

READ THIS FIRST

Project report format template for IGNOU MSDP-018 (Project Work), MA Sustainability
Science (MASS)

This is a format template, not a sample report. It contains no findings, no data and no results, because findings can only come from your own fieldwork. It shows the page order and what each part should contain, with empty table shells and sentence frames. Made by ignouproject.com in October 2026. It is not an IGNOU document and must not be submitted.

Page order (official)

#	Part	Official source
1	Title page: title, name of the student, address, enrolment number and year	Handbook p. 20; Final Project Report Format (MASS site)
2	Certificate of Originality, signed by the student and the supervisor	Handbook Annexure III; MASS site Formats page
3	Acknowledgement	Handbook p. 20
4	Table of Contents	Handbook p. 20
5	Introduction (with objectives and rationale)	Handbook p. 20
6	Review of the Literature	Handbook p. 20
7	Methodology (sample, tests or tools, statistical analysis)	Handbook p. 20
8	Result and Discussion	Handbook p. 20
9	Conclusion	Handbook p. 20
10	Limitations	Handbook p. 21
11	Suggestions for Further Work	Handbook p. 21
12	References (APA style, alphabetical)	Handbook p. 21
13	Appendices: 1. interview schedule or questionnaire; 2. approved proforma, approved proposal and supervisor bio-data	Handbook p. 21

Numbering the parts as chapters is a common convention, not an IGNOU rule. The order is the rule.

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Length, paper and posting

- **Length.** The MSDP-018 Handbook (May 2016) says about 40 to 50 double-spaced typed pages, not exceeding approximately 10,000 words excluding appendices and exhibits, with 10 per cent variation either side. That handbook was written when MSDP-018 carried 4 credits in PGDSS. In MASS it carries 8 credits (Common Prospectus July 2026), so confirm the current length with the Programme Coordinator (mass@ignou.ac.in).
- **Paper.** English; A-4 size, typed in double space, in a bound volume (Handbook p. 20).
- **Copies.** One typed copy to the University; keep your own copy, because the report is not returned.
- **Address.** Registrar (Student Evaluation Division), IGNOU, Maidan Garhi, New Delhi-110068, by Registered or Speed post, or through the SED online upload portal when SED opens it for the cycle.
- **Envelope.** The Handbook asks for "PROJECT REPORT-PGDSS (MSDP-018)" on top of the envelope. It was written for PGDSS; MASS learners should confirm the programme label with the Programme Coordinator and keep the course code MSDP-018 prominent.
- **Result window.** Posted 1 December to 31 May: result with the June term-end examination. Posted 1 June to 30 November: result with the December term-end examination.
- **Fee.** Project evaluation fee of Rs 500 for project work above 4 credits, paid with the term-end examination form (Common Prospectus July 2026, p. 27).

How the project is marked

Component (IGNOU MASS site, read Oct 2026)	Marks
Introduction (with objectives and rationale)	10
Review of the literature	10
Methodology	10
Results and Discussion	30
Conclusions	10
Viva voce	25
Total printed on the page	100 (the rows above add up to 95)

The 2016 Handbook states 75 per cent for the report and 25 per cent for the viva, with a minimum of 50 per cent in the project work.

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Part 1. Title page (frame)

[TITLE EXACTLY AS APPROVED ON YOUR PROFORMA]

Project report submitted for MSDP-018: Project Work

Master of Arts (Sustainability Science), Indira Gandhi National Open University

Field	Your entry
Name of the student	[]
Address	[]
Enrolment number	[]
Year	[]
Supervisor (optional on the title page)	[]

The Handbook lists title, name, address, enrolment number and year. The two programme lines and the supervisor row are our layout suggestion.

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Part 2. Certificate of Originality (frame)

Use the official Certificate of Originality file on IGNOU's MASS site (Formats page). Its wording certifies that the project titled [your title] is the student's original work and has not been submitted earlier to this or any other university or institution. Fill these fields:

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

Both signatures must be original. A missing signature is one of the commonest reasons a report is held up.

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Part 3. Acknowledgement

One page. Thank your supervisor, the people who gave you data or access, and anyone who helped. Avoid claims about results here.

Part 4. Table of Contents (shell)

Part	Title	Page
	Certificate of Originality	[]
	Acknowledgement	[]
	List of Tables / List of Figures	[]
1	Introduction	[]
2	Review of the Literature	[]
3	Methodology	[]
4	Result and Discussion	[]
5	Conclusion	[]
6	Limitations	[]
7	Suggestions for Further Work	[]
	References	[]
	Appendices	[]

Part 5. Introduction

The Handbook asks this part to tell the reader what the topic is about, how it emerged, what made you take it up, and to state the objectives and rationale.

Sentence frames

"[Topic] matters in [locale] because [reason drawn from a source you cite]."

"This study was taken up because [your reason, in your words]."

"The objectives of the study are: (1) to study []; (2) to examine []; (3) to assess []."

Write objectives neutrally: no objective should assume its own answer.

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Part 6. Review of the Literature

A collective account of earlier work in books, journals and articles that helped you frame your questions. Group studies by theme, not by date alone, and end with the gap your study addresses.

"[Author] ([year]) studied [] in [] and reported that []."

"Studies on [theme] ([author, year]; [author, year]) agree that [], but [] has not been examined in [locale]."

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Part 7. Methodology

The Handbook asks for the sample, the tests or tools, and the statistical analysis; the proposal format adds locale and sampling. Suggested sub-heads:

- Research design (case study, survey, or both)
- Locale and why it was chosen
- Population, sample size and sampling method
- Tools: interview schedule, questionnaire, observation checklist, records
- Pilot test and changes made

- Data collection: period, language, ethics (voluntary, confidential)
- Statistical tools, objective by objective

Table 3.1 Objectives, data and analysis

Objective	Data source	Tool	Analysis

Source: [primary data collected by the investigator, month and year]

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Part 8. Result and Discussion

The Handbook asks for findings after statistical analysis, reported in tabular and graphical form, then discussed in the light of existing studies, with implications. Every number in this part must come from your own data.

Table 4.1 Distribution of respondents by [variable]

Category	Frequency	Percentage

Source: [primary data collected by the investigator, month and year]

Table 4.2 [Variable A] by [Variable B]

[Variable A]	[B: group 1]	[B: group 2]	Total

Source: [primary data collected by the investigator, month and year]

Sentence frames

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

"The chi-square value of [] (df = []) is [significant / not significant] at the [] level; hence

the association between [] and [] is [supported / not supported] by the data."

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

Give every table a number, a title and a source line, and discuss each table in the text.

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SAMPLE FOR STUDY REFERENCE,
NOT FOR SUBMISSION

Part 9. Conclusion

"With reference to objective [1], the study found that []." Repeat for each objective.

Conclude only what your data shows.

Part 10. Limitations

Constraints of sample, locale, season, self-reported data and access. "The study is limited to []; findings cannot be generalised to []."

Part 11. Suggestions for Further Work

"A study covering [] over [] could examine []."

Case-study cautions printed in the Handbook (section 4.6)

- Errors in perception of what is seen and heard
- Falsification of memory
- Unconscious omissions
- Tendency to dramatise
- Projection of one's own ideas, attitudes and values into the report
- Attention to striking incidents at the cost of small but significant details
- Generalisations drawn from theory rather than from the data

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Part 12. References (APA style)

The Handbook asks for APA style, listed alphabetically, and gives patterns for books, journal articles, book chapters and websites. Patterns:

Book: Surname, A. A. (Year). *Title of the book*. Publisher.

Journal article: Surname, A. A. (Year). Title of the article. *Journal Name*, volume(issue), pages.

Book chapter: Surname, A. A. (Year). Title of the chapter. In B. B. Editor (Ed.), *Title of the book* (pp. x to y). Publisher.

Website: Organisation. (Year). *Title of the page*. URL (accessed DD.MM.YYYY).

Cite only what you have read, and make every in-text citation appear here.

Part 13. Appendices

Appendix	Content
1	Interview schedule or questionnaire used for the research
2	Copy of the approved Project Proposal Proforma, the approved Project Proposal and the Bio-data of the Supervisor
[3]	[Observation checklist, photographs, permission letters, if used]

Want your own draft report checked against this order before you bind it? See the project correction page on ignouproject.com. You remain the author; IGNOU's examiner decides.

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