Read this first

What this file is. A format template for the final MWGP 101 file of the IGNOU MAWGSR project, with three tracks: (A) research project, humanities structure; (B) research project, social science structure; (C) internship. It shows the order of parts, what each part should hold and empty table shells. It is study reference from the ignouproject.com editorial desk, not an IGNOU document.

What it is not. It contains no findings, no data and no finished text. Findings can only come from your own reading, field work or internship. Copied work is forwarded to the Examination Discipline Committee as an unfair means case (manual, p. 5); a report built on invented data is not your own work either.

Sources. Built in November 2026 from the MWGP-101 Project Manual (School of Gender and Development Studies, June 2024: pp. 6 to 9, 12 to 23), with the first-page details asked for by IGNOU's online project submission guidelines (June 2026 cycle). Drafted with AI assistance and checked against those documents; published under the editorial responsibility of BK Sahni, Shri Chakradhar Publication Pvt. Ltd., New Delhi.

Word figures. The manual sets 4,000 to 5,000 words for the report. The split of words between parts shown here is our planning suggestion; IGNOU does not prescribe it. The manual sets no font, margin or binding rule.

The single file, in the manual's order (p. 7 for research, p. 17 for internship)

No.	Research project (tracks A and B)	Internship (track C)
1	Enrolment details	Enrolment details
2	Synopsis	Synopsis (printed in the manual's internship list; if your approval came on Proforma III without one, ask the course coordinator what to place here)
3	Approval of the synopsis (the approval email)	Approval (the approval email)
4	Proforma II, Declaration (manual, p. 21)	Proforma IV, Certificate and report about the intern (manual, p. 23)
5	The final project report	The final internship report

Send your final file either as one hard copy to Project Section, Block 3, Students Evaluation Division, IGNOU, Maidan Garhi, New Delhi 110068, or as one PDF through the online link IGNOU notifies. The manual says: never both (pp. 8 and 17).

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First page of the file

IGNOU's online submission guidelines (June 2026 cycle) ask the first page of the uploaded PDF to show the items below. The same details on a hard copy save the Project Section a search.

Field	Your entry
Title of the project or internship report	[As approved, unchanged]
Name of the learner	[ ]
Programme code	MAWGSR
Enrolment number (as on the ID card)	[ ]
Regional Centre code	[ ]
Course code	MWGP 101
Mobile number and e-mail	[The e-mail written on your proforma: viva dates are sent there (manual, p. 6)]
Track (our addition, not in IGNOU's list)	[Research, humanities / Research, social science / Internship]

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Track A. Research project, humanities structure

For a critical feminist analysis of a work of fiction, a film, news reports, an artwork, or a theoretical discussion of a theme, philosophy or ideology (manual, pp. 9 and 15). A book review or book report is not accepted as a research project.

Part (manual, p. 9)	What goes in it	Planned words (our suggestion)
a. Title	Clear, short, specific (manual, p. 11); the title approved by email	[ ]
b. Introduction	The text or theme, why you take it up	[600]
c. Purpose of study	What the analysis sets out to show	[300]
d. Discussion and critical analysis	The main body: the text read through the theory you studied, compared with other works of the same theme	[3,000]
e. Conclusion	What the analysis found	[500]
f. References	Every work cited, latest APA and/or Chicago	[ ]

Sentence frames for the analysis chapter (fill only with your own reading):

In [title of the text], [character / image / report] is portrayed as [ ], which matches / resists the stereotype of [ ] discussed in [unit or author].

Compared with [second text], [first text] [ ] because [ ].

Read through [theory or concept], the [scene / passage / frame] at [page or time] suggests [ ].

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Track B. Research project, social science structure

For a survey, a case study or another empirical study (manual, pp. 9, 14 and 15).

Part (manual, p. 9)	What goes in it	Planned words (our suggestion)
a. Title	The title approved by email (our advice: keep it unchanged; Proforma II declares the project by its title)	[ ]
b. Introduction and statement of the problem	Topic, purpose, why you took it up; the problem with examples and its relevance	[700]
c. Objectives	Usually three to four, in serial order (manual, p. 12)	[150]
d. Methodology	Method, how data were collected, cleaned and analysed; sample; tool; ethics; time limits	[700]
e. Analysis	One section per objective: tables, figures, themes	[2,000]
f. Conclusion and recommendations, if any	Answers to each objective	[600]
g. References	Latest APA and/or Chicago	[ ]

Empty table shells for the analysis chapter

Table [n]: [Variable] of respondents (N = [ ])	Number	Per cent
[Category 1]	[ ]	[ ]
[Category 2]	[ ]	[ ]
[Category 3]	[ ]	[ ]
Total	[ ]	100

Table [n]: [Variable 1] by [variable 2]	[Column 1]	[Column 2]	Total
[Row 1]	[ ]	[ ]	[ ]
[Row 2]	[ ]	[ ]	[ ]
Total	[ ]	[ ]	[ ]

Sentence frames (fill only with your own data):

Table [n] shows that [ ] of the [ ] respondents reported [ ].

The largest group, [ ] per cent, [ ]; the smallest, [ ] per cent, [ ].

Interviews add that [theme], as one respondent described: "[short quotation, no name]".

Case study route: the manual's steps are introduction, existing situation, direct observation, further validation of the diagnosis and summary of findings (p. 14). Survey route: the twelve steps on p. 15, from selecting the problem to interpretation and report writing.

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Track C. Internship report

At least one month with an organisation working on gender issues, approved through Proforma III with the supervisor's CV (manual, pp. 16 to 17). The report is 4,000 to 5,000 words and goes with Proforma IV (p. 18).

Order (manual, p. 18)	What goes in it
Cover page	Name; enrolment number; Regional Centre; Study Centre; name of the Internship Counselor
Certificate of bonafide work	[From the organisation]
Certificate of satisfactory completion of internship	[From the organisation]
Introduction	[ ]
Organisational profile	History, areas of intervention, interface with the community (p. 17, item a)
Aspects learned or analysed	[ ]
Organisational projects and programmes in which you were involved	Area of intervention chosen; details of the work done (p. 17, items b and c)
Application of concepts and theory studied in the SLM	Link the work to course concepts (p. 17, item d)
Conclusions and recommendations	[ ]
Summary	[ ]

Internship log (our planning aid, not in the manual)	Dates	Tasks done	Concept from your courses
Week 1	[ ]	[ ]	[ ]
Week 2	[ ]	[ ]	[ ]
Week 3	[ ]	[ ]	[ ]
Week 4	[ ]	[ ]	[ ]

The manual allows audio-visual material to supplement the internship report (p. 19).

References in the manual's four formats (p. 19)

Source	What the manual asks you to give
Book	Author or editor, title, publisher or imprint, place and year, exact page numbers
Journal or newspaper	Author, title of the piece, journal or newspaper, editor if relevant, volume and issue, publisher, place and year
Internet	The exact hyperlink (not only the home page), author, publisher, year, and the date and time you accessed it
Film, video, audio	Title, production house, year of release, cast and crew, duration, language, certification

Last check before the file leaves you

[ ] Title on the report matches the title approved by email and the title on Proforma II (our advice).

[ ] Words in the report body fall between 4,000 and 5,000.

[ ] Every in-text citation is in the reference list, and every reference is cited.

[ ] Proforma II (research) or Proforma IV (internship) is signed and dated.

[ ] The five items are in one file, in the manual's order.

[ ] One route only: hard copy to Project Section, Block 3, SED, or the online link. Not both.

[ ] Project evaluation fee paid (Rs 500 above 4 credits, IGNOU Common Prospectus July 2026, p. 27); IGNOU's online guidelines (June 2026 cycle) ask for a copy of the fee receipt with the report.

[ ] The e-mail on your proforma is one you read: the online viva date is sent there.

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