Read this page first

This is a **format template** for the MSTP-011 Dissertation/Project Work report of the IGNOU M.Sc. (Applied Statistics), MSCAST. It shows the order of pages, what each chapter carries, and empty tables with sentence frames. It contains no data, no results and no findings, and it is not a report: every number in your report must come from your own analysis of your own data.

It is built from sections 8 to 12 and Annexures A to E of the *Handbook on Dissertation/Project Work (MSTP-011)*, School of Sciences, IGNOU, November 2024, read in November 2026. The ignouproject.com editorial desk (Shri Chakradhar Publication Pvt. Ltd., New Delhi) prepared it with AI assistance and checked it in a separate review pass. ignouproject.com is independent and not affiliated with IGNOU.

One point to settle with your supervisor. The Handbook gives the report order twice and the two lists differ: the list in section 8 places a copy of the approved Appendix-I proforma second and the Abstract before the Introduction, while Table 2 in section 9 numbers the Abstract as Chapter 1 and has no Introduction chapter. This template follows section 8, which is the fuller list and matches the marks heads in Table 4.

Format the Handbook sets (section 10)

Item	Handbook setting
Font	Times New Roman, 12 point; headings in bold
Line spacing	1.5
Margins	1 inch on all sides
Page numbers	Bottom centre, starting from the Introduction
Alignment	Justified
Figures and tables	Numbered by chapter: Fig. 1.1, Table 1.1, and so on
Word count	10,000 to 15,000 words (section 10). Note: section 1 mentions about 20,000 words; confirm with your supervisor.
Binding	Hardbound, hard cover page preferably in light grey
Paper and language	A4 white paper; English (section 14)

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Page order (Handbook section 8)

No.	Page or chapter	What it carries
1	Title page	Title, learner's name, enrolment number, Regional Centre and Study Centre, year, supervisor's name (Annexure-A layout)
2	Certificate of approval	Copy of the approved Proforma for Approval of Dissertation/Project Work Synopsis (Appendix-I)
3	Certificates	Certificate of Originality (Annexure-B) and Certificate of Completion from the Supervisor (Annexure-C), both signed
4	Acknowledgements	Who helped, and with what
5	Table of contents	Chapters, sections, sub-sections and appendices with page numbers
6	Abstract	About 200 to 300 words: objectives, data, methods, main findings, implications
7	Chapter 1: Introduction	Background, problem statement, objectives and hypotheses, scope and limitations, brief method, chapter plan
8	Chapter 2: Review of literature	Studies, methods and findings; the gap; APA citations
9	Chapter 3: Research design and methodology	Design, population, sampling, sample size, data sources, techniques, software
10	Chapter 4: Data analysis and results	Cleaning, descriptive statistics, models and tests, tables and graphs
11	Chapter 5: Discussion and interpretation	Meaning of results against objectives and earlier studies; limitations
12	Chapter 6: Conclusion and recommendations	Summary of findings, contribution, recommendations, future research
13	References	Alphabetical, APA style
	Appendix, if any	Only when absolutely necessary (section 9); for example a blank questionnaire or a code listing, which is our suggestion

Front pages: fields to complete

Certificate of Originality (Annexure-B). Copy the wording printed in the Handbook. Fields: report title; learner's name and enrolment number; signature, name, enrolment number and place for the learner; signature, name and designation for the supervisor. Its wording states that the content has been checked for plagiarism, so run that check before both of you sign.

Certificate of Completion (Annexure-C). Copy the wording printed in the Handbook. Fields: title, learner's name, enrolment number, place, date, and the supervisor's signature, name and designation.

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Chapter frames (fill only from your own work)

Chapter 1: Introduction

- This study examines [problem] in [place] during [period], using [data source].
- The objectives of the study are: (i) to [ ]; (ii) to [ ]; (iii) to [ ].
- The hypotheses tested are H01: [ ] and H02: [ ].
- Chapter 2 reviews [ ]; Chapter 3 sets out [ ]; Chapter 4 reports [ ]; Chapters 5 and 6 [ ].

Chapter 3: Research design and methodology

- The study is [descriptive / analytical / experimental / exploratory] and uses [primary / secondary] data.
- The population is [ ]; the sample size is [n], chosen because [justification]; the sampling technique is [ ].
- The techniques applied are [ ], computed in [R / Python / SPSS / Excel / SAS].

Chapter 4: Data analysis and results (empty shells)

Table 4.1: Descriptive statistics of [variables], [period]

Variable	n	Mean	SD	Min	Median	Max
[ ]						
[ ]						
[ ]						

Table 4.2: [Model or test results]

Term or model	Estimate	Std. error	Test statistic	p-value
[ ]				
[ ]				
[ ]				

Table 4.3: Decision on each hypothesis

Hypothesis	Test used	Statistic (p-value)	Decision at [ ] per cent
H01: [ ]	[ ]	[ ] ([ ])	[Rejected / Not rejected]
H02: [ ]	[ ]	[ ] ([ ])	[Rejected / Not rejected]

- Sentence frame: The [test] statistic is [ ] with a p-value of [ ]; at the [ ] per cent level, H0[ ] is [rejected / not rejected].

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- Sentence frame: Table 4.[ ] shows that [variable] [rose / fell / did not change] from [ ] to [ ] between [ ] and [ ].
- Every table and figure is explained in the text and numbered by chapter (section 9 of the Handbook).

Chapters 5 and 6

- Chapter 5 frame: The result for objective [ ] [agrees / disagrees] with [author, year], who found [ ] in [setting]; a likely reason is [ ].
- Chapter 6 frame: The study set out to [ ]. It found that [ ]. It recommends [ ] for [whom]. Future work could [ ].

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How the marks are split (Handbook section 12, Table 4)

Component	Marks	Where it sits in this order
Synopsis (report follows the approved synopsis and its modifications)	10	Item 2 and the whole report
Introduction and review of literature	10	Chapters 1 and 2
Rationale of the study	5	Chapter 1
Research design and methodology	10	Chapter 3
Data analysis and results	15	Chapter 4
Discussion and conclusion	10	Chapters 5 and 6
Implications, scope, future directions, limitations	5	Chapters 5 and 6
References	5	References
Viva-voce	30	At the Regional Centre
Total (pass: 40)	100	

Annexure-D, the external examiner's sheet, groups the same 100 marks differently (Methodology 15; Results, Discussion and Conclusion 20). Write every head fully and the difference does not matter to you.

Before binding and sending

- All documents in order: cover page, title, certificates of originality and completion, approved Appendix-I proforma, acknowledgements, table of contents, chapters, references (section 11 note).
- Title exactly as approved; modifications asked for in an 'Approved with modifications' verdict are worked in.
- Hardbound with a light grey cover (sections 10 and 14).
- Envelope marked: Dissertation/Project Work Report-MSTP-011 (MSCAST) (section 11).
- Route: the Regional Centre, or by registered or speed post to the Assistant Registrar (Project Section), Student Evaluation Division, Project Section, Block 3, IGNOU, Maidan Garhi, New Delhi 110068 (section 11). For a given term-end examination, follow any online upload notice IGNOU issues for that session.
- Project evaluation fee paid with the term-end examination form: Rs 500 for a project above 4 credits (Common Prospectus July 2026, p. 27).
- The supervisor's remuneration bill (Annexure-E) goes with the report, as noted above that form in the Handbook.

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- Keep your own copy; the report is not returned (section 14). Copies: section 11 suggests three (supervisor, yourself, submission) while FAQ 12 says one hard copy is submitted; either way only one copy goes in.

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