



IGNOU STUDY CENTER – 0712
VIVEKANANDA COLLEGE, VIVEK VIHAR, DELHI-110095
NOTICE FOR BSWG – JOURNAL SUBMISSION

DATE: 20.10.2025

Dear Learners,

This is to inform all students enrolled in the Bachelor of Social Work (BSWG) program at the Vivekananda College Study Centre, IGNOU that the submission deadline for your BSW journals is approaching.

Important Details for Journal Submission:

Date	Time	Venue	Dealing Assistant
2.11.2025	10 am -2 p.m	Room No.58	Mr. Suresh Kumar
9.11.2025	10 am -2 p.m	Room No.58	Mr. Suresh Kumar

Guidelines for Submission:

1. Completion: Ensure that your journals are thoroughly completed as per the guidelines provided in your course materials.
2. Formatting: Follow the specified format which includes proper indexing, page numbering, and binding of your journal.
3. Verification: Make sure that all the required entries are signed by your respective supervisors and fieldwork instructors.
4. Originality: The work submitted should be original and any form of plagiarism will not be tolerated.
5. Documentation: Attach all necessary documents such as your ID card copy, supervisor's verification form, and any other required annexures.

Submission Process:

- In-Person Submission: Submit your completed journals at the designated office within the given timeframe. Ensure you get an acknowledgment receipt upon submission.
- Postal Submission: If you are unable to submit in person, you may send your journals via registered post/courier ensuring it reaches us by the deadline. Clearly mention the Subject on the Envelope “**BSWG Journal Submission**”. The postal address for submission is:

Mr. Suresh Kumar
Vivekananda College IGNOU Study Centre 0712
Vivek Vihar, Delhi – 110095

Contact for Queries:

If you have any questions or require further assistance regarding the journal submission, please do not hesitate to contact Mr. Suresh 78349 65051.

We strongly advise you to adhere to the submission deadlines and guidelines to avoid any inconvenience or academic penalties.

Thank you for your cooperation and commitment to your academic endeavors. We wish you all the best in your journal completion and submission.

IGNOU STUDY CENTER 0712 TEAM