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Report Format Template for IGNOU MAANY Dissertation (MANP-101)

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This file shows **page order, chapter contents, empty table shells and sentence frames**. It contains no data and no findings. Every number, quotation and conclusion in your dissertation must come from your own fieldwork.

Two labels are used throughout

- **[OFFICIAL]** a requirement printed in the MAANY Programme Guide (2026) or the IGNOU Common Prospectus (July 2026).
- **[COMMON PRACTICE]** a layout widely used in IGNOU dissertations but not prescribed for MANP-101. Confirm it with your guide, and follow the MANP-101 manual once IGNOU publishes it (none was found on any official path on 5 October 2026).

What the official documents say

- **[OFFICIAL]** Evaluation of MANP-101 is entirely on the dissertation; there is no assignment and no term-end examination (Programme Guide, pp. 10 and 16).
- **[OFFICIAL]** Submit to the Registrar, Student Evaluation Division (SED), IGNOU, Maidan Garhi, New Delhi 110068. If the University provides an upload link, upload only on that link and no hard copy is needed (Programme Guide, p. 10).
- **[OFFICIAL]** Attach a copy of your synopsis approval to the dissertation (Programme Guide, p. 10).
- **[OFFICIAL]** Project evaluation fee for project work above 4 credits is Rs 500, paid with the term-end examination form (Common Prospectus July 2026, p. 27). MANP-101 is 8 credits.
- **[OFFICIAL]** Re-evaluation is not available for project or dissertation work (Programme Guide, p. 22).

- **[OFFICIAL]** Viva voce: the guide is not consistent. Page 10 says there is no viva voce for the dissertation; page 49 says the report is evaluated by marking and a viva voce. Ask manp101@ignou.ac.in which applies to your session.
- **[OFFICIAL]** No word limit, page count, font, spacing, margin or binding is stated in the Programme Guide.

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A. Page Order

No.	Page	Status	Notes
1	Cover page	COMMON PRACTICE	Title exactly as approved, course code MANP-101, programme MAANY, your name, enrolment number, RC, guide, year
2	Copy of synopsis approval	OFFICIAL	Programme Guide p. 10: attach a copy of the approval
3	Declaration by the learner	COMMON PRACTICE	Wording to follow the MANP-101 manual when published
4	Certificate by the guide	COMMON PRACTICE	Signed by your own guide only
5	Acknowledgements	COMMON PRACTICE	Thank participants without naming them if you used pseudonyms
6	Contents, list of tables, list of figures	COMMON PRACTICE	Page numbers must match
7	Chapters 1 to 7	COMMON PRACTICE	See Section B
8	References	COMMON PRACTICE	One consistent style
9	Appendices	COMMON PRACTICE	Consent form, schedules, interview guide, kinship charts

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B. Shells for the Preliminary Pages [COMMON PRACTICE]

Cover page shell

[TITLE EXACTLY AS IN YOUR APPROVAL]
Dissertation submitted for MANP-101, Master of Arts (Anthropology) (MAANY)
Indira Gandhi National Open University, New Delhi
Submitted by: [Name] Enrolment No.: [] Regional Centre: []
Under the guidance of: [Guide's name, designation, institution]
[Month and Year]

Declaration shell

I, [name], enrolment number [], declare that the dissertation entitled "[title]" is my own work, based on fieldwork I carried out at [place] between [month] and [month]. It has not been submitted for any other degree. [Signature] [Date]

Guide's certificate shell

Certified that the dissertation entitled "[title]" submitted by [name], enrolment number [], was carried out under my guidance. [Signature of guide] [Name, designation] [Date]

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C. Chapter-by-Chapter Contents [COMMON PRACTICE]

The chapter plan follows the MANP-101 learning outcomes on p. 49 of the Programme Guide: problem, aims and objectives, literature, ethics, fieldwork, analysis and interpretation.

Chapter 1: Introduction

- Background of the problem
- Statement of the problem
- Objectives (as approved)
- Significance of the study
- Operational definitions
- Chapter plan

Chapter 2: Review of Literature

- Theoretical writing
- Indian and regional studies
- Research gap

Chapter 3: Research Methodology and the Field

- Research design
- Study area and how you entered the field
- Selection of households or informants
- Methods and tools
- Ethical procedures followed
- Problems faced in the field

Sentence frame

Fieldwork was carried out in [place] from [month, year] to [month, year]. [] households were listed in the census and [] were selected for detailed study on the basis of [criterion].

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Chapter 4: The Field Setting

Table 4.1 Composition of studied households (empty shell)

Household code	Members	Members away	Kin position of migrant	Destination	Period away

Source: [your household census, month and year]

Sentence frame: Of the [] households studied, [] had a [son / husband / daughter / brother] working outside the district at the time of fieldwork.

Chapter 5 and 6: Analysis and Interpretation

Table 5.1 Calls recorded in household call diaries (empty shell)

Caller's kin position	Calls in diary period	Calls mentioning money	Who started the call

Table 6.1 Thematic summary (empty shell)

Theme	Field evidence (note or interview reference)	Interpretation

Sentence frames: The field material suggests that []. This [supports / complicates] the argument of [author, year] that []. In [] of the [] case studies, a delayed remittance was followed by [].

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Chapter 7: Summary and Conclusion

- Summary of the study, objective by objective
- Conclusions drawn from your own findings
- Limitations
- Suggestions for further research

Sentence frame: With reference to objective [], the study found that [].

D. Appendices (empty shells) [COMMON PRACTICE]

Appendix A: Consent form shell

Item	Fill in
Purpose of the study explained in	[local language]
Participant agrees to interview	[Yes / No]
Participant agrees to call diary	[Yes / No]
Name may be used / pseudonym	[Pseudonym]
Signature or thumb impression, date	[]

Appendix B: Household census schedule shell

Q. No.	Question	Response
1	Number of members sharing the kitchen	
2	Members working outside the district	
3	Type of work and destination	
4	How the household keeps in touch	

Appendix C: Interview guide shell

- Theme 1: [your first objective as an open question]
- Theme 2: []
- Theme 3: []
- Probes: []

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