Read this page first

What this file is. A format template for the IGNOU MSCGG Project report (course MGGP-001, also written MGGP 001 or MGGP 1). It lays out the page order, what each part holds and empty table and map frames, built on sections 10 to 13 and Annexures V to VII and X of the *MGGP-001 Project Work Handbook* (Discipline of Geography, School of Sciences, IGNOU, January 2025), read in November 2026.

What it is not. It contains no findings, no figures and no data. Results can only come from your own fieldwork and analysis. Prepared by the ignouproject.com editorial desk of Shri Chakradhar Publication Pvt. Ltd. with AI assistance; not an IGNOU document; not for submission.

What the Handbook fixes for the report

Rule	Handbook source
About 50 to 80 double-spaced typed pages; rational variation on either side is permissible	Section 10; section 12
A-4 paper (printed in the Handbook as 29 x 20 cm), properly typed in double space and bound	Section 12
Handbook rule: submitted at the Regional Centre only; three copies suggested (supervisor, yourself, Regional Centre); not returned. For December 2026, see the OPMS note below	Section 12
You should submit a Declaration (Annexure VI) and attach a Certificate of Originality from the supervisor (Annexure VII); a Plagiarism Check Certificate signed by the supervisor is also required	Section 12
The approved research proposal (original) included before binding; Annexure-I showing approval attached	Section 12; Annexure-I, note 3
References in APA format, listed alphabetically	Section 11, item XII
Cartographic and geospatial techniques used by every student	Course Introduction
100 marks: report 70, viva-voce 30; minimum 40 to pass	Section 13; Annexure X

For the December 2026 Term-End Examination, IGNOU's OPMS guidelines ask for the report as one scanned PDF of up to 40 MB, uploaded through your Samarth login by 30 November 2026, with no hard copy sent after upload. Confirm with your Regional Centre which route applies to you before you bind and post anything.

Page order

Section 11 lists the parts in this order. The Handbook does not say exactly where the approved proposal, Annexure-I and the plagiarism certificate are bound; the placement marked "our suggestion" keeps all signed papers together at the front.

No.	Part	Numbering	Source
1	Title page (cover) laid out as Annexure V	No page number	Section 11, item I
2	Declaration by the student (Annexure VI)	Not numbered (our suggestion)	Sections 11 (Certificate, item II) and 12
3	Certificate of Originality, signed by student and supervisor (Annexure VII)	Not numbered (our suggestion)	Sections 11 and 12
4	Plagiarism Check Certificate signed by the supervisor	Not numbered (our suggestion)	Section 12 (no format printed)
5	Approved proposal (original) with Annexure-I showing approval	Not numbered (our suggestion)	Section 12; Annexure-I note 3 (placement: our suggestion)
6	Acknowledgements	Roman, starting at i	Section 11, item III
7	Table of contents	Roman	Section 11, item IV
8	List of tables, figures or maps, illustrations, boxes	Roman	Section 11, item V
9	Introduction	Arabic from 1	Item VI
10	Literature Review	Arabic	Item VII
11	Objectives and Research Questions or Hypothesis	Arabic	Item VIII
12	Database and Methodology (with study area sub-section)	Arabic	Item IX
13	Results and Discussion	Arabic	Item X
14	Summary and Conclusions	Arabic	Item XI
15	Bibliography or References (APA)	Arabic	Item XII
16	Annexures: questionnaire or schedule, data sets, field sketches, photographs	Arabic	Item XIII

1. Cover page (frame based on Annexure V)

Project Report

Programme Name and Code: M.Sc. (Geography), MSCGG

Course Code: MGGP-001

TITLE: [your approved title, word for word]

Submitted to: [Supervisor's name and designation]

Submitted by: [Your name] | Enrolment No.: [ ] | Study Centre Code: [ ]

Regional Centre Code: [ ] (our addition: OPMS asks for it on the first page)

Discipline of Geography, School of Sciences
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068
([Year of submission])

Annexure V prints the IGNOU logo at the centre of the cover; this template leaves it out. Section 12 also asks the report to show your programme of study, name and address, so carry those on the cover or the next page.

SAMPLE FOR STUDY REFERENCE, NOT FOR SUBMISSION

2 to 5. Signed papers

Paper	Who signs	What to check before binding
Declaration (Annexure VI)	Student	Title in block letters, exactly as approved; place, date, enrolment number, address
Certificate of Originality (Annexure VII)	Student and supervisor	Both signatures, designations, institute and dates; the line that the report has been checked for plagiarism
Plagiarism Check Certificate	Supervisor	The Handbook prints no format; agree the format with your supervisor
Approved proposal and Annexure-I	Signed earlier by you, your supervisor and the Discipline of Geography faculty	Original approved copy, not a photocopy, unless your Regional Centre says otherwise

Copy the wording of Annexures VI and VII from your own copy of the Handbook; do not retype it from any other site.

SAMPLE FOR STUDY REFERENCE
NOT FOR SUBMISSION

9. Introduction

- Statement of the problem: [the issue your fieldwork addresses]
- Rationale: [why this problem, here, now]
- Why this place: [the Handbook advises a simple topic associated with your vicinity, rural or urban]
- Feasibility: [access, field coverage, transport, lodging, cost and time, as listed in item VI]

10. Literature Review

Arrange by issue or topic, then by year; move from general to particular, and in spatial terms from country to state to study area (item VII). End each group with what it does not answer.

Group	Author and year	Area studied	Method	Finding in one line	Gap for your study
[Country level]					
[State level]					
[Study area]					

11. Objectives and Research Questions or Hypothesis

No.	Objective, stated neutrally	Research question or hypothesis	Where it is answered
O1			Section [ ]
O2			Section [ ]
O3			Section [ ]

SAMPLE FOR STUDY REFERENCE; NOT FOR SUBMISSION

12. Database and Methodology

- Research design; nature and source of data (primary field data first, secondary data to supplement it)
- Sample and sampling method with rationale; data management, tabulation and analysis
- Rationale, reliability and validity of the data collection tools
- Statistical tools; geospatial tools (GIS, remote sensing, GPS, cartography); visual tools if used
- Study area sub-section: area and extent, physiography, climate, drainage, population, social and economic features, amenities
- Organisation of the study and limitations

[Map 1: Location of the study area. Insert your own map with title, north arrow, scale bar, legend, source and date.]

SAMPLE FOR STUDY / REFERENCE
NOT FOR SUBMISSION

13. Results and Discussion

Present results in tables and graphs, interpret them in full, and link every theme back to an objective (item X). The frames below are empty on purpose.

Table [ ]: [Title], [study area], [year]

Category	Number of respondents	Per cent
[ ]	[ ]	[ ]
[ ]	[ ]	[ ]
Total	[ ]	100.0

Source: field survey, [month, year].

Sentence frames (fill only from your own results)

- Table [ ] shows that [ ] per cent of respondents in [ ] reported [ ], against [ ] per cent in [ ].
- The correlation between [variable] and [variable] across [units] is r = [ ], which is [significant / not significant] at the [ ] level; hence H0[ ] is [rejected / retained].
- Map [ ] shows the highest [variable] in [area] and the lowest in [area]; field observation in [area] suggests [ ].

[Map or figure frame: your thematic map with legend, scale, source]

SAMPLE FOR STUDY REFERENCE
NOT FOR SUBMISSION

14 to 16. Summary, references and annexures

- Summary and Conclusions: major points drawn together; policy recommendations or suggestions where applicable (item XI).
- Bibliography or References: books, journal articles, book chapters, reports and statistics, theses, and online sources with date of access; APA format, alphabetical (item XII).
- Annexures: questionnaire or schedule, data sets that do not fit in the chapters, additional photographs and field sketches (item XIII).

APA patterns (fill with sources you actually used)

Source type	Pattern
Book	Author, A. A. (Year). *Title of book*. Publisher.
Journal article	Author, A. A., & Author, B. B. (Year). Title of article. *Journal Name*, *Volume*(Issue), pages.
Government report	Organisation. (Year). *Title of report*. Publisher.
Website	Author or organisation. (Year). *Title*. URL (accessed [date])

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Where the marks are earned

The Handbook prints two marks tables for the 70 report marks. Annexure X is the scheme sent to the external examiner (section 13); the section 13 table splits three heads differently. The page share in the last column is our planning estimate, not an IGNOU rule.

Head	Annexure X	Section 13 table	Where it is earned	Suggested share of 50 to 80 pages (our estimate)
Objectives, hypotheses and research methodology	20	20	Parts 11 and 12	About 20 to 25 per cent
Review of literature	8	5	Part 10	About 10 to 15 per cent
Data analysis, interpretation, discussion and conclusion	24	24	Parts 13 and 14	About 40 to 45 per cent
Maps and cartographic presentation	8	6	Maps throughout	Counted inside the parts above
Bibliography	5	5	Part 15	About 3 to 5 per cent
Overall presentation	5	10	Whole report	Front matter and annexures, the rest
Viva-voce	30	30	At the Study Centre or Regional Centre	Not part of the page count

Reminder: this is a format template for study reference. Every finding, number and map in your report must come from your own fieldwork and analysis, carried out under your approved supervisor.

SAMPLE FOR STUDY REFERENCE; NOT FOR SUBMISSION