

READ THIS FIRST

What this file is. A format template for the project report of IGNOU course MEVP-011 (M.Sc. Environmental Science, MSCENV). It gives the page order, what each chapter must contain, empty table shells and sentence frames. It follows the MEVP-011 Handbook on Project Work (School of Interdisciplinary and Trans-disciplinary Studies), sections 4.1 to 4.3 and Annexures I, II and IV.

What this file is not. It contains no results and no data. Findings can only come from your own fieldwork, laboratory work or secondary data. Every table here is deliberately empty. Do not fill it with numbers you did not collect. The Handbook warns that identical reports are rejected (4.2, point 8) and that violation of the guidelines can lead to rejection at any stage.

Worked topic used for the shells. The shells follow the sample proposal on daytime noise in declared silence zones (ignou-mscenv-mevp-011-sample-synopsis.pdf). Replace them with tables that fit your own approved title.

Handbook rule	Section
Report of approximately 7,000 to 8,000 words	4.1
A-4 paper, double line spacing, printed, with a CD carrying the soft copy in PDF	4.2 (1)
All pages, tables and figures numbered in sequence; tables and figures carry titles	4.2 (2)
Original approved proforma and Certificate of Originality attached, or the report is rejected	4.1, 4.2 (3)
Title exactly as approved; supervisor's signature on the certificate matches the proforma	4.2 (4)
Attach relevant data, device or object that supports your conclusions	4.2 (9)
Photocopy not accepted; keep your own copy for the viva	4.2 (5), 4.2 (7), 4.3

1. Page Order of the Bound Report

#	Item	What goes in it	Basis
1	Cover page	Title (exactly as approved), your name, enrolment number, programme MSCENV, course MEVP-011, supervisor's name and designation, study centre code, regional centre code, month and year	Not prescribed in the Handbook; these particulars mirror the first-page details SED asks for on online uploads
2	Certificate of Originality	Annexure II wording, signed and dated by you and your supervisor	4.1, 4.2 (3), Annexure II
3	Original approved Proforma for Approval of Project Proposal, with the approved proposal	The original, not a photocopy	4.1, 4.2 (3), Annexure I
4	Acknowledgement	Optional, half a page	Common practice
5	Table of contents / Index	Chapter and section headings with page numbers	4.1
6	List of tables, list of figures	Numbers and titles	4.2 (2)
7	Chapters 1 to 6	See section 3 of this template	4.1, Annexure IV
8	Summary	One to two pages	4.1
9	Bibliography	Every source cited in the text, one consistent style	4.1
10	Appendices	Field sheets, calibration log, site photographs, instrument details, permission letters (with personal details masked)	4.1, 4.2 (9)

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2. Cover Page Specimen

[TITLE EXACTLY AS IN THE APPROVED PROPOSAL]

Project Report submitted in partial fulfilment of the requirements for the
Master of Science (Environmental Science) (MSCENV)
Course: MEVP-011 Dissertation/Project

Submitted by: [Name]

Enrolment No.: []

Study Centre Code: [] Regional Centre Code: []

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

School of Interdisciplinary and Trans-disciplinary Studies
Indira Gandhi National Open University, Maidan Garhi, New Delhi 110068
[Month, Year]

The Handbook does not prescribe a cover layout. Do not add the IGNOU logo unless your Programme Study Centre asks for it.

3. Chapter by Chapter

The Handbook lists the report contents in section 4.1. The examiner's sheet in Annexure IV awards the 70 report marks under five heads. The two lists do not match: Annexure IV gives 10 marks to a review of the literature that section 4.1 never names, and it merges Results with Analysis/Interpretation. This template keeps the 4.1 order and adds a literature review chapter so the marked head is visibly covered.

Chapter	Contents (Handbook 4.1)	Annexure IV head and marks	Planning words at 7,500 (words follow marks; IGNOU sets no split)
1 Introduction	Introduction to the project, rationale, objectives	Introduction (with objectives and rationale): 10	about 1,070
2 Review of Literature	Work already done on the problem (5.1, point 2)	Review of the literature: 10	about 1,070
3 Methodology	Survey, data, tools and techniques used	Methodology: 10	about 1,070
4 Results	Results, in tables and figures	Results and Discussion: 30	about 3,210 for chapters 4 and 5 together
5 Analysis and Interpretation	Analysis and interpretation of the results	(part of the 30 above)	
6 Conclusions and Recommendations	Conclusions; recommendations, future scope and further enhancement	Conclusions: 10	about 1,070
Summary	Short restatement of aim, method, main findings	not separately marked	within the total
Viva-voce		30 (face-to-face at your Programme Study Centre)	

Pass rule: at least 40 per cent in the report and in the viva separately, and 40 per cent overall (Handbook 5).

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Chapter 1. Introduction

- Context of the problem in [Town], with cited sources.
- Legal and scientific background, for example the Noise Pollution (Regulation and Control) Rules, 2000 and the silence-zone limits.
- Statement of the problem, rationale and the objectives exactly as approved.

Chapter 2. Review of Literature

- Studies grouped by theme (measurement studies in Indian towns, effects on schools and hospitals, traffic as a source). For each: who, where, method, finding, and what it means for your study.
- Close with the gap your study fills.

Chapter 3. Methodology

- Study area and site selection; research design; instrument, calibration and procedure; schedule; supporting observations; analysis for each objective; permissions; limitations.

Chapters 4 and 5. Results; Analysis and Interpretation

- One section per objective. Every table and figure numbered, titled and referred to in the text.
- Interpretation explains what the numbers mean against the limit and against earlier studies.

Chapter 6. Conclusions and Recommendations

- One conclusion per objective; Handbook 5.1 asks for conclusions that match the objectives and show they were fulfilled.
- Recommendations for institutions and authorities, then future scope.

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4. Empty Table Shells (fill only with your own data)

Table 3.1 Monitoring sites

Site code	Type (school / hospital)	Silence zone order and date	Distance to carriageway (m)	GPS

Source: field measurements by the investigator, [dates].

Table 3.2 Calibration log

Date	Site	Pre-check (dB)	Post-check (dB)	Difference (dB)	Session accepted (Y/N)

Source: field measurements by the investigator, [dates].

Table 3.3 Weather during monitoring

Date	Site	Rain (Y/N)	Wind (m/s)	Cloud cover	Remarks

Source: field measurements by the investigator, [dates].

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Table 4.1 Hourly Leq, dB(A), at site [code] on [date]

Hour	Leq	L10	L90	Lmax	Lmin	Vehicles	Horns

Source: field measurements by the investigator, [dates].

Table 4.2 Daytime summary by site

Site code	Hours measured	Daytime Leq (log average)	Hours above 50 dB(A)	Per cent of hours above limit

Source: field measurements by the investigator, [dates].

Table 5.1 Traffic and noise

Site code	n (hours)	Spearman rho: vehicles vs Leq	Spearman rho: horns vs Leq	p-values

Source: field measurements by the investigator, [dates].

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5. Sentence Frames for Findings

- At site [code], hourly Leq ranged from [] to [] dB(A) on [date]; the daytime Leq, combined on the logarithmic scale, was [] dB(A).
- The silence-zone limit of 50 dB(A) was exceeded in [] of [] measured hours ([] per cent) at site [code].
- Levels were highest between [] and [], when the vehicle count was [higher / lower] than in other hours.
- The difference between working days and holidays at site [code] was [significant / not significant] (Mann-Whitney U = [], p = []).
- The association between hourly vehicle count and Leq was $\rho = []$ (n = []), which is [significant / not significant] at the [] level.
- Objective [number] is therefore [fulfilled / partly fulfilled], because [].

Write each frame only after you have the number from your own sheet. A frame with an invented number is fabricated data.

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6. Before Binding and Posting

- Title on the cover, certificate and every page header matches the approved proposal word for word (4.2, point 4).
- Certificate of Originality signed and dated by you and your supervisor; the supervisor's signature matches the one on the proforma (4.2, point 4).
- Original approved proforma bound in (4.2, point 3).
- Pages, tables and figures numbered; tables and figures titled (4.2, point 2).
- Field sheets, calibration log and photographs in the appendices (4.2, point 9).

- One bound printed copy plus a CD with the report as a PDF, sent by hand or registered post to The Registrar, Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi 110068 (4.3).
- Top of the envelope: "M.Sc. Environmental Science (MSCENV) Project Report (MEVP-011)" (4.2, point 6; 4.3).
- A photocopy of the whole report kept for the viva (4.2, point 5).
- If SED notifies an online upload for your TEE session, follow that notice: single PDF, first-page particulars, proforma, synopsis, supervisor bio-data and signed originality certificate, fee receipt.
- Project evaluation fee of Rs 500 (above 4 credits) paid with the term-end examination form (Common Prospectus July 2026, p. 27).
- Binding: the Handbook says "one bound copy" in 4.2 and 4.3 and "proper binding of the project work (spiral bound)" in 5.1. Ask your Programme Study Centre which it expects.

Want your own draft report checked against these points before binding? See ignouproject.com/ignou-project-synopsis-correction/. You remain the author; IGNOU's evaluator decides the marks.

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