

READ THIS FIRST

What this file is. A format template for the MAEP-001 dissertation of the IGNOU Master of Arts in Adult Education. It sets out the order of pages and the contents of each chapter as given in Section 4.4 and Appendices VI to X of the *MAEP-001 Handbook on Dissertation Work* (IGNOU, April 2013), which the MAAE Programme Guide (School of Education, July 2024) keeps in force for the revised programme.

What it contains. Headings, empty table shells and sentence frames. It contains no data, no findings and no results. Every finding in a dissertation must come from the student's own data; a number copied from a sample is invented data.

What it is not. It is not a dissertation and must not be submitted. The declaration in Appendix VIII requires you to state that the work is original and that no chapter is lifted, in whole or in part.

Format set by Appendix X of the Handbook.

- Typed or word-processed in **one and a half spacing**, on one side only, 12 pt, A4 paper (29 x 21 cm).
- Hard-cover binding; **three copies** bound.
- **Two copies** sent by Registered or Speed Post, or submitted by hand, to the Regional Director of your Regional Centre. If you submit by hand, obtain an acknowledgement of receipt.
- Keep the third copy. Copies submitted to IGNOU are not returned.

Not set by the Handbook. Font name, margins, a word limit or a page limit. Follow your supervisor on these, and do not treat a figure you read elsewhere as an IGNOU rule.

Evaluation. The dissertation is evaluated and a viva-voce is held at the Regional Centre (Handbook, p. 7). The dissertation report carries 70 percent and the viva-voce 30 percent of the overall grade (Programme Guide, 2024, Section 6).

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Part A. Order of Pages in the Bound Dissertation

No.	Page	Source in the Handbook	Page numbering
1	Cover page (hard cover) and title page	Appendix VII; Appendix X item 3	None
2	Declaration by the student	Appendix VIII	Small Roman
3	Certificate by the supervisor	Appendix IX	Small Roman
4	Preface with acknowledgements, or Acknowledgements only	Section 4.4.1 (iv)	Small Roman
5	Table of Contents	Appendix VI	Small Roman
6	List of Tables, List of Figures, List of Abbreviations	Appendix VI	Small Roman
7	Chapters I to V	Section 4.4.1 (II); Appendix VI	Arabic, from 1
8	Bibliography	Section 4.4.1 (III)	Arabic, continued
9	Appendices, starting with the approved dissertation proposal	Appendix VI; Appendix X item 2	Arabic, continued

Section 4.4.1 (v) of the Handbook says preliminaries are usually numbered in small Roman numerals and listed without serial numbers in the Table of Contents. Appendix X also asks for a copy of the approved proposal with the bound copies; ask your Regional Centre whether it wants it bound in, attached, or both.

Part B. Cover Page and Title Page (Appendix VII)

[TITLE OF THE DISSERTATION, EXACTLY AS APPROVED]

A Dissertation submitted to Indira Gandhi National Open University
in partial fulfilment of the requirement for the award of Degree of
MASTER OF ARTS IN ADULT EDUCATION (MAAE)

Name of the Candidate: []

Enrolment Number: []

Full Address: []

Name of the Supervisor: []

Indira Gandhi National Open University, New Delhi

[Month and Year of Submission]

Appendix X, item 3: the cover page and the first page carry the title, name of the researcher, enrolment number, full address, name of the supervisor, name of the University, and month and year of submission. Keep the title word for word as on your approved proforma.

Part C. Declaration (format printed in Appendix VIII)

DECLARATION

I hereby declare that the Dissertation entitled [TITLE IN BLOCK LETTERS] submitted by me in partial fulfilment for the award of the Degree of the Master of Arts in Adult Education (MAAE) to Indira Gandhi National Open University (IGNOU), New Delhi is my original work and has not been submitted earlier to IGNOU or to any other institution for fulfilment of the requirement for any course of study. I also declare that no chapter of this dissertation either in whole or in part is lifted and incorporated.

Place: [] Date: []

Signature: _____ Name of the Candidate: [] Enrolment No.: [] Address: []

Part D. Certificate (format printed in Appendix IX)

CERTIFICATE

This is to certify that [Mr./Ms. Name], student of Master of Arts in Adult Education (MAAE) programme from Indira Gandhi National Open University, New Delhi, has worked under my supervision and guidance for [his/her] Dissertation for the Course MAEP-001. [His/Her] Dissertation entitled [TITLE] which [he/she] is submitting hereby is [his/her] genuine and original work.

Place: [] Date: []

Signature: _____ Name of the Supervisor: [] Address: []

The supervisor signs the certificate personally. Nobody else may sign it on the supervisor's behalf.

Part E. Preface or Acknowledgements

Section 4.4.1 (iv): a brief statement of the purpose, scope and contribution of the study, ending with thanks to those who gave substantial academic guidance, administrative support or facilities. If there is little to say about the contribution, label the page Acknowledgements instead. The Handbook warns that a long list of over-enthusiastic acknowledgements is not in good taste. Your name goes at the end.

[Two or three short paragraphs.] [Name of the Candidate]

Part F. Table of Contents (Appendix VI)

Contents	Page
Acknowledgements	[i]
List of Tables	[]
List of Figures	[]
List of Abbreviations	[]
Chapter I: Introduction - Background; Review of Related Literature; Rationale of the Study	[]
Chapter II: Statement of the Problem and Scope - Title; Research Questions; Objectives of the Study; Hypotheses of the Study; Operational Definitions of the Terms; Scope; Delimitations of the Study; Limitations of the Study	[]
Chapter III: Methodology of the Study - Research Design; Population of the Study; Sample of the Study; Tools and Techniques used for Data Collection; Procedure of the Data Collection; Procedure of Data Analysis	[]
Chapter IV: Analysis and Interpretation of Data	[]
Chapter V: Summary, Conclusions and Suggestions - Summary; Major Findings of the Study and Brief Discussion of Results; Conclusions of the Study and their Implications; Suggestions for Further Research	[]
Bibliography - Books; Journals; Dissertations/Theses; Reports	[]
Appendices - Approval of Dissertation Proposal; Tools and Techniques used; Raw Data and certain Tables, if any; Any New Materials developed for Research	[]

Appendix VI ends with a note to ensure that page numbers are given against every entry.

Part G. Chapter Frames

Chapter I: Introduction

Introduce the area and the problem in its context. Section 4.4.1 allows the review of related literature either as a sub-section under 'Rationale' or, if it is long, as a separate second chapter followed by the Statement of the Problem.

Frame: The present study arose from [context]. Studies by [authors, years] examined []; none of them [gap]. The present study was therefore undertaken to [].

Chapter II: Statement of the Problem and Scope

Restate the exact approved title, the research questions, objectives, hypotheses (if any), operational definitions, scope, delimitations and limitations. Hypotheses appear only where the design calls for them (Handbook p. 16).

Chapter III: Methodology of the Study

Describe the method, population, sample size and sampling method, the choice and development of each tool, the procedure of data collection and the methods of analysis with reasons (Section 4.4.1, part 3).

Stratum / group	Population	Sample	Percent of population sampled
[]	[]	[]	[]
[]	[]	[]	[]
Total	[]	[]	[]

Frame: The reliability of the [tool] was established by the [split-half / KR-20 / Cronbach alpha / test-retest] method on a pilot group of []; the coefficient obtained was []. Content validity was established by [].

Chapter IV: Analysis and Interpretation of Data

The crux of the report; it may run to more than one chapter. Present tables and figures with interpretation. Do not translate every figure in a table into words; point out the important facts and relationships. Report frankly any weakness in design, tools, sample or data collection that came to light (Section 4.4.1, part 4). Long tables can go to the appendices.

Table 4.[]: Distribution of respondents by [variable] (n = [])

[Category]	Number of respondents	Percent
[]	[]	[]
[]	[]	[]
[]	[]	[]
Total	[]	100

Table 4.[]: Comparison of mean scores on [variable] by [group]

Group	N	Mean	SD	t / F	df	Level of significance
[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]			

- Frame: Table 4.[] shows that [the largest group / the main pattern] was [].
- Frame: The [t / F]-value of [] is [significant / not significant] at the [0.05 / 0.01] level; hence H_0 [] is [rejected / retained].
- Frame (qualitative): Responses to [item] were coded into [] themes. Under the theme [], respondents described [].

Chapter V: Summary, Conclusions and Suggestions

Summarise the background, restate the problem, objectives, hypotheses and delimitations, describe the methodology briefly, then state the major findings, the conclusions with their implications for adult education, and suggestions for further research, including questions left unanswered (Section 4.4.1, part 5; Section 4.3.3).

- Frame: Finding [] (Table 4.[]): [state the finding from your own table].
- Frame: On the basis of findings [] and [], it is concluded that [], within the delimitations stated in Chapter II.
- Frame: Further research may examine [].

Part H. Bibliography and Appendices

The bibliography lists every source referred to. If the list is long, divide it into Books, Journals, Dissertations/Theses and Reports, as Appendix VI shows. The Handbook refers students to Unit 23 of MES-016 for writing references.

Appendices carry, in the order mentioned in the text: the approval of the dissertation proposal; copies of the tools used; raw data and long tables mentioned but not given in Chapter IV; and any new material developed for the research (Appendix VI; Section 4.4.1, part III).

Part I. Style Rules from Section 4.4.2

- Formal, straightforward language. Avoid I, we, you, our and us; refer to yourself as 'the researcher' or 'the investigator'.
- Give an abbreviation in full the first time, with the short form in brackets, except universally known ones such as IQ and MA.
- Spell out numbers below three figures, rounded numbers and numbers that begin a sentence, except in statistical discussion. Use figures for decimals and percentages, with the word spelled out, as in '12 percent'.
- Do not include standard statistical formulae or computational procedures in the report.
- Use the past tense for what was done or found, and the present tense when referring the reader to a table or stating an established principle.
- Proof-read every page yourself before binding (Section 4.4.3).

Part J. Submission Checklist (built from Appendix X)

Done	Item	Source
[]	Typed or word-processed, one and a half spacing, one side only, 12 pt, A4	Appendix X, item 1
[]	Copy of the approved proposal (Appendix V proforma) with the bound copies	Appendix X, item 2
[]	Cover page and first page carry all fields listed in Part B	Appendix X, item 3; Appendix VII
[]	Declaration signed by the student	Appendix X, item 4; Appendix VIII
[]	Certificate signed by the supervisor	Appendix X, item 5; Appendix IX
[]	Hard-cover binding; three copies bound	Appendix X, item 6
[]	Two copies sent to the Regional Director by Registered or Speed Post, or by hand	Appendix X, item 7
[]	If by hand: acknowledgement of receipt obtained from the Regional Centre	Appendix X, item 7
[]	Third copy kept; submitted copies are not returned	Appendix X, item 8
[]	Title on every page identical to the approved title	Section 4.1.3
[]	Project evaluation fee paid with the Term-End Examination form (Rs 500 for a project above 4 credits; confirm on the current form)	Common Prospectus July 2026, p. 27

Status of the dissertation and viva-voce marks: Assistant Registrar (Projects), Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi 110068, projects@ignou.ac.in (MAAE Programme Guide, 2024, Section 4).

This template organises IGNOU's own instructions. It does not guarantee approval, marks or a viva outcome; the University's evaluator decides.