Sample project proposal for MEDSP-051, Project Work in CSR

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What this file is

It shows one way to lay out a MEDSP-051 project proposal under the parts that section 6 of the *Handbook on Project Work in CSR (MEDSP-051)* asks for (School of Extension and Development Studies, IGNOU, August 2021): Title, Introduction, Objectives, Problem Statement, Research Methodology with locale, sampling, data collection instruments and statistical tools, Limitations if any, and References.

The topic was chosen to show a design that needs no field site: a content analysis of published CSR documents. Annexure I of the Handbook lists "A content analysis of CSR reports of listed companies" among its sample topics, and section 3 allows methods other than case study and survey when you are comfortable with them.

How to read the brackets

Everything in [square brackets] is yours to decide with your supervisor: the sector, the stock exchange, the number of companies, the years if you change them, the reason for your choice, your supervisor's name and every figure. The file carries no result and no company finding, because a proposal has none yet, and the findings of your report can only come from data you collect and read yourself.

Your proposal must be your own. The Handbook lists among a supervisor's duties encouraging learners to work originally, not to copy or reproduce. Use this file to see the shape; write the words from your own reading.

Where the proposal goes

- Send by speed post: the Annexure II proforma filled in and signed by you and your supervisor, one typed copy of the proposal, and your supervisor's signed bio-data of about 2 pages. The Handbook asks for one typed proposal of 3 to 5 pages; the one that follows keeps to that length.
- Address: Project Coordinator (PGDCSR), School of Extension and Development Studies (SOEDS), Block 15-F, IGNOU, Maidan Garhi, New Delhi-110068. Write "Project Proposal-MEDSP-051" on the top right-hand corner of the envelope, and keep a copy of what you send.
- The Handbook advises posting by 30 April if you were admitted in the January session and by 31 October if you were admitted in July. Proposals are accepted all year, with a matching delay in finishing the programme. The School is to write to you about approval within four weeks of receiving the proposal, by e-mail or post.

For MACSR learners

The Handbook was written for PGDCSR, so its certificate and cover-page examples name that diploma and its proforma asks about PGDCSR counsellors. The Common Prospectus (July 2026) lists MEDSP-051 Project Work in CSR, 8 credits, as an elective in Year I of MACSR, with MEDSE-046 as the other choice. Use the Handbook's address as printed, and ask the Project Coordinator which programme name to print if you are registered in MACSR.

How this file was made. Prepared by the ignouproject.com editorial desk (Shri Chakradhar Publication Pvt. Ltd., New Delhi) with AI assistance from the MEDSP-051 Handbook and the legal sources under References, read in October 2026, and checked against them. Type: 12 pt, 1.5 spacing, A4 (the Handbook sets this spacing for the report and none for the proposal). Independent; not affiliated with IGNOU.

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PROJECT PROPOSAL

MEDSP-051: Project Work in CSR

Programme	[PGDCSR or MACSR]	Enrolment No.	[ ]
Name of the learner	[ ]	Study Centre Code	[ ]
Supervisor	[Name, designation]	Regional Centre Code	[ ]

1. Title

Disclosure of CSR Impact Assessment by Listed [Sector] Companies in India: A Content Analysis of Annual Reports on CSR, FY 2022-23 to FY 2024-25

2. Introduction

Corporate Social Responsibility has been a legal duty for larger Indian companies since the Companies Act, 2013. Section 135(1) of the Act covers every company that, during the immediately preceding financial year, had a net worth of Rs 500 crore or more, a turnover of Rs 1,000 crore or more, or a net profit of Rs 5 crore or more. Section 135(5) requires the Board of such a company to see that it spends, in every financial year, at least two per cent of its average net profits of the three immediately preceding financial years in pursuance of its CSR Policy.

Spending figures say how much was given, not what changed for the people a project served. In January 2021 the Ministry of Corporate Affairs amended the Companies (Corporate Social Responsibility Policy) Rules, 2014. Under rule 8(3)(a) of the amended Rules, every company whose average CSR obligation in the three immediately preceding financial years is Rs 10 crore or more must have an independent agency assess the impact of its CSR projects that have outlays of Rs 1 crore or more and were completed not less than one year before the study. Rule 8(3)(b) requires these impact assessment reports to be placed before the Board and annexed to the annual report on CSR.

For the largest CSR spenders, then, an outcome record now sits beside the expenditure record in a public document. Carroll (1991) placed philanthropic responsibilities at the top of his pyramid of corporate social responsibility, above economic, legal and ethical ones. Section 135 turned part of that discretionary layer into law for covered companies, so the way they report outcomes is a question of compliance as well as of voluntary accountability.

This study reads the annual reports on CSR of listed companies in the [sector] sector for FY 2022-23, FY 2023-24 and FY 2024-25 to find out whether the impact assessments that rule 8(3) requires are disclosed, and how much they tell a reader. The [sector] sector was chosen because [your reason, for example your work in the sector, the number of its companies that

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meet the Rs 10 crore threshold, or its share of spending on the National CSR Portal].

3. Objectives

1. To identify, for each sampled company and year, whether its annual report on CSR states that impact assessment under rule 8(3) applies to it.
2. To examine, where it applies, whether the impact assessment report is attached, linked or only mentioned, and which details it discloses: the assessing agency, the projects assessed, the method and the outcome indicators.
3. To compare the extent of disclosure across FY 2022-23, FY 2023-24 and FY 2024-25.
4. To suggest how [sector] companies and their implementing agencies could make impact disclosure more useful to readers.

4. Problem Statement

Rule 8(3) has asked the largest CSR spenders for independent impact assessments since 2021. The rule says which projects must be assessed, by whom and where the report must go; it does not say what the report must contain. A reader of an annual report on CSR may therefore meet a full study, a one-line statement, a web link or nothing. Whether listed [sector] companies disclose these assessments, and in how much detail, has not been documented for FY 2022-23 to FY 2024-25 [confirm this after your literature search; if a study already covers it, narrow the sector or the years, or state what your study adds].

The study asks: to what extent do listed [sector] companies that meet the Rs 10 crore threshold disclose the impact assessment of their CSR projects in their annual reports on CSR, and did the extent of disclosure change over the three years?

5. Research Methodology

5.1 Design

Descriptive, using content analysis of published documents (secondary data). No respondent is interviewed.

5.2 Locale

There is no field site. The data come from the annual reports of listed [sector] companies, including the annual report on CSR presented with the Board's report, downloaded from the company websites and [NSE or BSE] filings. Company-wise CSR figures will be cross-checked on the National CSR Portal of the Ministry of Corporate Affairs (www.csr.gov.in).

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5.3 Population and sampling

- Population: companies listed on [NSE or BSE] in the [sector] sector whose average CSR obligation for the three preceding financial years was Rs 10 crore or more in [each / at least one] of the study years [settle this rule with your supervisor].
- Sample: [all such companies, if there are [N] or fewer (a census)] or [[N] companies chosen purposively, with the basis stated].
- Unit of analysis: one company's annual report on CSR for one financial year, giving [N x 3] company-years.

5.4 Data collection instrument

A coding sheet with one row per company-year, supported by a coding manual that defines each field with an example. The sheet will be tried on [two] reports from outside the sample and revised with the supervisor before coding starts. Fields:

Field	What is recorded
CSR obligation	Amount the report states for the year, in Rs crore
Rule 8(3) applicability	Stated as applicable / stated as not applicable / not stated
Impact assessment report	Attached / linked / mentioned only / absent
Link status	Opens / does not open, with the date of access
Agency	Named / not named
Projects assessed	Number named in the report
Method	Survey / case study / mixed / not stated
Outcome indicators	Reported / not reported
Cost of assessment	Amount shown / not shown

A disclosure index will give one point for each of [six] items disclosed, so each company-year scores from 0 to [6]. The items chosen and the equal weights are the researcher's decision and will be explained in the report.

5.5 Statistical tools

Frequencies and percentages for each field; the mean and range of the disclosure index for each year; a chi-square test of whether attachment status differs across the three years, where the cell counts allow it (otherwise the cross-table alone); and, if a second coder codes [20] per cent of the reports, Krippendorff's alpha for inter-coder agreement (Krippendorff, 2018). Analysis in [MS Excel / SPSS / R].

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5.6 Ethics

Only published documents are used. Companies are named as they publish themselves, and every document is cited with its date of access.

6. Limitations

- The study reads what companies disclose. It does not judge the quality of the CSR projects or of the assessments themselves.
- Rule 8(3) applies only above the Rs 10 crore threshold, so the findings do not extend to smaller CSR spenders.
- Linked reports can be moved or removed; dates of access will be recorded.
- Coding involves judgement. The coding manual and a second coder reduce it but do not remove it.
- One sector and three years.

7. References

Carroll, A. B. (1991). The pyramid of corporate social responsibility: Toward the moral management of organizational stakeholders. *Business Horizons, 34*(4), 39-48.

Government of India. (2013). *The Companies Act, 2013* (Act No. 18 of 2013), section 135.

Indira Gandhi National Open University. (2021). *Handbook on project work in CSR (MEDSP-051) for Post Graduate Diploma in Corporate Social Responsibility (PGDCSR)*. School of Extension and Development Studies.

Indira Gandhi National Open University. ([year of your copy]). *MEDS-054 CSR projects and programmes, Block I*. School of Extension and Development Studies.

Krippendorff, K. (2018). *Content analysis: An introduction to its methodology* (4th ed.). SAGE.

Ministry of Corporate Affairs. (2014). *Companies (Corporate Social Responsibility Policy) Rules, 2014* (G.S.R. 129(E), 27 February 2014).

Ministry of Corporate Affairs. (2021). *Companies (Corporate Social Responsibility Policy) Amendment Rules, 2021* (G.S.R. 40(E), 22 January 2021).

Ministry of Corporate Affairs. (n.d.). *National CSR Portal*. https://www.csr.gov.in (accessed on [date]).

[Add the published studies on CSR disclosure in India that you read yourself, in APA style and in alphabetical order.]

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