Read this first

What this file is. A format template for the MEDSP-071 project report of IGNOU's MA (Population and Family Health Studies), MAPFHS: the page order, what goes on each page, empty table shells and sentence frames. It follows section 7 and the "Format for Project Report" of the MEDSP-071 Handbook on Project Work (SOEDS, January 2024).

What it is not. It contains no findings, no data and no finished chapters. Results can only come from your own fieldwork or your own analysis of a named secondary source. A report built on invented numbers is not your original work, and the Annexure III certificate you sign says it is.

Who made it. The ignouproject.com editorial desk (Shri Chakradhar Publication Pvt. Ltd., New Delhi), with AI assistance, from the Handbook named above. Not an IGNOU document; no IGNOU logo. ignouproject.com is independent of IGNOU.

What the Handbook fixes for the report

Point	MEDSP-071 Handbook (January 2024)
Length	About 40 to 50 typed pages, not exceeding about 10,000 words excluding appendices and exhibits; 10 per cent variation either way
Spacing and paper	1.5 line spacing; A-4 (printed in the Handbook as 29 x 20 cm)
Language	English
Copies and binding	One typed, hard-bound copy, in original; keep a copy, the evaluated report is not returned
Where	Assistant Registrar (Project Section), Students Evaluation Division, IGNOU Maidan Garhi, New Delhi 110068, by Registered or Speed Post
Envelope	"PROJECT REPORT- MEDSP-071" on the top
With it	A cover letter, with the supervisor's Remuneration Bill for Guidance of Project Work (Annexure IV) enclosed
References	APA style, listed alphabetically
Marks	100 marks; at least 40 per cent to pass; examiner chosen by the Students Evaluation Division from the SOEDS list
Result windows	Submitted 1 December to 31 May: result with the June TEE. Submitted 1 June to 30 November: result with the December TEE

If IGNOU notifies an online upload for your cycle, follow that notice for the route; the content and order below stay the same.

The page order, with both Handbook lists side by side

Section 7(1) of the Handbook lists nine items; the "Format for Project Report" lists fourteen. The order below follows the longer list and shows where each item of the shorter list sits.

No.	Page or chapter	Section 7(1) list	Format list
1	Title page (Annexure V model)	Title page	Title
2	Approved Project Proposal Proforma (Annexure II) as the second page	yes	yes
3	Certificate of Originality (Annexure III), signed by student and supervisor	yes	yes
4	Acknowledgements, if any	not listed	yes
5	Table of Contents	not listed	yes
6	Chapter 1: Introduction, with objectives, problem statement and rationale	Introduction (with Objectives and Problem Statement)	Introduction
7	Chapter 2: Review of the Literature	not listed	yes
8	Chapter 3: Methodology (locale, sample, tools, statistical analysis)	Research Methodology	Methodology
9	Chapter 4: Results and Discussion	yes	Result and Discussion
10	Chapter 5: Summary and Conclusion	Summary	Conclusion
11	Limitations	not listed	yes
12	Suggestions for Further Work	not listed	yes
13	References (APA)	yes	yes
14	Appendix: the interview schedule or questionnaire used	Appendix	Appendices

Two Handbook slips to know: the title-page instruction prints "MDVP-117" as the course code (write MEDSP-071, as Annexure V shows), and the Annexure II header prints "MEDSP-075".

SAMPLE FOR REFERENCE · NOT FOR SUBMISSION

Project Report: MEDSP-071

On

[Title exactly as approved on Annexure II]

Submitted for the Award of

Master of Arts (Population and Family Health Studies) (MAPFHS)

By

Name: [ ]
Enrol. No: [ ]
Address: [ ]

School of Extension and Development Studies
Indira Gandhi National Open University
New Delhi-110068

[Month (Year)]

Layout from Annexure V of the Handbook. The Handbook's instruction also asks for your address, the school name and the year on this page.

SAMPLE FOR STUDY REFERENCE, NOT FOR SUBMISSION

Pages 2 and 3

Page 2. The approved Annexure II proforma, as returned to you with the Project Proposal (P.P.) number. Bind in the approved copy; the title on page 1 must match it word for word.

Page 3. Certificate of Originality (Annexure III). Copy the Annexure III wording exactly as printed. In short, it says the project titled "[title]" is an original work of the student, submitted in partial fulfilment for the award of the Master of Arts (Population and Family Health Studies) (MAPFHS) of IGNOU, and has not been submitted earlier to this or any other university or institution. Signatures, place and date of the supervisor and the student.

Chapter frames

Sentence frames show where your own words go. Delete every bracket.

Chapter 1: Introduction

- The topic and how it emerged: "This study examines [ ] in [place] because [ ]."
- Background with dated sources: national and district figures from [NFHS round / Census / SRS / HMIS], each cited.
- Problem statement and rationale, carried over from the approved proposal and updated with the evaluator's comments.
- Objectives, worded as approved. Hypotheses only if your design and your approved proposal have them.

Chapter 2: Review of the Literature

- Grouped by theme, not by author. For each theme: "Studies in [setting] report [ ] (Author, Year); [Author, Year] differ on [ ]."
- End with the gap your study addresses. Every source here appears in the reference list, and nothing in the list is uncited.

Chapter 3: Methodology

- Design: case study or survey (the two methods the Handbook advises), and why.
- Locale, universe, sampling frame, sample size and how it was reached; for a case study, the unit and why it was chosen.
- Tools: interview schedule, questionnaire, observation checklist, records; pre-test.
- Data collection dates, consent and confidentiality; statistical tools matched to each objective.

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Chapter 4: Results and Discussion (empty shells, survey track)

Number every table and figure, give its source line, and write the discussion under it.

Table 4.1 Background of respondents	Category	Number	Per cent
Age group	[ ]	[ ]	[ ]
Education	[ ]	[ ]	[ ]
[Variable]	[ ]	[ ]	[ ]
Total		[n]	100.0

Table 4.2 [Outcome] by [characteristic]	[Outcome: yes]	[Outcome: no]	Total
[Group 1]	[ ] ([ ]%)	[ ] ([ ]%)	[ ]
[Group 2]	[ ] ([ ]%)	[ ] ([ ]%)	[ ]
Chi-square, df, p	[ ]		

Frames: "Of the [n] respondents, [ ] per cent [ ] (Table 4.1)." "The association between [ ] and [ ] was [significant / not significant] at the [ ] per cent level (chi-square = [ ], df = [ ], p = [ ])." "This [agrees / does not agree] with [Author, Year], who reported [ ] in [setting]."

Case-study track

- Follow the steps in Handbook section 4.4: introduction (objectives and purpose); existing situation; course of events; cause and effect; direct observation; validation; follow-up; summary of findings; conclusions.
- Evidence table shell: Source (minutes, records, interview, observation) | Date | What it shows | Objective served.
- Section 4.5 says a case study follows no fixed form and prefers a casual, free report to a formal one; it asks you to avoid technical terms and irrelevant material and to draw conclusions from the data rather than from theories.

Chapter 5: Summary and Conclusion, Limitations, Suggestions

- One paragraph per objective: "Objective [ ]: the study found [ ]."
- Limitations of your own study, not of the topic in general.
- Suggestions for further work in the same area.

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References and appendix

APA style, alphabetical. Patterns as in the Handbook:
Book: Author, A. A. (Year). *Title*. Place: Publisher.

Journal article: Author, A. A. (Year). Title. *Journal*, *volume*(issue), pages.

Chapter: Author, A. A. (Year). Title. In: Editor, E. (Ed.), *Book title*. Place: Publisher.

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

Appendix. The interview schedule or questionnaire used, as a blank copy. The Handbook names no other appendix.

Before the envelope is sealed

Check	Done
Title on page 1 matches Annexure II word for word	[ ]
Approved Annexure II bound in as page 2	[ ]
Annexure III signed and dated by you and your supervisor	[ ]
About 40 to 50 pages, about 10,000 words (plus or minus 10 per cent), 1.5 spacing, A-4	[ ]
Every in-text citation in the APA list, and the reverse	[ ]
Blank questionnaire or schedule in the appendix	[ ]
Hard-bound; one copy; your own copy kept	[ ]
Cover letter with the supervisor's Annexure IV bill	[ ]
Envelope: "PROJECT REPORT- MEDSP-071"; addressed to SED, Maidan Garhi; postal receipt kept (our advice)	[ ]
Project evaluation fee paid with the TEE form (Rs 500 for an 8-credit project, Common Prospectus July 2026, p. 27)	[ ]

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