Read this first

This is a **format template**, not a report. It shows the order of parts that the MGSP 001 and MGSP-002 Hand Books (School of Gender and Development Studies, IGNOU) print for the two routes of the MAGD project: the **internship report** (section 1.7) and the **field-based research report** (section 1.14). Tables are empty and findings are left as sentence frames, because findings can only come from your own internship or field work.

Rule printed in the Hand Books	Section
Each course carries 4 credits, about 120 study hours	1.7, 1.10
Report of about 4,000 to 5,000 words; the submission section says five thousand words including appendices and other documents. Stay inside 5,000 counting everything.	1.7, 1.9, 1.15
A4, typed in double spacing, bound volume	1.15
Written in English or Hindi, as per the medium you selected; photographs and other material in the same script	1.14
Abbreviations written in full at first use, then listed on the fourth page with their full forms	1.14
References in the MGS-005 manner: author's surname, initials, year, italic title, publisher, place	1.14
Submitted at the Student Evaluation Division (SED); keep a copy and an acknowledgement receipt	1.15
Evaluation: 100 per cent on the report; the two certificates are prerequisites	1.16

Prepared by the ignouproject.com editorial desk with AI assistance from the two Hand Books read in November 2026, each rule checked against its section, and published under BK Sahni's editorial responsibility. Independent; not affiliated with IGNOU. For each TEE, also check IGNOU's announcements for the online project upload.

SAMPLE FOR STUDY REFERENCE NOT FOR SUBMISSION

Track A: Internship report (MGSP 001 Internship I or MGSP 002 Internship II)

Order of parts as printed in section 1.7 (the Hand Book says the report could be organised this way):

#	Part	What goes in it (frames only)
1	Cover page	Name; Enrolment Number; Name of the Regional Centre; Name of the Study Centre; Name of the Internship Counsellor (add the course code and title for clarity)
2	Certificate of Bonafide Work	Issued by the organisation; on its letterhead, signed and dated
3	Certificate of Satisfactory completion of Internship	Issued by the organisation; on its letterhead, signed and dated
4	Introduction	Why this organisation; objectives of doing the internship; hours spent [ ]
5	Organizational Profile	Name, address, year of registration [ ], registration number [ ], head [ ], objectives, nature of work with women and girls
6	Organizational Gender Policy or Gender Sensitivity	Written policy [exists / does not exist]; practices observed
7	Aspects Learned / Analyzed	What you did each week; what you analysed
8	Organizational Projects and programmes; Formulation and Implementation	One project followed from formulation to implementation
9	Integration of Gender Components in Organizational Projects and programmes	Where gender analysis was or was not used
10	Conclusions and Recommendations	Drawn from parts 6 to 9 only
11	Summary	Short restatement of the whole internship

Internship log (keep it from day one; 4 hours a day for at least 25 days gives the 100 organisation hours in the Hand Book's example):

Date	Hours	Task in the organisation	Counsellor met (yes/no)

SAMPLE REFERENCE ONLY NOT FOR SUBMISSION

Track B: Field-based research report (MGSP 001 Project I or MGSP 002 Project II)

Order of parts as printed in section 1.14:

Page	Part	Frame
1	Cover page	Title of the Research Project; Name of the School; Enrolment Number; Which Degree; Name of the Research Counsellor; Year of Submission; Name of the University; Name of the Regional Centre
2	Preface	Explains the project in about 100 words
3	Acknowledgement	Credit to everyone who helped
4	List of abbreviations	Every abbreviation with its full form (the Hand Book places this on the fourth page)
5 onward	Table of Contents	Page-wise: Introduction, Methodology, Review of Literature, Data Collection, Data Interpretation, Conclusion, Bibliography
Body	Introduction	Theme, place, research questions, objectives
Body	Review of Literature	Recent studies, in the reference style above
Body	Methodology of the Study	Design, sample and how it was chosen, tools, pre-test, field supervision, data processing (section 1.13)
Body	Data Collection	When, where, how many, problems met
Body	Data Interpretation	Tables with interpretation under each
Body	Conclusion	Answers to each research question
End	Bibliography	Alphabetical, MGS-005 manner
End	Appendix	Government orders related to the study, photographs, other secondary information, blank copy of your tool

Certificates: section 1.16 makes the Certificate of Bonafide Work and the Certificate of Satisfactory Completion of Research Project, issued by the Project Counsellor, prerequisites for evaluation, but the order in section 1.14 gives them no page. Bind them where they do not push the abbreviations list off the fourth page, for example straight after the Table of Contents, and confirm with your counsellor.

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Empty table shells and sentence frames

Table [n]: [Title, for example Distribution of respondents by (variable)]

Category	Number	Per cent
[ ]	[ ]	[ ]
[ ]	[ ]	[ ]
[ ]	[ ]	[ ]
Total	[ ]	100

Frame: Table [n] shows that [ ] of the [ ] respondents [ ]. The share is [higher / lower] among [ ] than among [ ]. In the open answers, respondents explained this as [ ].

Table [n+1]: [Variable A] by [Variable B]

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

Frame for a gender analysis row: Of the [ ] needs recorded, [ ] are practical gender needs and [ ] are strategic gender needs; [ ] of them appear in [document]. (Use the framework your course taught, for example from MGS-003.)

Certificate frames (to be issued by the organisation or the counsellor, never by you)

Certificate	Issued by (internship)	Issued by (research)	Must show
Bonafide Work	The organisation	The Project Counsellor	Learner's name, enrolment number, course code, title, signature, date
Satisfactory Completion	The organisation	The Project Counsellor	Same, plus the period of work

Word count check (fill before binding)

Part	Words
Preface to Conclusion	[ ]
Bibliography	[ ]
Appendix and other documents	[ ]
Total (keep within 5,000)	[ ]

SAMPLE FOR STUDY REFERENCE NOT FOR SUBMISSION