FORMAT TEMPLATE

Project Report Format Template
IGNOU MATS Project, MTTP 22 (MTT-022)

Translation with Critical Introduction, Master of Arts (Translation Studies)

Page order, frames and empty tables built on section 4, sections 3.1 to 3.8 and Annexures क to ङ of the MTTP-022 Project Work Guide (SOTST, December 2015), with the OPMS upload rules for the December 2026 term-end examination

SAMPLE FOR STUDY REFERENCE, NOT FOR SUBMISSION

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Read this page first

What this file is. The skeleton of a MATS project report: the order of the parts, the wording frames of the two certificates, and empty tables for the glossary, footnotes and difficulty logs. Every translation, every term and every sentence of the critical introduction must be your own work; the Guide cancels a project copied from any printed or unprinted project (section 1.3).

How it was made. Prepared by the ignouproject.com editorial desk with AI assistance, from the MTTP-022 Project Work Guide (read in full in November 2026) and IGNOU's OPMS guidelines for the December 2026 term-end examination (opms.ignou.ac.in, read in November 2026). Layout choices such as font and spacing are ours; the Guide asks for a typed, bound report and sets no font, spacing or margin.

Two documents, two numbers. The 2015 Project Work Guide asks for a source text of 16,000 to 20,000 words and a critical introduction of about 8,000 words. The undated MATS Programme Guide on ignou.ac.in prints 12,000 to 15,000 words and 8,000 to 10,000 words. Follow the figure your approval letter or the School confirms in writing.

> **December 2026 submission.** IGNOU's OPMS guidelines for the December 2026 term-end examination ask for the fee to be paid on Samarth first, then the report uploaded as one PDF through OPMS by 30 November 2026, 11:59 PM. They say: do not send a hard copy to SED or the Regional Centre after uploading, and reports sent by e-mail will not be considered. The 2015 Guide's postal address for SED (Block 12) applies only when IGNOU asks for a hard copy.

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A. Order of the report (section 4 of the Guide)

No.	Part, as section 4 lists it	What to put there
(क)	Cover page	Title of the selected text and its author; the target language; course code; your name and enrolment number; School and University; year. Typed. (Section 4 calls it "परिशिष्ट क", but the page the Guide prints for it is Annexure ख.)
(ख)	Original approved Project Proposal Proforma	The Annexure क sent back to you after approval, in original
(ग)	Self-signed originality proforma	The declaration on the first page of the project work (Annexure ख), signed by you
(घ)	Supervisor's certificate of originality and supervision	Annexure ग, signed by your supervisor. The Guide says a report without it will not be accepted (page 8).
(ङ)	Critical introduction	About 8,000 words, in the target language (frame C below)
(च)	Translation of the selected and approved text	Frame D below
(छ)	Legible copy of the selected text	With its first and last pages included

Section 4 then lists the annexures that must go with the report: the Project Proposal Proforma; the supervisor's signed certificate; the supervisor's approval letter (Annexure घ) only if your supervisor is not a counsellor already appointed by the University; and the original or photocopy of the selected text. Several of these already appear in the order above; ask your supervisor whether to repeat them or refer to them.

For an OPMS upload, the first page must also show: title, your name, programme code (MATS), enrolment number as on your ID card (not the control or registration number), Regional Centre code and course code. Upload limits: the complete report with declarations 40 MB; signed supervisor bio-data 5 MB; approval of the proposal 5 MB; copy of the proposal 10 MB.

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B. Certificate frames (wording as printed in the Guide)

First page of the project work (Annexure ख)

School of Translation Studies and Training

Programme Code: ..... Course Code:

.....

Enrolment No.: ..... Study Centre Code:

.....

Regional Centre: .....

TOPIC OF THE PROJECT WORK [ ]

Project work submitted to Indira Gandhi National Open University in Partial Fulfillment of the requirements for the award of the Degree: Master of Arts (Translation Studies). I hereby declare that this work has been done by me and has not been submitted elsewhere for award of any Degree/Diploma of any University/Institute.

Signature of the Candidate .....
Name of the Candidate .....
Address .....

Certificate (Annexure ग), signed by the supervisor

Certified that the Project Work entitled [Topic of the Project] submitted by [Name of the Candidate] is his/her own work and has been done/redone* in the light of evaluator's comments* under my supervision.

It is recommended that this project be placed before the examiner for evaluation.

(Signature of the Supervisor) .....
Address .....
Study Centre .....
Regional Centre .....

*Strike out the portion not applicable in your case.

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C. Critical introduction: frame by section (target language)

Headings follow sections 3.1 to 3.7 of the Guide. The marks are the Guide's (page 8); the word column is for your own plan.

Section	Heading	What the Guide asks it to show	Marks head	Your words
3.1	चयनित पाठ का सामान्य परिचय	A short general introduction to the selected text, within the word count	Importance in source and target language, and nature of the text: 10	[ ]
3.2	स्रोत भाषा एवं लक्ष्य भाषा में महत्व	Why the text matters in the source language, and what it will mean and be worth once translated		[ ]
3.3	पाठ की प्रकृति	The text's nature and field; cohesion, coherence, intentionality, informativity, intertextuality		[ ]
3.4	अनुवाद की प्रविधि और उपकरण	The method adopted, why, and the tools used (dictionaries, glossaries, reference material)	Method and tools: 10	[ ]
3.5	सांस्कृतिक/तकनीकी कठिनाइयाँ	Cultural and technical features, words that resisted translation, and the strategies used	Cultural or technical issues and areas of resistance: 15	[ ]
3.6	भाषिक और पाठपरक कठिनाइयाँ	Grammar, sentence structure, context, proper nouns, titles, tone and intonation, discourse; how each was handled	Linguistic and textual difficulties: 25	[ ]
3.7	शब्दावली, पाद-टिप्पणियाँ और संदर्भ ग्रंथ सूची	The list of special terms and the word used for each; footnotes; the APA reference list	Untranslatable terms, glossary, footnotes, bibliography: 10	[ ]
Critical introduction total			**70**	**about 8,000**

The translation itself carries 70 marks and the viva 60, for 200 in all; the Guide asks for at least 40 per cent (pages 7 and 8).

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D. Translation section frame

One workable layout (ours): keep the source page number beside each translated passage so the examiner can check it against the copy at the end of the report.

Source page	Para no.	Translation [your own text]	Footnote no.

E. Glossary of special and untranslatable terms (section 3.7)

Source term or expression	Page	Equivalent used	How it was chosen (glossary term, coined word, transliteration with footnote, other)	Source consulted

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F. Difficulty log for sections 3.5 and 3.6

Section 2.2.4 of the Guide advises listing every problem with its page number and discussing the list with your supervisor. This log becomes the evidence for sections 3.5 and 3.6.

Type of difficulty	Page	Example from your text	Decision and reason
Cultural or period item			
Technical term			
Grammar			
Sentence structure			
Context (परिवेश)			
Proper noun			
Title or heading			
Tone and intonation (तान-अनुतान)			
Discourse (प्रोक्ति)			

G. Footnote and reference frames

Footnote frame: [number]. [source term]: [one or two lines explaining the term for the target reader]. The Guide allows the note on the same page or at the end of the text (section 3.7).

APA frames (Annexure ङ):

Book: [Author, A. A.] ([year]). *[Title]*. [Place]: [Publisher].

Book translation: [Author, A.] ([year]). *[Title]* ([Translator], Trans.). [Place]: [Publisher]. (Original work published [year])

Chapter in an edited book: [Author, A.] ([year]). [Chapter title]. In [Editor] (Ed.), *[Book title]* (pp. [ ]). [Place]: [Publisher].

Online source: [Author or body]. ([year]). *[Title]*. Retrieved [date], from [URL]

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H. Before upload or posting: a checklist

Done	Item	Where it comes from
	Title on the cover matches the approved title word for word	Guide, section 1.2
	Original approved Annexure क placed in the report	Guide, section 4
	Declaration on Annexure ख signed by you	Guide, section 4 and Annexure ख
	Annexure ग signed by your supervisor	Guide, page 8
	Annexure घ included if your supervisor is not an appointed counsellor	Guide, section 4
	Critical introduction in the target language, sections 3.1 to 3.7	Guide, page 5 and section 3
	Glossary, footnotes and APA list at the end	Guide, section 3.7 and Annexure ङ
	Legible copy of the selected text, first and last pages included	Guide, section 4
	Project fee paid on Samarth before upload	OPMS guidelines, December 2026
	One PDF, clear pages, correct order, within 40 MB	OPMS guidelines, December 2026
	A complete copy kept for yourself and for the viva	Guide, page 8

Viva. The 2015 Guide says the University will tell you the date, time and place after submission and that you attend with your own copy at your own expense (page 8). IGNOU's OPMS guidelines for December 2026 say a viva, where applicable, is held under the concerned Regional Centre, and to contact the Regional Centre for the schedule.

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