

READ THIS FIRST

This is a **format template for the MEVP-012 project report** of the Master of Arts (Environmental Studies) (MAEVS). It contains no results, no data and no findings. Tables are empty shells and the result lines are sentence frames with blanks. Findings can only come from your own fieldwork or data.

- Built on the *MEVP-012 Handbook on Project Work* (School of Interdisciplinary and Trans-disciplinary Studies, IGNOU, May 2024): contents list in section 4.1, rules in section 4.2, submission in section 4.3, marks in section 5 and Annexure IV.
- Where this template goes beyond the handbook (for example the position of the acknowledgement page), it says so. The handbook prescribes no font, margin or referencing style.
- Length: the handbook asks for approximately 7,000 to 8,000 words.
- Your title must be the same as in your approved proposal (handbook section 4.2, point 4).

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Part A. Page Order of the Bound Report

#	Page	Source of the rule
1	Cover page	Common practice (template in Part B)
2	Original approved Annexure I proforma	Handbook 4.1 and 4.2 point 3: original must be attached; report rejected without it. Position not prescribed
3	Certificate of Originality (Annexure II), signed and dated by you and your supervisor	Handbook 4.1 and 4.2 point 3; supervisor's signature must tally with the proforma (4.2 point 4)
4	Acknowledgement (optional)	Common practice, not in the handbook
5	Table of contents	Handbook 4.1
6	List of tables and list of figures	Common practice; handbook 4.2 point 2 asks for numbered, titled tables and figures
7	Chapters 1 to 8	Handbook 4.1 contents, with a review of literature added (Annexure IV)
8	Summary	Handbook 4.1
9	Bibliography	Handbook 4.1
10	Appendices (if any): tools, map, photographs, data	Handbook 4.1; 4.2 point 9 asks you to attach relevant data, device or object

Printing: A-4 paper, double line spacing, one bound copy plus a CD with the soft copy in PDF format (handbook 4.2 point 1 and 4.3). All pages, tables and figures numbered in sequence (4.2 point 2). The assessment parameters in section 5.1 mention proper binding (spiral bound). A photocopy is not acceptable as the submitted copy (4.2 point 7); keep a photocopy for yourself for the viva (4.2 point 5).

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Part B. Cover Page Template

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

Project Report submitted for MEVP-012 Project Work

Master of Arts (Environmental Studies) (MAEVS)

Indira Gandhi National Open University, New Delhi

Field	Entry
Submitted by	[Name]
Enrolment No.	[]
Programme Study Centre / Study Centre (code)	[]
Regional Centre (code)	[]
Project Proposal No. (from the approved proforma)	[]
Supervisor	[Name and designation, as on the proforma]
Submission slot	[1 July to 30 September / 1 January to 31 March] [year]

Do not print the IGNOU logo unless your Programme Study Centre asks for it.

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Part C. Certificate of Originality (Annexure II layout)

Text as printed in Annexure II of the MEVP-012 Handbook (May 2024):

CERTIFICATE OF ORIGINALITY

This is to certify that the project titled "[title exactly as approved]" is an original work of the student and is being submitted in partial fulfilment for the award of the Master of Arts (Environmental Studies) of Indira Gandhi National Open University (IGNOU). This report has not been submitted earlier either to this University or to any other University/Institution for the fulfilment of the requirement of a course of study.

Signature of Supervisor	Signature of Student
Place: []	Place: []
Date: []	Date: []

Both sign in ink. The supervisor's signature must match the one on the Annexure I proforma.

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Part D. Table of Contents Skeleton

Chapter	Title	Page
	Approved proforma; Certificate of Originality; Acknowledgement	[i to iv]
	List of Tables; List of Figures	[]
1	Introduction	[]
2	Review of Literature	[]
3	Objectives	[]
4	Methodology (survey, data, tools and techniques used)	[]
5	Results	[]
6	Analysis and Interpretation of the Results	[]
7	Conclusions	[]
8	Recommendations (future scope and further enhancement)	[]
	Summary	[]
	Bibliography	[]
	Appendices	[]

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Part E. Where the Marks Sit (Annexure IV) and a Word Budget

The evaluation scheme in Annexure IV gives 70 marks to the report and 30 to the viva-voce; you need at least 40 per cent in each and 40 per cent overall (handbook section 5). The budget below splits 7,500 words in proportion to the written marks. It is a planning aid only; the handbook sets no words per chapter.

Annexure IV head	Max marks	Chapters in this template	Planning budget (7,500 words)
Introduction (with objectives and rationale)	10	1 and 3	about 1,050
Review of the literature	10	2	about 1,050
Methodology	10	4	about 1,050
Results and discussion	30	5 and 6	about 3,200
Conclusions	10	7, 8 and Summary	about 1,150
Viva voce	30	Not written	-
Total	100		7,500

Section 4.1 of the handbook does not list a literature review, but Annexure IV awards it 10 marks, so this template gives it a chapter.

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Part F. Chapter by Chapter

Chapter 1. Introduction

- Background of the environmental issue, from sources you have read.
- Why the problem matters in your study area (handbook 5.1: relevance of the problem to the real world).
- Rationale and the gap your study addresses.

Chapter 2. Review of Literature

- Studies arranged by theme, each with author, year, place, method and what it found, in your own words.
- Close with what the reviewed work leaves open and how your objectives respond to it.

Chapter 3. Objectives

- Objectives exactly as approved, numbered.
- Research questions or hypotheses, if your design uses them.

Chapter 4. Methodology

- Study area, with a map in the appendix.
- Design, population, sample size and sampling method, with reasons.
- Tools (schedule, questionnaire, checklist, instruments) and pre-test.
- Data collection: dates, procedure, consent, authorisation letter (handbook 3.4).
- Techniques of analysis, linked objective by objective.

Chapter 5. Results

- Tables and figures, numbered and titled, objective by objective.

Chapter 6. Analysis and Interpretation of the Results

- What each result means, compared with the studies in Chapter 2.
- Limitations that affect interpretation.

Chapter 7. Conclusions

- One conclusion per objective; section 5.1 checks that conclusions match the objectives.

Chapter 8. Recommendations

- Practical suggestions that follow from your results; future scope of the work.

Summary

- A short account of the problem, method, main results and conclusions.

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Part G. Empty Table Shells

Table 4.1: Sample design

Stratum or group	Population (N)	Sample (n)	Method of selection
[]	[]	[]	[]
[]	[]	[]	[]
Total	[]	[]	

Table 5.1: Profile of respondents

Variable	Category	Frequency	Per cent
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
Total		[n]	100

Table 6.1: [Variable A] by [Variable B]

[Variable A]	[B: category 1]	[B: category 2]	Total
[]	[]	[]	[]
[]	[]	[]	[]
Total	[]	[]	[n]

Sentence frames (fill only from your own data)

"Of the [n] respondents, [] per cent reported [], while [] per cent reported [] (Table [])."

"[] was the most common [practice / response], followed by [] and []."

"The chi-square value of [] with [] degrees of freedom is [significant / not significant] at the [] per cent level; hence the association between [] and [] is [supported / not supported]."

"This [agrees / does not agree] with [Author, year], who reported [] in [place]."

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Part H. Packet, CD and Envelope

Check	Handbook
One bound copy of the original report	4.2 point 5; 4.3
CD with the soft copy of the report in PDF format	4.2 points 1 and 5; 4.3
Original approved Annexure I proforma attached	4.1; 4.2 point 3
Certificate of Originality signed by you and your supervisor	4.1; 4.2 point 3
Title identical to the approved proposal	4.2 point 4
Supervisor's signature on the certificate tallies with the proforma	4.2 point 4
Relevant data, device or object attached where needed	4.2 point 9
Photocopy of the whole report kept for the viva	4.2 point 5; 4.3
Posted or handed in inside a slot: 1 July to 30 September or 1 January to 31 March	Page 5, steps table
Supervisor sends the Annexure III remuneration bill (Rs 300 per student, paid by IGNOU); you pay the supervisor nothing	Annexure III; 4.2 point 10

Envelope

Write on the top of the envelope:

M.A. (Environmental Studies) MAEVS Project Report (MEVP-012)

Address it to one of the two offices named in section 4.3:

The Registrar, Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi 110068

or

The Regional Director of the concerned Regional Centre

CD label

MEVP-012 Project Report (PDF) | [Name] | Enrolment No. [] | [Title] | [Regional Centre code]

If you upload through the Student Evaluation Division's online project portal instead, follow that cycle's instructions (single PDF per course, approved proforma in original, originality certificate, fee receipt) and confirm with your Programme Study Centre that the portal date falls within the MEVP-012 rules.