Read this first

This is a **format template for the MEDSP-045 project report**. It shows the page order, what each chapter must hold and how each part maps to the marks in Annexure V of the MEDSP-045 Handbook on Project Work. It contains no findings. Every table is empty and every sentence frame has blanks, because results can only come from your own field work.

Prepared by the ignouproject.com editorial desk with AI assistance from section 7, the notes on the project report, the Format for Project Report, and Annexures III and V of the MEDSP-045 Handbook (School of Extension and Development Studies, IGNOU), read in October 2026. Published under BK Sahni's editorial responsibility. Study reference only, never for submission.

What the Handbook fixes for the report

Point	Handbook wording or rule	Where
Length	About 40 to 50 double spaced typed pages, not exceeding about 10,000 words, excluding appendices and exhibits; 10% variation either side permitted	Section 7(1)
Spacing	"Double spaced" in section 7(1); "typed in 1.5 space" in the notes. The two lines differ: ask your supervisor which to follow	Section 7(1) and notes
Paper	A-4 size, printed in the Handbook as "29 x 20 cm"	Notes, point 2
Language	English	Notes, point 1
Copies and binding	One typed copy, in original, in a bound volume; keep a copy yourself, as the report is not returned	Section 7(2) and notes
Where it goes	Registrar (Student Evaluation Division), IGNOU, Maidan Garhi, New Delhi-110068, by Registered or Speed Post	Section 7(2) and notes
Envelope	"PROJECT REPORT-PGDUPDL" on top of the envelope	Notes, point 3
Number	A P.R. No. is allotted and sent to you; quote it in all letters to SED	Section 7(2)
Result	Report received 1 December to 31 May: result with the June TEE. 1 June to 30 November: with the December TEE	Section 7(2)
Marks	100 marks; minimum 40% to pass; external examiner selected by SED from the list approved by the School of Extension and Development Studies	Section 8

If IGNOU notifies an online upload route for your submission cycle, follow that notice for how the file is sent. The content and order below stay the same.

Marks and chapters, side by side

Annexure V head	Marks	Chapter in this template	Our suggested share of about 10,000 words
Introduction (with objectives and rationale)	15	Chapter 1	about 1,300 to 1,500
Review of the literature	15	Chapter 2	about 1,300 to 1,500
Methodology	20	Chapter 3	about 1,500 to 2,000
Results and Discussion	40	Chapter 4	about 3,500 to 4,000
Conclusions	10	Chapter 5, with limitations and further work	about 1,000 to 1,200
Total	100		about 10,000 (plus or minus 10%)

The word shares are our planning suggestion, not an IGNOU rule. The Handbook fixes only the total length and the marks.

Two lists in the Handbook

Section 7(1) says 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. The Format for Project Report then sets the order: Title, Originality Certificate, Acknowledgement, Table of Contents, Introduction, Review of the Literature, Methodology, Result and Discussion, Conclusion, Limitations, Suggestions for Further Work, References, Appendices. This template follows the Format order and places the objectives and problem statement inside Chapter 1, locale and sampling inside Chapter 3, and a short summary at the start of Chapter 5, so that both lists are covered.

SAMPLE FOR STUDY REFERENCE, NOT FOR SUBMISSION

[TITLE OF THE PROJECT, EXACTLY AS APPROVED]

Project Report submitted for MEDSP-045 Project Work

Name of the student	[ ]
Address	[ ]
Enrolment No.	[ ]
Year	[ ]
Programme	[MAUS / PGDUPDL]
Supervisor	[Name, designation]
P.P. No. of the approved proposal	[ ]

School of Extension and Development Studies

Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068

The Handbook asks the first page to show the title, name, address, enrolment number and year. The programme, supervisor and P.P. No. lines are our suggestion.

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Certificate of Originality

Use the Annexure III page of the Handbook word for word, filled with your approved title and signed with place and date by both you and your supervisor. Do not retype it with changed wording.

Annexure III names the Post-Graduate Diploma in Urban Planning and Development (PGDUPDL). If you are a MAUS learner, ask the SOEDS coordinator which programme name your certificate should carry before you sign.

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

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Acknowledgement

I thank [supervisor's name] for guidance at every stage of this study. I am grateful to [the officials, offices or organisations who helped with permission or data] and to the [respondents] who gave their time. [Add family or study centre staff if you wish.]

Table of Contents

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

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Chapter 1 Introduction (Annexure V: 15 marks)

The Handbook says this section introduces the problem, tells the reader how the topic emerged and why you took it up, and must contain the objectives and the rationale.

1.1 Background

[City / town] has [describe the urban issue in two or three sentences, with one dated figure from a named source]. The [programme, service or problem] studied here [what it is, who runs it, since when].

1.2 Emergence of the topic and rationale

The topic emerged from [your observation / your work / a gap in the studies you read]. It matters because [who gains from the answer].

1.3 Problem statement

What is not known for [place] is [the gap, in one or two sentences, as in your approved proposal].

1.4 Objectives

The objectives are copied from the approved proposal: (i) [ ]; (ii) [ ]; (iii) [ ]; (iv) [ ]. [If the approval letter asked for a change, show the changed wording here.]

1.5 Chapter plan

Chapter 2 reviews [ ]; Chapter 3 describes [ ]; Chapter 4 presents [ ]; Chapter 5 concludes [ ].

Chapter 2 Review of the Literature (Annexure V: 15 marks)

Group the studies by theme, not one paragraph per study. Each study named here must appear in the References, and each reference must be cited here or elsewhere in the report.

Theme	Studies (author, year)	What they found	Gap this study takes up
[Theme 1]	[ ]	[ ]	[ ]
[Theme 2]	[ ]	[ ]	[ ]
[Theme 3]	[ ]	[ ]	[ ]

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Studies on [theme 1] (for example [Author, year]; [Author, year]) show that [ ]. However, [ ]. This study therefore examines [ ] in [place].

Chapter 3 Methodology (Annexure V: 20 marks)

The Handbook describes methodology as sample, tests or tools, and statistical analysis, with the sample and tools chosen to fit the objectives. Section 7(1) also asks for locale, sampling, instruments and statistical tools.

Element	What to write
Research design	[Case study / survey], and why it fits the objectives (sections 4 and 5 of the Handbook)
Locale	[Place], with a short profile and the reason for choosing it
Universe and sampling frame	[Who the population is; which list was used]
Sampling method and size	[Method]; [n] respondents; how they were drawn
Instrument	[Interview schedule / questionnaire / observation guide]; how it was pre-tested
Period of field work	[From month year to month year]
Statistical tools	[Percentages, cross-tables, mean, chi-square or other], and the software used
Ethics	Voluntary participation and confidentiality of respondents (section 5 of the Handbook)

Data were collected from [n] respondents through [personal interviews / mailed questionnaires] between [ ] and [ ]. Of the [ ] people approached, [ ] completed the interview.

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Chapter 4 Results and Discussion (Annexure V: 40 marks)

The Handbook asks for findings after statistical analysis, in tables and graphs, discussed in the light of existing studies, with their implications. This chapter carries the most marks. Arrange it objective by objective. Every number must come from your own data.

4.1 Profile of the respondents (Objective [ ])

Table 4.1 [Variable]	Category	Frequency	Per cent
[Age group]	[ ]	[ ]	[ ]
	[ ]	[ ]	[ ]
[Gender]	[ ]	[ ]	[ ]
Total		[n]	100

Source: Field survey, [month year].

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

4.2 [Main variable] by [group] (Objective [ ])

Table 4.2	[Group 1]	[Group 2]	[Group 3]	Total
[Yes]	[ ] ([ ]%)	[ ] ([ ]%)	[ ] ([ ]%)	[ ]
[No]	[ ] ([ ]%)	[ ] ([ ]%)	[ ] ([ ]%)	[ ]
Total	[ ]	[ ]	[ ]	[n]

Source: Field survey, [month year].

The chi-square value of [ ] with [ ] degrees of freedom is [significant / not significant] at the 0.05 level. [Main variable] is therefore [associated / not associated] with [group].

This [agrees / does not agree] with [Author, year], who found [ ] in [place]. A likely reason is [ ].

4.3 Figures

Figure 4.[ ]: [title]. [Insert a bar or pie chart drawn from Table 4.[ ]; label the axes and give the source.]

4.4 Implications

For [the ULB / the department / the organisation studied], the findings mean [ ].

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Chapter 5 Conclusion (Annexure V: 10 marks)

5.1 Summary

This study set out to [aim] in [place]. It surveyed [n] [respondents] through [method].

5.2 Conclusions, objective by objective

On objective (i), the study concludes that [ ]. On objective (ii), [ ]. [Continue for each objective; add nothing that Chapter 4 does not show.]

Limitations

[The limits stated in the approved proposal, plus any that arose in the field, such as respondents not met or records not available.]

Suggestions for Further Work

Future studies could [extend to other wards / compare two cities / follow the same respondents after a year / use records instead of self-reports].

References (APA style)

The Handbook asks for APA format, listed alphabetically, and prints examples for books, journal articles, book chapters and websites. Write each of yours in the same pattern:

- Book: [Author, A. A.] ([Year]). *[Title of the book]*. [Place]: [Publisher].
- Journal article: [Author, A. A.] ([Year]). [Title of the article]. *[Journal name], [volume]*([issue]), [pages].
- Book chapter: [Author, A. A.] ([Year]). [Chapter title]. In [Editor, A.] (Ed.), *[Book title]*. [Place]: [Publisher].
- Website: [Organisation]. ([Year]). *[Page title]*. [URL] (accessed on [date]).

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Appendices

Appendix	What the Handbook lists	Note
Appendix 1	Interview schedule or questionnaire used for the purpose of the research	A blank copy of the final version you used in the field
Appendix 2	Copy of the approved project proposal proforma, and the approved project proposal along with the bio-data of the supervisor	The Annexure II proforma with the School's approval, and the same proposal and bio-data you sent

Before you post: a checklist drawn from the Handbook

Check	Done
Title on the first page matches the approved proforma word for word	[ ]
Certificate of Originality signed and dated by you and your supervisor	[ ]
About 40 to 50 pages, about 10,000 words (10% either way), excluding appendices	[ ]
Order follows the Format for Project Report	[ ]
References in APA, alphabetical, matching the citations	[ ]
Appendices 1 and 2 bound in	[ ]
One typed copy in a bound volume; a copy kept for yourself	[ ]
Envelope marked PROJECT REPORT-PGDUPDL, to the Registrar (SED), by Registered or Speed Post; postal receipt kept	[ ]
Supervisor told that the guidance bill (Annexure IV) goes with or after the report	[ ]

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