Read this first

Report format template for MZOP 001 (IGNOU M.Sc. Zoology, MSCZOO)

What this file is. A format template, built part by part on section 1.9 (Writing Dissertation/Project Work Report) and section 1.10 (Submission) of the MZOP-001 Handbook on Dissertation/Project Work (School of Sciences, IGNOU, January 2025), and on IGNOU's OPMS guidelines for the December 2026 Term-End Examination. It shows the order of the parts, what each part must carry, empty table shells and sentence frames.

What it is not. It is not a report. It contains no findings, because findings can only come from your own fieldwork or laboratory records. Fill it with your own work, in your own words; the Handbook asks you to avoid ChatGPT or other AI tools while drafting and to keep plagiarism within 10 per cent.

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1. The parts, in the Handbook's order

#	Part	What the Handbook asks for (section 1.9)
1	Title page	Title, learner's name, enrolment number, regional and study centre, year, supervisor's name with detailed affiliation and e-mail
2	Supervisor's certificate	On the supervisor's own official letterhead: you worked under his or her supervision for the stated time; signed, dated and with official stamp
3	Certificate of Originality	Annexure-III of the Handbook (page 17), signed by student and supervisor
4	Acknowledgements	Who helped with what
5	Table of contents	Chapters with page numbers
6	Abstract	About 200 to 300 words, one or two paragraphs, no figure, table or reference; the Handbook says it is placed next to the title and table of contents page
7	Chapter 1 Introduction	Purpose, research problem, rationale, significance, objectives, hypothesis
8	Chapter 2 Review of Literature	Work done so far, latest work cited, research gaps
9	Chapter 3 Research Design and Methodology	Design, sample size, sampling pattern, data collection, data sources, website links, software and AI tools used for data processing, tests and statistical or geospatial analysis
10	Chapters 4 and 5 Results and Discussion	Findings in tables and graphs with captions, compared with earlier studies
11	Conclusion	Implications, limitations, suggestions, recommendations, future scope
12	References	APA style, alphabetical, not more than 100

The Handbook says an ideal report generally has seven to eight chapters on these aspects; agree the split with your supervisor. Appendices (data sheets, permissions, species photographs) are not described in the Handbook; adding them is common practice.

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2. Title page shell

[TITLE OF THE DISSERTATION IN CAPITAL LETTERS]

A Dissertation/Project Work Report submitted to Indira Gandhi National Open University in partial fulfilment of the requirements for the Master of Science (Zoology) (MSCZOO)

Course: MZOP-001 Dissertation/Project Work

Submitted by: [Name] | Enrolment No.: [as on IGNOU identity card]

Regional Centre: [name and code] | Study Centre: [name and code]

Supervisor: [Name, designation, organisation, full address, e-mail]

Year: [ ]

For OPMS uploads, IGNOU's December 2026 guidelines ask the first page to show the project title, learner name, programme code, enrolment number (not the control or registration number), regional centre code and course code. Keeping all of these on the title page satisfies both documents.

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3. What the supervisor's certificate must state

The supervisor writes this on his or her own official letterhead. The Handbook asks that it endorse that you worked under the supervisor's supervision for the specified time frame, and that it be signed with date and official stamp. A frame the supervisor may adapt:

"Certified that [learner's name], Enrolment No. [ ], has carried out the dissertation/project work titled [title] under my supervision from [date] to [date] for MZOP-001 of the M.Sc. Zoology (MSCZOO) programme of IGNOU." [Signature, name, designation, date, official stamp]

4. Certificate of Originality

Copy the wording of Annexure-III exactly from page 17 of the Handbook. It is signed by the supervisor and the student, each with place and date. The certificate states that the report is the student's original work and has not been submitted earlier to IGNOU or any other university or institution.

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5. A word budget for 5,000 to 6,000 words

The Handbook sets the length at 5,000 to 6,000 words excluding references. It does not divide the words by chapter; the split below is our planning suggestion, to change with your supervisor.

Part	Suggested words (ours)	Your count
Abstract (counted separately here)	200 to 300	[ ]
Chapter 1 Introduction	700 to 850	[ ]
Chapter 2 Review of Literature	1,000 to 1,200	[ ]
Chapter 3 Research Design and Methodology	900 to 1,000	[ ]
Chapter 4 Results	1,100 to 1,250	[ ]
Chapter 5 Discussion	900 to 1,100	[ ]
Conclusion	400 to 600	[ ]
Total (chapters 1 to conclusion)	5,000 to 6,000	[ ]

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6. Chapter shells (leave empty until your data exist)

Chapter 3. Table 3.1 Study sites

Site code	Location	Habitat type	Distance or treatment	Dates sampled
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]

Chapter 4. Table 4.1 Taxa recorded

Order	Family	Genus or species	Site A count	Site B count
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]

Table 4.2 Diversity measures

Measure	Site or group A	Site or group B	Test and p-value
Richness S	[ ]	[ ]	[ ]
Shannon H'	[ ]	[ ]	[ ]

Measure	Site or group A	Site or group B	Test and p-value
Simpson 1-D	[ ]	[ ]	[ ]
Evenness J	[ ]	[ ]	[ ]

Figure 4.1 [caption: what the graph shows, units, sites, dates]

Sentence frames for Chapters 4 and 5:

"[Taxon] was the most frequent visitor, forming [ ] per cent of all records in [site or group]."

"The difference in [measure] between [A] and [B] was [significant / not significant] ([test] = [ ], p = [ ]); hence $H_{0[n]}$ is [rejected / retained]."

"This [agrees / disagrees] with [author, year], who reported [ ] in [place]."

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7. Before the report leaves your desk

Check	Source
Parts arranged in order: cover page, title, supervisor certificate, certificate of originality, acknowledgements, table of contents, chapters, references	Handbook 1.10
5,000 to 6,000 words excluding references; plagiarism within 10 per cent	Handbook 1.1 and 1.6
References in APA, alphabetical, not more than 100	Handbook 1.9
Three copies made: supervisor, yourself, IGNOU	Handbook 1.10
Project fee paid with the term-end examination form (Rs 300 for a project of up to 4 credits)	Common Prospectus July 2026, p. 27
December 2026: pay the project fee first (the OPMS upload link appears only after that); upload one scanned PDF of the original report on OPMS from your Samarth login by 30 November 2026, 11:59 PM, with no extension; report file up to 40 MB; enter NA in any field that does not apply (MZOP 001 has no synopsis or approval letter); do not post a hard copy after uploading; e-mailed reports are not considered	OPMS guidelines, TEE December 2026
Where a hard copy is the route: one bound copy with a CD carrying the PDF to The Registrar, Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi-110068; envelope marked "Dissertation/Project Work Report-MZOP-01 (MSCZOO)"	Handbook 1.10
Batch deadline in the Handbook: January batch 30 November, July batch 31 May	Handbook Table 1.1
For the viva: IGNOU identity card, proof of project fee payment and a copy of the report; the viva is face to face at the Regional Centre, Programme Centre or Study Centre	Handbook 1.11 and 1.12

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