

IGNOU MAFCS Project (MFCP 005)

Project Report Format Template for Study Reference

This is a format template, not a report. It shows the page order, what each chapter carries, empty table shells and sentence frames. It contains no findings, no numbers and no results, because findings can only come from your own fieldwork or reading. Do not submit this file or any part of it.

Rule	Source	What it means for your report
Term paper of approximately 20,000 words; medium English	MFCI/MFCP 005 Project Manual, p.3 and p.9	Plan chapters to about 20,000 words. The manual leaves the page count blank, so no page number is an IGNOU rule.
Theme and topic number on the cover	Manual, p.9	Write, for example, "Theme Three: Cultural and Societal Transformation, Topic (d)".
Survey-based report: give sampling and quantification details with the findings	Manual, p.5	Use the Route A shells in Chapter 3.
Qualitative report (content analysis of already collected or available data): give proper references and bibliography	Manual, p.5	Use the Route B source register in Chapter 3.
First page of the uploaded PDF: title, name, programme code, enrolment number from ID card, Regional Centre code, course code, mobile, e-mail	SED online project guidelines, June 2026 cycle	Built into the cover specimen on the next page.
Include approved proposal (and proforma where applicable), synopsis, guide bio-data, originality certificate signed and dated by learner and guide, fee receipt	SED online project guidelines, June 2026 cycle	Built into the page order table.
Project evaluation fee Rs 500 for projects above 4 credits, paid with the TEE form	Common Prospectus July 2026, p.27; SED guidelines	Keep the receipt; the SED page says reports without it are not evaluated.

Font, margins, spacing and citation style are not set by the manual. This template uses A4, 12 point, double spacing and one consistent citation style as common practice; follow your local guide if they ask for something else.

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1. Cover page (first page of the PDF)

[TITLE OF THE PROJECT, EXACTLY AS APPROVED]

A project report submitted to Indira Gandhi National Open University in partial fulfilment of the requirements of the Master of Arts (Folklore and Culture Studies)

Course code: MFCP 005 [use the code on your registration]

Theme [number and name] | Topic ([letter])

Submitted by: [Name] | Enrolment No.: [from ID card]

Programme code: MAFCS | Regional Centre code: [] | Study Centre code: []

Mobile: [] | E-mail: []

Under the guidance of: [Name, designation, institution]

[Month, Year]

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2. Page order

No.	Page or section	Who signs or fills	Source
1	Cover page (as above)	Learner	Manual p.9; SED first-page rule
2	Approved proposal (synopsis) with the approval communication, and a proforma only where one was issued	Approved by the Programme Coordinator	Manual p.3; SED package
3	Local guide resume or bio-data, signed	Local guide	Manual p.3; SED package
4	Declaration of originality, signed and dated	Learner and local guide	SED package
5	Certificate by the local guide	Local guide	Common practice
6	Acknowledgements (short, optional)	Learner	Common practice
7	Contents with page numbers	Learner	Common practice
8	List of tables, figures, recordings and photographs	Learner	Common practice
9	Chapters, in the order of your approved Chapterization	Learner	Manual p.3
10	Bibliography	Learner	Manual p.5
11	Appendices	Learner	Manual p.5
12	Copy of the project evaluation fee receipt	Learner	SED guidelines

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3. Declaration of originality (frame)

I, [name], Enrolment No. [], declare that the project report titled "[title]", submitted for MFCP 005 of the Master of Arts (Folklore and Culture Studies) of IGNOU, is my own original work carried out under the guidance of [guide's name]. It has not been submitted earlier to any university or institution. The material I have used from other sources is acknowledged in the text and the bibliography.

Signature of learner: [] Date: [] Place: []

Signature of local guide: [] Date: []

4. Certificate by the local guide (frame)

Certified that the project report titled "[title]" is the work of [name], Enrolment No. [], carried out under my guidance for MFCP 005 of the MAFCS programme of IGNOU, and that it is in my view fit for submission.

Signature: [] Name and designation: [] Date: []

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5. Contents (specimen with empty page numbers)

Section	Page
Declaration; Certificate; Acknowledgements; List of tables and figures	[]
Chapter 1: Introduction	[]
Chapter 2: Review of literature	[]
Chapter 3: Field, sources and method	[]
Chapters 4 and 5: Analysis and interpretation (titles from your Chapterization)	[]
Chapter 6: Conclusion	[]
Bibliography	[]
Appendices	[]

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6. What each chapter carries, with sentence frames

Chapter 1: Introduction

The problem, its basis and rationale, the theme and topic it belongs to, the objectives and the scope.

"This study belongs to Theme [], Topic ([]) of the MFCP 005 project manual. It examines [] in [place] because []."

Chapter 2: Review of literature

What existing work says, and what your study adds. Folklore work in India draws on written and oral traditions together (manual, FAQ 1), so review both.

"[Author] ([year]) argues that []. This study differs because []."

Chapter 3: Field, sources and method

Route A, survey or schedule-based work: give the sampling and quantification details (manual p.5).

Table 3.1 Universe and coverage	Entry
Universe (who or what, where, when)	
Source of the list	
Number in the universe	
Number covered and how chosen	
Reason for this choice	

Table 3.2 Tools used	Items or questions	Used with whom	Language

Route B, qualitative work on already collected or available material: give proper references for every source (manual p.5).

Table 3.3 Source register	Type (text, archive, recording, oral account)	Where held	Date	How used

Combined routes are allowed (manual p.5): fill both blocks. Add a short note on consent, how recordings and photographs were permitted, and how names are shown.

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Chapters 4 and 5: Analysis and interpretation

One chapter per objective or theme of the material, in the order of your Chapterization. Tables stay empty in this template; only your data can fill them.

Table 4.1 [What is counted] by [group]	[Group 1]	[Group 2]	[Group 3]	Total
[Category 1]				
[Category 2]				
Total (base number)				

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

"In [number] of the [number] accounts, [] is linked to []; [name or code] put it this way: '[quotation in translation]'."

"Text [number] differs from text [number] in [], which suggests []."

Chapter 6: Conclusion

Return to each objective in turn, state what the material shows, note the limits, and suggest further work.

"The study set out to [objective 1]. The material in Chapter [] shows []. This is limited by []."

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7. Word budget for about 20,000 words (planning aid)

IGNOU does not prescribe how the 20,000 words are split. This split is a planning assumption you can change.

Part	Share	About
Chapter 1: Introduction	10%	2,000 words
Chapter 2: Review of literature	15%	3,000 words
Chapter 3: Field, sources and method	10%	2,000 words
Analysis chapters (all together)	55%	11,000 words
Chapter 6: Conclusion	10%	2,000 words
Total	100%	20,000 words

Front matter, bibliography and appendices are outside this count in this plan.

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8. Appendices (as applicable)

- A. Household or respondent schedule, or questionnaire
- B. Interview guide
- C. Consent note used
- D. Song, tale or performance texts in the original with English translation
- E. Photographs with captions and permission notes
- F. Glossary of local terms
- G. Copy of the fee receipt

9. Last checks before you upload or bind

- ☐ Title matches the approved proposal word for word
- ☐ Theme and topic number on the cover
- ☐ Course code matches your registration
- ☐ Approved proposal, guide resume and signed declaration included
- ☐ Sampling and quantification details (Route A) or full references (Route B)
- ☐ About 20,000 words, in English
- ☐ One PDF for the course if you submit online, with the first-page details
- ☐ Fee receipt included

Want your draft checked against the manual before you submit? Report correction:
ignouproject.com/ignou-project-synopsis-correction/ . You remain the author; IGNOU's evaluation decides the outcome.

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