences as Deemed to be University on 14th August 1985. Currently, IIPS is a Deemed to be University under the administrative control of the Ministry of Health and Family Welfare, Government of India. The Institute is the hub of population related work in India. This is the only Institute of its kind exclusively devoted to teaching and research in population and related areas. The Institute is well known in the world arena in creating a large number of professionals, demographers through conducting various postgraduates' courses. It is prideful to mention that many of the institute's alumni are holding key positions in various Government and non-government institutions/universities and various departments and playing important roles in addressing various population issues in the country and outside the country. Because of its uniqueness, International Institute for Population Sciences although a Deemed to be University has given permission to start a Distance Learning Programme to promote the discipline of population studies and International Institute has been offering the distance learning from 1994 by starting Department of Extra Mural Studies and Distance Education rename as Centre for Distance & Online Education (CDOE).

1.1 Admission Criteria

Bachelor's degree from a recognized university in India or abroad in any subject with a minimum of 50% marks (45% for reserved candidates). Applicants who are having master's degree and work experience will be given due weightage. Reservation criteria will be followed as per the Government of India norms.

1.2 Selection Procedure

Selection of distance learners for the MA in Population Studies program is finalised by a selection committee constituted by the Director of the Institute. The selection is done on the basis of merit and past experience in the relevant field.

1.3 Number of Seats

There are 150 seats available for admission to this programme. However, the Institute reserves the right to decide the number of students to be enrolled in each academic session depending upon number of applications received.

1.4 Reservation

Reservation for SC/ST/OBC/PWD candidates will be considered as per the Government of India norms and the guidelines of the University Grants Commission

1.5 Duration and Extension of the Programme

The duration of the course be a minimum of 2 years and a maximum of 4 years. If distance learners complete the maximum duration of 4 years and not able to complete the course within a time, their admission will be automatically cancelled, and no further extension will be permitted. Distance learners who complete two years must apply for an extension for the following year and pay the extension fees to complete the course. **Distance learner's clear at least 50 percent of the papers in the first year are only eligible for a second-year extension.**

1.6 Verification of Original Degree Certificate/Mark Sheets

All the admitted distance learners are required to bring original certificate/mark-sheet of the educational documents for verification at the time of first visit to International Institute for Population Sciences either for attending personal contact programme/writing examination or at any other stances. If distance learners fail to show the original documents, distance learners appearing for writing examination will be denied. In any case, **admission to this course is provisional until the original certificate and mark sheet have been verified by the CDOE.**

1.7 Study Materials

The only soft copy of self-learning study materials will be provided to distance learners.

1.8 Change of Address

In case there is any correction/change in the address, the distance learners are advised to inform the Centre for Distance and Online Education immediately by e-mail. The academic documents

would be despatched at the mailing addresses given by the distance learners on the proforma which submitted by them.

1.9 Personal Contact Programme

The Personal Contact Programme & Examinations would be held at International Institute for Population Sciences Mumbai. The Personal Contact Programme scheduled for 10 days and twice in every year during the month of June-July (In Person) and November-December (Online). Each student is required to attend at least one contact programme during the course duration. However, one may attend more than one personal contact programme as per individual requirements. The CDOE will communicate the time & schedule of personal contact programme, before 6 to 8 weeks in advance. Also, the same information would-be put-on Institute's and Centre's website.

1.10 Examination

The examinations are held twice in a year followed by the personal contact programme during June-July and November-December. The examination conducted only written mode at the International Institute for Population Sciences. The CDOE will communicate the time & schedule of personal contact programme, before 6 to 8 weeks in advance. Also, the same information would-be put-on Institute's and Centres website.

1.11 Fees for Personal Contact Programme and Mid Term Examination

The distance learners are required to pay a fee of Rs. 600/- for attending personal contact programme. Also, for appearing in the examination a fee of Rs. 200/- per paper is to be submitted along with filled-in proforma. The distance learners appearing for Re-examination required to pay a fee of Rs. 500/- per paper.

1.12 Accommodation Arrangements

During visit to the Institute for attending personal contact programme or writing examination, the distance learners are required to make their **own arrangements** for stay at Mumbai. However, **subject to availability**, the CDOE centre may arrange accommodation in the Institute's Hostel, on payment basis as per the rules.

1.13 Refund of Fee

Admission fees will not be refunded under any circumstances. Also, fee paid for attending personal contact programme and mid-term examination is not adjustable against the fees payable for the next personal contact programme and mid-term examination.

2 Academic Activities and Syllabus

2.1 Tentative Academic Activities for Master of Arts in Population Studies during Academic Years

Time Period in Month (Example Year)	Academic Activities First Year
August-October (2026-2027)	Confirmation of admission and Orientation Programme
November (2026-2027)	Submission of Assignments
November-December (2026-2027)	Personal Contact Programme and Examination
January (2026-2027)	Declaration of Results of December Examination
June (2026-2027)	Submission of Assignments
June-July (2026-2027)	Personal Contact Programme and Examination
June-July (2026-2027)	Presentation of Term Paper Proposal
	Second Year
August (2027-2028)	Declaration of Results of June-July Examination
November (2027-2028)	Submission of Assignments
November-December (2027-2028)	Personal Contact Programme and Examination
November-December (2027-2028)	Presentation of Term Paper Proposal
January (2027-2028)	Declaration of Results of December Examination
March (2027-2028)	Submission of Term Paper
June (2027-2028)	Submission of Assignments
June-July (2027-2028)	Examination
July (2027-2028)	Viva voce Examination
July August (2027-2028)	Final Degree Award

2.2 Master of Arts in Population Studies paper year wise

Paper Code	Paper Name	Course Type	Credits
First Year			
MSP-1F	Sociology, Psychology and Anthropology	C	2
MSP-2F	Economics and Geography	C	2
MSP-3C	Basic Statistical Methods for Population Studies	C	4
MSP-4C	Introduction to Demography and History of Population	C	3
MSP-5C	Fertility and Nuptiality	C	4
MSP-6C	Evaluation, Adjustment of Demographic Data and Population Projection	C	4
MSP-7C	Introduction to Demographic and Statistical Software	C	4
MSP-8C	Migration and Urbanization	C	4
MSP-12C	Research Methodology	C	4
MSP-16C	Morbidity, Mortality and Public Health	C	4
IKS-1	Swayam-1	IKS	4
IKS-2	Swayam-2	IKS	2
	1st Year Credits		42
Second Year			
MSP-9C	Historical Demography	C	3
MSP-10C	Gender and Reproductive Health	C	4
MSP-11C	Population and Development	C	4
MSP-13C	Concepts and Measures of Global Health	C	3
MSP-14C	Population Policies, Programme and Evaluation of Health & Family Welfare Programmes	C	4
MSP-	Advanced Statistical Packages and Applications	C	3

15C	in Large-Scale Data		
MSP-17C	Population Ageing and Health Transition	C	4
MSP-18E	Urbanization, Space and Planning or Biostatistics and Epidemiology	E	3
MSP - TP	Term Paper	TP	10
MSP - VV	Viva-voce	VV	4
	2 nd Year Credits		42
	Total Credits		84

C: Core Paper, IKS: Indian Knowledge System, E: Elective Paper, TP: Term Paper, VV: Viva Voce.

2.3 Indian Knowledge System

As per academic requirements, distance learners are required to complete a total of six credits through courses offered on the SWAYAM platform. Distance learners are permitted to choose courses based on their academic interests; however, the total number of credits must be exactly six, neither more nor less. The six-credit requirement may be fulfilled by opting for:

- Two courses of three credits each, or
- Three courses of two credits each, or
- One four-credit course and one two-credit course.

Upon successful completion, students must submit the course completion certificate to the Centre for record purposes. Please note that students may be required to pay a nominal fee to SWAYAM for obtaining the certificate for the respective courses opted.

2.4 Master of Arts in Population Studies (Distance Learning) Course Curriculum

Paper No.	Paper Name	No of Units	Credits
MSP-1F	Sociology, Psychology and Anthropology	3	2
	Block-1 Anthropology and Sociology		
	Block-2 Psychology		
MSP-2F	Economics and Geography	10	2
	Block-1 Economics		
	Block-2 Geography		
MSP-3C	Basic Statistical Methods for Population Studies	11	4
	Block-1 Some Basic Mathematical Tools		
	Block-2 Basic Measures of Statistics, Elements of Probability Distribution		
	Block-3 Statistical Methods Used in Population Data Analysis		
	Block-4 Sampling Design & Statistical Inference		
MSP-4C	Introduction to Demography and History of Population	6	4
	Block-1 Introduction to Population Studies and History of Population		
	Block-2 Sources of Population Data		
	Block-3 Age-Sex Structure		
MSP-5C	Fertility and Nuptiality	12	4
	Block-1 Nuptiality Concepts & Methods		
	Block-2 Basic Concepts & Measures of Fertility & Reproduction		
	Block-3 Framework		
	Block-4 Fertility Transition in Some Developed & Developing Countries		
MSP-6C	Evaluation, Adjustment of Demographic Data and Population Projection	10	4
	Block-1 Evaluation and Adjustment of Demographic Data		
	Block-2 Population Estimates and Projections		

MSP-7C	Introduction to Demographic and Statistical Software	7	4
	Block-1 Introduction to Demographic and Statistical Software		
MSP-8C	Migration and Urbanization	12	4
	Block-1 Spatial Distribution: Measurers & Patterns		
	Block-2 Migration: Concepts, Measurers, Determinants and Consequences		
	Block-3 Urbanization: Concepts, Measures, Patterns and Consequences		
MSP-9C	Historical Demography	6	3
	Block-1 Historical Demography		
MSP-10C	Gender and Reproductive Health	8	4
	Block-1 Gender		
	Block-2 Reproductive Health		
MSP-11C	Population & Development	12	4
	Block-1 Population and Development: Concepts, Measures and Linkages		
	Block-2 Divergent Views of Population and Development		
	Block-3 Population and Development: Natural, Capital and Human Resources		
	Block-4 Social Development and Environment: Concepts and Implications		
MSP-12C	Research Methodology	9	4
	Block-1 Basic Concepts & Sampling Techniques		
	Block-2 Research Methods		
MSP-13C	Concepts and Measures of Global Health	6	3
	Block-1 Concepts, Measures and Determinants of Global Health		
	Block-2 Health Care Delivery Systems and Policies		
MSP-14C	Population Policies, Programme Evaluation of Health & Family Welfare Program	13	4
	Block-1 Population Policies and Programmes		
	Block-2 Population Programme Management		
	Block-3 Evaluation of Family Planning Programme		

MSP-15C	Advanced Statistical Packages and Applications in Large-scale Data	3	3
	Block-1 Advanced Statistical Packages and Applications in Large-Scale Data		
MSP-16C	Morbidity, Mortality and Public Health	9	4
	Block-1 Basic Concepts and Measures of Morbidity		
	Block-2 Basic Concepts and Measures of Mortality		
	Block-3 Life Tables and Indirect Methods of Mortality Estimations		
MSP-17C	Population Ageing and Health Transition	6	4
	Block-1 Life Course Perspective and Socio-demographic Dynamics of Ageing		
	Block-2 Health Transition, Health Care System and Health Financing		
	Block-3 Elder Care and Policies		
MSP-18E	Biostatistics & Epidemiology	5	3
	Block-1 Biostatistics and Epidemiology		
MSP-18E	Urbanization, Space and Planning	10	3
	Block-1 Urbanization, Space and Planning		

3 EVALUATION SYSTEM

1. Each distance learner will be evaluated on the basis of his/her performance in the written examination, Assignments, term paper and viva-voce examination. In order to qualify for the award of M.A. degree, it is essential that one should pass in both the written and oral examination (viva-voce) and satisfactory completion of the Term paper.
2. The evaluation will be done under the 10-points scale of direct grading system, which corresponds to letter grades viz., O, A+, A, B+, B, C, P, F, NA/AB. The grading system and its numerical grade point is given as below:
3. A minimum of P grade is required for passing in each of the course subjects.
4. **The written examination carries a weightage of 70 percent, while assignments carry a weightage of 30 percent in each paper.**

Final Grade	Grade Point	Grade Description
O Only	10	Outstanding
A Plus	9	Excellent
A Only	8	Very Good
B Plus	7	Good
B Only	6	Above Average
C Only	5	Average
P Only	4	Pass
F Only	0	Fail
NA/AB	0	Not attempted/Absent

3.1 Assignments

Distance learners are required to submit their assignments to the CDOE. For preparing the assignments, they should refer to the self-learning materials. Each assignment must be submitted separately for each block, which is to be completed during the course. Assignments carry a weightage of 30% in each paper.

3.2 Term Paper

The Distance learners will be required to prepare a research paper under the guidance of a faculty member at the Institute or the resource person recognised by the Institute and to be presented in a seminar organized in continuation to the contact programme/examination at IIPS. **The distance learners are required to present their proposals on selected topic for term paper within a period of three and half years from the date of registration. Also, they should have appeared in the MSP 12 C Research Methodology paper prior**

to submission of their research proposals in the student-faculty seminar. The Supervisor/Research Guide shall be assigned to the distance learners after assessing his/her area of interest for the term paper/dissertation. The term paper will be evaluated by the Institute and for this purpose 10 credits have been allocated. The coordinator of the programme will send the term paper/area study to two evaluators from faculty of IIPS (internally) and the average grade obtained will be awarded to the student.

3.3 Viva-voce

Viva-Voce will be a part of the final examination to be held at the end of the term, where a student will be evaluated by a panel of examiners, including an outside expert and Institute's faculty. The Director of the Institute will constitute a committee for evaluation in the viva-voce examination. The committee will consist of Director (as chairperson) or his nominee, two faculty members, one external examiner and the course coordinator. On passing the viva-voce examination, 4 credits will be awarded to the student.

3.4 Re-examination

If a student fails to qualify in any paper, he/she is entitled to appear for re-examination only in the next examination after paying the re-examination fee of Rs.500/- for the Indian students and US\$ 50 for the foreign students. Only two attempts in any paper will be allowed.

To qualify for the award of Master of Arts in Population Studies (Distance Learning), a distance learner must obtain a total of 84 credits (Written examination and Assignments: 64 credits, Indian Knowledge System: 6 credits, Term paper: 10 credits, Viva Voce: 4 credits).

4 General Guidelines for Assignments and Term Paper

4.1 Guidelines for Preparation of Assignments

Distance learners are required to submit their assignments to the CDOE. For preparing the assignments, they should refer to the self-learning materials. Each assignment must be submitted separately for each block, which is to be completed during the course duration. Assignments carry a weightage of 30% in each paper.

1. You are required to complete assignments and submit to CDOE centre prior to appearing in examination of any of the theory papers. **It is important to note that submission of assignments is a pre-requisite for writing examination in any theory paper. Your access to writing examination will be denied if you have not submitted assignments before examination.**

2. All assignments are required to be handwritten; typed or printed submissions will not be accepted
3. You are also advised to maintain separately a proper filing of the documents, related to each paper/block viz., assignments etc. It will not only be helpful in self-management but also in updating your own progress.
4. The answer should be minimum 500 words for each question.

Submission of assignments by post, please take care of the following points:

- The Assignments should be in your **own handwriting**.
- It is advised that before writing the assignments, you should read the booklets completely.
- You should write the answer of each question in your **own words**.
- Prepare the assignments on an **A4** size paper (not more than 21c.m. * 29c.m.) and **keep a xerox copy with your self**.
- While completing the assignments, please **leave some space after each question**, which would be utilised for comments, if necessary.
- Please attach a **Self-Addressed Postcard** with every correspondence on which you expect acknowledgement, **particularly for the Assignments**.
- Any change in your '**Present Communication Address**' should be communicated immediately to the Department either through post or electronic mail (**distanceeducation@iipsindia.ac.in**).
- Please be in good touch with your **post office** as this course heavily relies on the postal services.
- Assignments for each block should be written separately and should contain *your enrolment number, assignment number, title of the paper and block number clearly* as given below:

Enrolment No :- _____ **Name of the Student :-** _____

1. Code of the Paper : _____ **2. Name of the Paper :** _____

3. Number of the Block : _____ **4. Name of the Block:** _____

5 Guidelines for Preparation of Term Paper

Term paper is intended to test your understanding of the subject in a holistic manner. After going through all the course materials, you might develop a keen interest on one of the topics among fertility, mortality, migration, urbanization, family planning, nuptiality, reproductive health, gender issues, projections, population policies, population and development etc. And also, as a matter of fact, you may decide to do this course with specific intention of specialising in a specific topic. The 'term paper' gives you an opportunity to expose your acquired skills of knowledge in the Arts of writing, analysing the subject matter, applying a mathematical/statistical tool, etc. The term paper gives you an idea about, how to prepare an article for a journal, a conference paper, or a proposal for further research, and makes you well prepared whenever an opportunity arises.

1. Distance learners are eligible to present term paper required to appeared MPS-12 C Research Methodology paper before the term paper proposal presentation.
2. As a partial fulfilment to the requirement of this course, distance learners are required to prepare a term paper under the guidance of a faculty of the institute. Initially, distance learners required to submit a proposal base on their area of interest.
3. The term paper proposal will be present by distance learners during the term paper presentation session. Distance learners required to be present for the present to proposal. The term paper proposal will be sent to the faculty members for their consent to supervise distance learners by CDOE Centre. Once we receive faculty member's approval, you will be informed about the name of the **faculty for giving guidance** to research topic. Distance learners are required to work on term paper under the guidance of allotted faculty. Distance learners are required to submit final terms paper in four duly signed copies, approved by the supervisor, to the CDOE Centre for evaluation.
4. The 'Term Paper' will be sent to subject specialists among institute's faculty members for evaluation. **In case the 'Term Paper' submitted by you does not satisfy the minimum requirements and the evaluator suggests modifications, you may be asked to resubmit the work incorporating the suggestions made by the evaluator.**

5.1 Selection of Research topic or research ideas

While selecting a topic for term paper consider the following points:

- Whether the topic selected is relevant to the field of population studies/ demography?
- Whether it is feasible to complete the paper within the stipulated time period?
- Whether the required data are available at your place of work or government authorities?
- Whether the results of the analysis can lead to good and meaningful conclusions and make you a person with better understanding of the subject of population studies?

If your answer is **Yes** to all the above questions, then finalised the term paper research topic for further procedure.

5.2 Preparation of term paper research proposal

The Term Paper Proposal not exceeding 3 typed pages. distance learner's proposal should including the following sections:

- A clear title of the topic selected for the Term Paper
- Need for the study
- Specific Objectives of Research
- Hypothesis
- Data Sources
- Methods for Analysis or Statistical techniques for the analysis
- References

5.3 How to prepare a Term Paper for distance learners

The term paper must be included the following section

1. Cover page
2. Certificate of Approval by guide
3. Acknowledgements (Optional)
4. Abstract
5. Introduction
6. Literature Review
7. Objectives and Hypothesis (if any)

8. Data Source
9. Methodology
10. Results
11. Discussions
12. Summary and Conclusions
13. References

Reference should be in APA 7th Edition format

14. Appendix Tables, Maps, Graphs (in any).

Note: Distance Learners should refer to previous years' term papers, which are available in the library and through remote access, to get additional guidance and a better understanding

5.4 Submission of Term Paper

- The term paper submitted by you **should not be more than 30 typed pages** (excluding the Appendix and Tables). Term Paper should be typed on one side of a A4 size paper in double line spacing. The left-hand margin and the right-hand margin should be identical.
- Tables, Maps, Graphs may be given on separate sheets.
- Written matter should be supported with relevant data, tables and selected references (if needed).
- **Term papers found to have more than 15 percent plagiarism will be returned for revision.**

The outline of the cover page and declaration of your term paper should be as follows:

Cover Page

(Title of the research)

**Term paper submitted for the partial fulfilment of the degree of Master of Arts in
Population Studies**

(Distance Learning)

Submitted By

Name_____

(Enrolment No. _____)

Guide:

Supervisor Name_____

Designation _____

Dept. Name_____



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International Institute for Population Sciences

Govandi Station Road, Deonar

Mumbai- 400 088

Declaration and Certificate

DECLARATION

The term paper entitled “.....” (Title) is carried out by me under the guidance of..... (Name and designation). I declare that this work has not been submitted in part or full to any University or Institute for any Degree or Diploma.

Date:

Signature of the student _____

Name of the student: _____

I certify that the above declaration is true to the best of my knowledge and belief.

Signature of the guide: _____

Name of the guide: _____

Designation: _____

Department: _____

Date: