READ ME FIRST

This is a **format template** for the file of **MHCP-001 Field Project in Home Science** (M.Sc. first year, 4 credits, MSCHSC, IGNOU), prepared by ignouproject.com (By BK Sahni, built 06 October 2026). It gives the page order and an empty frame for every activity. It contains **no findings and no data**: every entry must come from your own field visits.

Built line by line from the Field Project in Home Science Manual for M.Sc. 1st year (School of Continuing Education, January 2025) and the MSCHSC Programme Guide (September 2024). Page numbers below refer to the Manual. If your copy of the Manual is newer, follow it.

Rule	Manual page
There are 12 activities; you do 10. Compulsory: 1, 2, 3, 4, 6, 10, 12. Choice: any 3 of 5, 7, 8, 9, 11.	p. 9
MHCP-001 has no synopsis. You do the activities with the help of an NGO, government agency or other development organisation, in consultation with your Academic Counsellor at the Study Centre.	pp. 6 to 7
Field time: 24 days at 5 hours a day (120 hours, which matches 4 credits at 30 hours each, Programme Guide p. 10), spread over 2 to 3 months.	p. 7
Carry a field diary. Put the date of visit for every activity. Use ruled sheets for writing and plain sheets for drawings and photographs; photographs preferably geo-tagged.	pp. 6 to 7
The Academic Counsellor / Supervisor signs every page. Annexures I and III go at the beginning of the file.	p. 8
Hard copy in November / May to SED, IGNOU Headquarters, or soft copy on the project portal. Keep a scanned copy. Evaluated at headquarters, 100 marks.	p. 8

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Page order of the file

Order	Page	What goes on it	Source
1	First page	Your name, enrolment number, course code MHCP-001, course name Field Project in Home Science, signature of Academic Counsellor	p. 8
2	Annexure I	Acknowledgement / Declaration Certificate, signed by you and the Academic Counsellor / Supervisor	pp. 8, 42
3	Annexure III	Certificate by the NGO / development organisation for completion of MHCP-001, signed by the NGO supervisor with stamp	pp. 8, 44
4	Contents	Activity number, title, date(s) of visit, page numbers	common practice
5	Activity plan	The 10 activities you chose (table on the next page)	p. 9
6 onwards	Activities	One section per activity, in number order, each with its own date(s) of visit	pp. 10 to 41
Not filed	Annexure II	Permission letter you carry to the NGO, signed by an official of your Regional Centre. Keep a copy for your records.	pp. 6, 43

Note: the Manual's Contents page lists Annexures I and II only, while its submission guidelines require Annexures I and III. Annexure III is printed on p. 44.

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[FIRST PAGE]

Field	Fill in
Name	[ ]
Enrolment number	[ ]
Course code	MHCP-001
Course name	Field Project in Home Science
Programme	M.Sc. (Home Science - Community Development and Extension Management) (MSCHSC)
Study Centre	[ ]
Regional Centre	[ ]
NGO / development organisation	[ ]
Signature of Academic Counsellor	[ ]

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[ACTIVITY PLAN]

Activity	Status	Task (short)	Chosen?	Date(s) of visit
1	Compulsory	Visit a development department / NGO and report (1.1 proforma, 1.2 extension teaching methods)	Yes	[ ]
2	Compulsory	PRA tool [ ]	Yes	[ ]
3	Compulsory	PRA tool [ ]	Yes	[ ]
4	Compulsory	PRA tool [ ]	Yes	[ ]
5	Choice	Focus Group Discussion	[ ]	[ ]
6	Compulsory	Three-day campaign with IEC tools	Yes	[ ]
7	Choice	Community mobilisation plan (7.1) and case study (7.2)	[ ]	[ ]
8	Choice	Interview of a woman entrepreneur	[ ]	[ ]
9	Choice	Visit to a training centre for development personnel	[ ]	[ ]
10	Compulsory	Visit a local self-governing body	Yes	[ ]
11	Choice	Funding proposal for a community development project	[ ]	[ ]
12	Compulsory	CSR case study (12.1) and need assessment plan (12.2)	Yes	[ ]

Tick exactly three of Activities 5, 7, 8, 9 and 11. For Activities 2, 3 and 4 use three different tools from: Social Mapping, Resource Mapping, Seasonal Diagram, Transect Walk, Technology Table (p. 11).

Note: the Manual's Contents page names Activity 8 as a training-centre visit (the same as Activity 9). The activity list on p. 9 and the activity itself on p. 32 make Activity 8 the woman entrepreneur interview.

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Activity 1: Visit to a development department / NGO

Compulsory | pp. 10 to 11

Date(s) of visit: [ ] | Page signed by Academic Counsellor: [ ]

1.1 Proforma for Report on the visit. Fill every box from your own visit: Date of visit [ ] | Name of the Organisation [ ] | Address [ ] | Introduction (origin, establishment history, purpose) [ ] | Vision and Mission statements (if any) [ ] | Institutional objectives [ ] | Organisation's structure (flow chart with hierarchy and designations; number, nature and levels of staff) [ ] | Names and roles of Chief Executive Officer / Executive Officer [ ] | Names and roles of Board members [ ] | Qualification of employees [ ] | Geographical area of work and types of work, with examples and photos [ ] | Number and nature of beneficiaries [ ] | Whether registered or not [ ] | History of the Organisation [ ] | Sources of funding [ ] | Infrastructure facilities [ ] | Problems faced and proposed remedies [ ] | Future plans (if any) [ ] | Recognition and awards [ ] | Affiliations (if any) [ ] | Photograph of your visit and interaction with NGO staff [paste] | Details of website and photograph of webpage [paste] | Any other information [ ]

Observations (200 words): your observations about the organisation, staff and the day's activity, and your experience of the visit. [ ]

1.2 Extension teaching methods used by the organisation, the devices used and the combination of methods in one campaign or project, with photos (refer MHC-001). Cover non-projected, projected and audio-visual aids. [ ]

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Activities 2, 3 and 4: PRA, one tool each

Compulsory | pp. 11 to 26

Date(s) of visit: [ ] | Page signed by Academic Counsellor: [ ]

Repeat this frame three times, once per tool. Write each activity separately and draw and paste its diagram (refer MHC-004, Unit on Participatory Methods).

Activity number [2 / 3 / 4] | PRA tool [ ] | Name of village / tribal / slum area [ ] | Date(s) [ ] | Key informants (3 to 4 names with roles) [ ] | Objectives [ ] | Diagram [draw or paste, with

North, South, East, West where it is a map] | Description of the diagram [ ] | Observations and interpretations [ ] | Community insights [ ] | Inferences [ ] | Reflection [ ]

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Activity 5: Focus Group Discussion

Choice | pp. 26 to 29

Date(s) of visit: [ ] | Page signed by Academic Counsellor: [ ]

Topic of FGD [ ] | Group size and composition (profile of participants) [ ] | Purpose [ ] | Questions asked (at least 8) with responses received [ ] | Outcomes (knowledge exchange, your learning, participants' learning, beliefs, practices, fears) [ ] | Will this FGD help you in qualitative research? Explain [ ] | One or two photographs [paste]

Manual guidance: 6 to 12 participants, open questions, no yes/no or leading questions, facilitator and note taker seated together at the same level as participants.

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Activity 6: Three-day campaign with IEC tools

Compulsory | pp. 29 to 30

Date(s) of visit: [ ] | Page signed by Academic Counsellor: [ ]

Theme [ ] | Community (rural / tribal / urban) [ ] | Day 1 [ ] | Day 2 [ ] | Day 3 [ ] (a report of at least 6 pages; activities of each day written separately) | For each day: community mobilisation activities, their purpose and how they were implemented; IEC methods and tools used, and why [ ] | How the campaign will benefit the target groups [ ] | Two instructional materials (visual aids) pasted as miniature versions or drawn, with how and when they will be used [paste] (refer MHC-001, Block on Extension Teaching Methods and Audio-visual Aids)

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Activity 7: Community mobilisation

Choice | pp. 30 to 31

Date(s) of visit: [ ] | Page signed by Academic Counsellor: [ ]

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7.1 Answer the nine questions on p. 31 for a mobilisation plan for a migrated peri-urban, tribal or slum community, or your NGO's area. [ ]

7.2 Case study: Title [ ] | Understanding the community [ ] | List of people for early dialogue [ ] | Dialoguing with the community [ ] | Government / NGO programmes and their implementation [ ] | Selecting and training community contact points [ ] | Goals, strategies and evaluation methods [ ] | Motivating participation [ ] | Raising awareness [ ] (refer MHC-002)

Note: the Manual's Activity 7 guideline says "write activities 6.1 and 6.2"; it means 7.1 and 7.2.

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Activity 8: Interview of a woman entrepreneur

Choice | pp. 32 to 33

Date(s) of visit: [ ] | Page signed by Academic Counsellor: [ ]

Name of the entrepreneur [ ] | Name of the business / start-up and location [ ] | Description of the set-up [ ] | Responses to the interview schedule (20 questions on pp. 32 to 33; you may add more) [ ] | Photographs [paste] (refer MGS-001)

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Activity 9: Visit to a training centre

Choice | pp. 33 to 35

Date(s) of visit: [ ] | Page signed by Academic Counsellor: [ ]

Centre, date, location [ ] | Programme focus [ ] | Training methodology [ ] | Key programmes offered [ ] | Frequency and who attends [ ] | Contribution to rural / urban / tribal areas [ ] | Success stories or challenges shared by staff [ ] | Your recommendations [ ]

The Manual's example (a visit to NIRDPR, Hyderabad) is an illustration of headings only.

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Activity 10: Visit to a local self-governing body

Compulsory | pp. 35 to 36

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Date(s) of visit: [ ] | Page signed by Academic Counsellor: [ ]

Institution visited (Gram Panchayat / Panchayat Samiti / Zilla Parishad, or Municipal Corporation / Council / Nagar Panchayat) [ ] | 1. Introduction (date, institution, location, purpose) [ ] | 2. Objectives of the visit [ ] | 3. Schedule and activities (arrival and orientation; interaction with officers; discussion with members; interaction with villagers, optional) [ ] | 4. Key findings: governance and administration, development initiatives, community engagement, challenges [ ] | 5. Recommendations [ ] | 6. Conclusion [ ]

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Activity 11: Funding proposal

Choice | pp. 37 to 40

Date(s) of visit: [ ] | Page signed by Academic Counsellor: [ ]

Title page [ ] | Summary (about 300 words) [ ] | Contents [ ] | Body: context, opportunities / problems, objectives with beneficiaries, intended process [ ] | Conclusions and budgeting [ ] | Appendices (detailed plan and budget) [ ] | References [ ] (refer MHC-003 units on Fund Raising and Project Proposal)

Note: the Manual names "Block 4 titled Resource Mobilisation"; in the Programme Guide, Mobilisation of Resources is Block 3 of MHC-003.

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Activity 12: CSR case study and need assessment

Compulsory | p. 41

Date(s) of visit: [ ] | Page signed by Academic Counsellor: [ ]

12.1 Name of the company [ ] | CSR vision and mission [ ] | CSR policy and initiatives [ ] | CSR focus areas [ ] | Key stakeholders [ ] | Governance [ ] | Implementation [ ] | Monitoring and reporting [ ] | Any other [ ]

12.2 Need assessment plan for your own village: two or three methods (observation, survey, interview, focus group, questionnaire or other), the purpose of each, and how the results would start a CSR activity [ ] (refer MHC-003, Unit on Methodologies of Need

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Assessment)

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Before you post or upload the file

Check	Source
10 activities present: 1, 2, 3, 4, 6, 10, 12 plus exactly three of 5, 7, 8, 9, 11	Manual p. 9
Activities 2, 3 and 4 each use a different PRA tool, with diagram and 3 to 4 key informants	pp. 11, 15
Date of visit written for every activity; photographs of visits pasted	p. 7
Every page signed by the Academic Counsellor / Supervisor	p. 8
Annexure I (signed by you and the Academic Counsellor) and Annexure III (signed and stamped by the NGO) at the beginning	p. 8
First page shows name, enrolment number, MHCP-001, Field Project in Home Science and the counsellor's signature	p. 8
Two copies made; scanned copy kept	Programme Guide p. 29; Manual p. 8
Hard copy: November / May, sealed envelope marked "Field Project in Home Science - MHCP-001", To: Student Evaluation Division (SED), IGNOU, Maidan Garhi, New Delhi 110068, From: your name and address. Or soft copy: every page scanned into one PDF on the project portal, including Annexures I and III	Manual p. 8
Project evaluation fee for a project up to 4 credits: Rs 300, paid with the Term-End Examination form	Common Prospectus July 2026, p. 27

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