

READ ME FIRST

IGNOU MAENOH Project (MEVP-001): Project Report Format Template

What this file is. A format template for the MEVP-001 project report: the page order, what each chapter must contain, empty table shells and sentence frames. It follows the Project Report section of the MEVP-001 Handbook (SOITS, 2022, pp. 23-25) and the Evaluation Scheme in Annexure V (p. 31).

What it is not. It contains no findings, no figures and no data. Every number in your report must come from data you collected and analysed yourself. A template filled with someone else's numbers is invented data, and your report must carry a Certificate of Originality signed by you and your supervisor.

Handbook rules on length and content

- About 40 to 50 double-spaced typed pages, not exceeding approximately 10,000 words excluding appendices and exhibits; a variation of 10 per cent on either side is permissible (p. 23). That is roughly 9,000 to 11,000 words.
- The report must include Title, Introduction, Objectives, Problem Statement, Research Methodology (with locale, sampling, instruments and statistical tools used), Results and Discussion, Summary, Limitations if any, and References (p. 23).
- It must also contain a copy of the approved project proposal proforma and project proposal, and the Certificate of Originality signed by the student and the supervisor (p. 23).
- References are written in APA format and listed alphabetically (p. 24).

How the 100 marks are split (Annexure V)

Part assessed	Maximum marks
Introduction (with objectives and rationale)	10
Review of the literature	10
Methodology	10
Results and discussion	30
Conclusions	10
Viva voce	30
Total (minimum 40 per cent to pass, p. 25)	100

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Page Order of the Report

The Handbook's Format for Project Report (pp. 23-25) gives the order below. Items marked 'common practice' are not named in the Handbook; keep them only if your supervisor agrees.

#	Page or section	What goes here
1	Title page	Title of the project, name of the student, address, enrolment number and year (p. 23).
2	Certificate of Originality	Annexure III, signed and dated by you and your supervisor.
3	Acknowledgement	Short thanks in your own words.
4	Table of contents	Chapters, sections and page numbers.
5	List of tables and figures	Common practice.
6	Chapter 1: Introduction	Problem, how the topic emerged, why you took it up, objectives and rationale.
7	Chapter 2: Review of literature	Earlier work in books, journals and articles that shaped your questions.
8	Chapter 3: Methodology	Sample, tests or tools, statistical analysis; locale and sampling.
9	Chapter 4: Results and discussion	Findings in tables and graphs, discussed against earlier studies, with implications.
10	Chapter 5: Summary and conclusion	Conclusion, limitations, suggestions for further work.
11	References	APA style, alphabetical.
12	Appendices	1. Interview schedule or questionnaire. 2. Copy of approved proforma, approved proposal and supervisor's bio-data.

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**[TITLE OF THE PROJECT, EXACTLY AS IN YOUR
APPROVED PROPOSAL]**

Project report submitted for MEVP-001 Project Work

Master of Arts (Environmental and Occupational Health) (MAENOH)

Indira Gandhi National Open University, New Delhi

Item	Fill in
Name of the student	[]
Address	[]
Enrolment number	[]
Year	[]
Supervisor	[Name, designation, institution]
Regional Centre and Study Centre	[Name and code]

The Handbook asks for title, name, address, enrolment number and year on the first page; the supervisor and centre rows are common practice.

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Certificate of Originality

Insert the Certificate of Originality exactly as printed in Annexure III of the MEVP-001 Handbook, with your project title filled in. Both you and your supervisor sign it and write the place and date. Do not retype it in different words.

Acknowledgement

I am grateful to [supervisor's name and designation] for guidance during this study ...

I thank the [respondents or organisation] of [locale] who gave their time ...

[Name], [Place], [Date]

Table of Contents

Chapter or section	Page
Certificate of Originality	[]
Acknowledgement	[]
List of tables and figures	[]
Chapter 1 Introduction	[]
Chapter 2 Review of literature	[]
Chapter 3 Methodology	[]
Chapter 4 Results and discussion	[]
Chapter 5 Summary and conclusion	[]
References	[]
Appendices	[]

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Chapter 1: Introduction (10 marks)

Handbook: the introduction tells the reader what the topic is about, how it emerged and what made the researcher take it up, and must contain the objectives and rationale (p. 24).

1.1 Background of the problem

[Environmental or occupational health issue] affects [group] in [setting] because ...

National or state context: [policy, programme or law you have read, with citation] ...

1.2 How the topic emerged

The topic arose from [your observation, work setting or course reading, for example MEV-00[]] ...

1.3 Statement of the problem

The present study examines [what] among [whom] in [where] during [when].

1.4 Rationale and significance

Little is documented about [gap] in [locale] ([citation]). The findings may help [users] to ...

1.5 Objectives

1. To describe ... 2. To study ... 3. To examine ... (same objectives as in your approved proposal)

1.6 Hypotheses (if any)

H01: There is no significant [association / difference] between [variable] and [variable].

1.7 Organisation of the report

Chapter 2 reviews ...; Chapter 3 describes ...; Chapter 4 presents ...; Chapter 5 summarises ...

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Chapter 2: Review of Literature (10 marks)

Handbook: a collective body of work done by earlier researchers and published as books, journals and articles; it helps generate ideas and develop significant questions (p. 24).

Theme	Studies read (author, year)	What they found	Gap your study addresses
[Theme 1]	[]	[]	[]
[Theme 2]	[]	[]	[]
[Theme 3]	[]	[]	[]

[Author] ([year]) studied [what] among [whom] in [where] and reported that [finding in your words] ...

Taken together, these studies show [pattern]; however, [gap] has not been examined in [locale or group].

Use the review table only to plan; write the chapter as connected paragraphs. List only sources you have read.

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Chapter 3: Methodology (10 marks)

Handbook: methodology includes sample, tests or tools and statistical analysis; the report also states locale, sampling, instruments and statistical tools used (pp. 23-24). The Handbook teaches two methods in detail: the case study method (Section 4) and the survey method (Section 5).

3.1 Research design

The study is a [descriptive survey / case study / ...] design, chosen because ...

3.2 Locale of the study

The study was carried out in [place], [district], [state], selected because ...

3.3 Universe and sample

The universe comprised []. A sample of [n] was drawn by [technique], because ...

3.4 Tools of data collection

Data were collected with [interview schedule / questionnaire / checklist / records], covering [sections] ...

3.5 Pilot study

The tool was tried with [n] respondents outside the sample on [date]; changes made: ...

3.6 Procedure of data collection

Data were collected between [date] and [date] by [method], after explaining the purpose and taking consent ...

3.7 Statistical tools

Data were analysed with [percentages, mean, standard deviation, chi-square / t-test / ...] using [software].

3.8 Ethical considerations

Participation was voluntary, consent was taken, and no respondent is identified in this report.

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Chapter 4: Results and Discussion (30 marks)

Handbook: findings after statistical analysis are reported in tabular and graphical form, discussed in the light of existing research studies, with their implications (p. 24). The shells below are empty on purpose.

Table 4.1: Profile of the respondents (n = [])

Variable	Category	Frequency	Per cent
[Age group]	[]	[]	[]
	[]	[]	[]
[Sex]	[]	[]	[]
	[]	[]	[]
[Variable]	[]	[]	[]
Total		[]	100.0

Table 4.1 shows that [] per cent of respondents were [category], while [] per cent were [category].

Table 4.[]: [Outcome] by [factor] (n = [])

[Factor]	[Outcome] yes	[Outcome] no	Total
[Category 1]	[] ([]%)	[] ([]%)	[]
[Category 2]	[] ([]%)	[] ([]%)	[]
Total	[]	[]	[]

The chi-square value of [] ($df = []$, $p = []$) is [significant / not significant] at the 0.05 level; hence H_0 [] is [rejected / retained].

This [agrees / does not agree] with [author, year], who found ... A possible reason is ...

Figure 4.[]: [Title]. Insert a chart drawn from your own table, with its source line:

'Source: primary data'.

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Chapter 5: Summary and Conclusion (10 marks for conclusions)

Handbook: the learner concludes the findings; limitations and suggestions for further work follow (p. 24). 'Summary' appears in the Handbook's list of report contents (p. 23).

5.1 Summary of the study

The study set out to [objectives] among [n] [respondents] in [locale] ...

5.2 Major findings

Objective 1: ... Objective 2: ... (one line per objective, each traceable to a table in Chapter 4)

5.3 Conclusion

The findings suggest that ...

5.4 Suggestions

For [group / local body / employer]: ...

5.5 Limitations

The study was limited by [sample, locale, season, self-report] ...

5.6 Suggestions for further work

A future study could [larger sample / other season / measured exposure] ...

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References (APA style)

Patterns only. Replace every bracket with a source you have read; list alphabetically.

Book: [Surname, Initials]. ([Year]). *[Title of book]*. [Publisher].

Journal article: [Surname, Initials], & [Surname, Initials]. ([Year]). [Title of article].

[Journal name], [volume]([issue]), [pages]. [DOI if any]

Book chapter: [Surname, Initials]. ([Year]). [Chapter title]. In [Initials Surname] (Ed.),

[Book title] (pp. []). [Publisher].

Report or government document: [Organisation]. ([Year]). *[Title]*. [Publisher or department].

Website: [Organisation or author]. ([Year]). *[Title of page]*. [URL] (accessed on [date]).

Appendices

- Appendix 1: Interview schedule or questionnaire used for the research.
- Appendix 2: Copy of the approved project proposal proforma, approved project proposal and the supervisor's bio-data.

Before you submit

- One typed copy of the report goes to your Regional Centre. A P.R. No. is allotted and communicated to you; quote it in every letter about the report (p. 23).
- The Regional Centre schedules the viva voce and sends the marks to the Student Evaluation Division (p. 23).
- Reports can be submitted any time of year. Submitted 1 December to 31 May: result with the June term-end examination. Submitted 1 June to 30 November: result with the December term-end examination (p. 23).
- Keep a full copy of everything you submit.

Prepared by BK Sahni, ignouproject.com, from the MEVP-001 Handbook (SOITS, 2022), read on 8 October 2026. Independent service, not affiliated with or endorsed by IGNOU.

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