

READ THIS FIRST

This is a **format template** for the MANP-001 (Fieldwork and Dissertation) report of the IGNOU MAAN programme, built from the MANP-001 Fieldwork Manual (School of Social Sciences, August 2012, sections 1.5.2 to 1.5.5 and Appendix IV). It contains no findings, no numbers and no data. Every table is an empty shell and every sentence frame has [blanks] that only your own fieldwork can fill. A report with invented data is not your work, and the manual says copied work is subject to rejection.

Format rules printed in the Fieldwork Manual

Item	Rule (section 1.5.4 unless stated)
Language and type	English; Times New Roman, 12 pt; A-4 paper
Length	About 80 to 120 one and a half spaced pages, not exceeding approximately 20,000 words; 10% variation permitted. Title page, acknowledgements, area map and photographs are not counted
Chapters	Usually four or five; each main heading starts on a new page; about 15 to 20 pages per chapter (section 1.5.2)
Pages	Numbered sequentially at bottom centre
Binding	Spiral bound between transparent plastic sheets, with the cover page of the approved proposal bound in
Must contain	Approved proforma for the research proposal (Appendix I), the research proposal, the certificate of originality, an area map and photographs including you in the field (General instructions)
Copies	Make two copies; submit one. The University does not return evaluated dissertations
Where	Spiral bound copy to the Regional Director of your Regional Centre, by insured registered post, insured speed post or by hand; write "MAAN Dissertation report (MANP 001)" on the envelope
When	As printed in the manual: 15 May for July session and 15 November for January session. Confirm the current cycle with your Regional Centre

How the dissertation is marked (section 1.5.5)

Component	Marks
Objectives, hypotheses and research methodology	20
Review of literature	10

Component	Marks
Quality of data analysis, description and presentation	20
Overall structure, organisation and presentation	10
References	05
List of contents	05
Viva-voce (problem identification 10; design, methods and findings 10; linking conclusions to objectives 10)	30
Total; minimum to pass is 40%	100

ignouproject.com

Free study reference. Not for submission. The learner remains the author of every synopsis and report.

Page Order of the Bound Dissertation

No.	Page	What goes on it
1	Cover page	Title, "Under the Supervision of", supervisor name, submission statement for the MAAN degree, programme code, your name, enrolment number, Regional Centre and Study Centre names and codes (Appendix IV)
2	Title page	Same details plus the statement given in section 1.5.4 and the month and year of submission
3	Declaration and Certificate of Originality	Your declaration and the certificate signed by you and the mentor (Appendix IV)
4	Supervisor certificate	Certificate by the Academic Supervisor that the dissertation is your own work and may be placed before the examiner (section 1.5.4)
5	Approved proforma and research proposal	Appendix I proforma as approved, and your proposal
6	Acknowledgements	No dedication: the manual says dissertations are meant for evaluation
7	Table of contents	Chapters, sections and page numbers, including references, figures, tables and maps
8	List of tables and photographs or figures	With page numbers
9 to 14	Main text	Introduction; Literature Review; Study Area and People; Materials and Methods; Data Analysis and Results; Discussion and Conclusion
15	References	Only works cited; alphabetical; manual format; no "et al." in the list
16	Appendices	Tools (schedule, interview guide), area map, photographs, other essential documents
17	Cover page of the approved proposal	Appended at the end (section 1.5.4)

The manual lists the approved proforma, proposal and certificate of originality as required contents but does not fix their exact position; this order is a practical arrangement. Confirm with your supervisor.

ignouproject.com

Free study reference. Not for submission. The learner remains the author of every synopsis and report.

[TITLE OF THE DISSERTATION, EXACTLY AS APPROVED]

Under the Supervision of

[Supervisor's name, designation, institution]

Dissertation submitted to Indira Gandhi National Open University in partial fulfillment of the requirement for the award of the degree of Master's in Anthropology (MAAN)

Field	Entry
Code	MANP 001
Student's name	[]
Enrolment No.	[]
Regional Centre (name and code)	[]
Study Centre (name and code)	[]
Month and year of submission	[]

Cover page frame based on Appendix IV of the Fieldwork Manual. The title must match the approved title word for word: section 1.3.3 says no change is allowed once the proposal is approved.

ignouproject.com

Free study reference. Not for submission. The learner remains the author of every synopsis and report.

Title Page Frame

[Title]

[Your name], Enrolment No. []

Academic Supervisor: [name]

Master's Degree in Anthropology (MAAN), Indira Gandhi National Open University

Statement required by section 1.5.4: "This dissertation is submitted in partial fulfillment of the requirements for the Masters degree in Anthropology of the Indira Gandhi National Open University", followed by [month and year].

Certificate of Originality Frame (Appendix IV)

This is to certify that the dissertation titled "[title]" submitted to Indira Gandhi National Open University in partial fulfillment of the requirement for the award of Master's Degree in Anthropology (MAAN) is an original work carried out by [name], Enrolment Number [].
[Remaining wording as printed in Appendix IV.]

Student	Mentor
Signature: [to be signed by you]	Signature: [to be signed by your mentor]
Name; Enrolment Number; Place; Date	Name; Designation; Name of Institution; Date

Only you and your mentor sign these pages. No other person or service may sign for either of you.

ignouproject.com

Free study reference. Not for submission. The learner remains the author of every synopsis and report.

Chapter 1: Introduction

- State the problem in two or three sentences: [].
- The study asks [research questions] and has [number] objectives: [list].
- Explain why [Town or community] was chosen: [].

ignouproject.com

Free study reference. Not for submission. The learner remains the author of every synopsis and report.

Chapter 2: Literature Review

- Organise by theme, not by author. Theme 1: []. Theme 2: [].
- [Author (year)] studied [topic] in [place] using [method] and found [finding as reported by that author].
- The gap this study addresses is [].

ignouproject.com

Free study reference. Not for submission. The learner remains the author of every synopsis and report.

Chapter 3: Study Area and People

- [Town] lies in [District], [State]. Insert the area map here (required).
- Describe settlement, communities, occupations and ritual life from your own observation and from [secondary source with year].

Feature	Description	Source
Location and access		
Population (cite census year)		
Communities studied		
Ritual calendar		

Empty shell: fill only with your own data.

ignouproject.com

Free study reference. Not for submission. The learner remains the author of every synopsis and report.

Chapter 4: Materials and Methods

- Design: []. Universe: []. Sampling: [method] chosen because [reason].
- Tools: [list], pre-tested on [] respondents in [place] on [dates].
- Fieldwork period: [dates]. Rapport built through []. Consent obtained by []. Names changed to protect informants.

Objective	Data needed	Tool	Respondents	Analysis
1				
2				
3				
4				

Empty shell: fill only with your own data.

ignouproject.com

Free study reference. Not for submission. The learner remains the author of every synopsis and report.

Chapter 5: Data Analysis and Results

- Each table must come from your own field data. Introduce the table, present it, then interpret it.
- Table [] shows that [] of the [] respondents []. This suggests [your interpretation], which [agrees or disagrees] with [Author (year)].
- Case study [number]: [pseudonym], [age], [role]. [Narrative from your field notes.]

Category	Number	Per cent
[]		
[]		
[]		

Category	Number	Per cent
Total		

Empty shell: fill only with your own data.

ignouproject.com

Free study reference. Not for submission. The learner remains the author of every synopsis and report.

Chapter 6: Discussion and Conclusion

- Objective 1 was to []. The field data show [].
- Repeat for each objective; do not introduce new data here.
- Limitations: []. Directions for further research: [].

ignouproject.com

Free study reference. Not for submission. The learner remains the author of every synopsis and report.

Viva-Voce Preparation Sheet

The manual says the viva is held at your Regional Centre after the Term End Examination, by a panel of experts, and that you present your work for 15 minutes. Bring your IGNOU identity card, your personal copy of the dissertation in hard and soft form, and the call letter from the Regional Centre: without these you will not be permitted (section 1.5.5).

Viva component (10 marks each)	Prepare a short answer to
Identification of the problem	Why this topic, this place and these objectives? What is the scope?
Design, methods and findings	Why this sampling and these tools? What did fieldwork change? What are your three main findings?
Conclusions against objectives	For each objective, what did you find and how far was it achieved?

Submission Checklist

Check	Done
Title matches the approved title exactly	
Approved proforma, research proposal and certificate of originality included	
Area map and photographs including you in the field	
About 20,000 words (10% variation), TNR 12, one and a half spacing, A-4, bottom-centre page numbers	
Spiral bound between transparent sheets, approved proposal cover page bound in	
Second copy kept for yourself	
Envelope marked "MAAN Dissertation report (MANP 001)" and addressed to the Regional Director of your Regional Centre	
Project evaluation fee paid by the route in the current SED notice; receipt kept	

IGNOU's evaluator and viva panel decide the result. ignouproject.com is an independent service, not affiliated with or endorsed by IGNOU; it can review a learner-written draft against these rules and does not write, supply data for, sign or submit dissertations.

ignouproject.com

Free study reference. Not for submission. The learner remains the author of every synopsis and report.