

MGGP-001
Project Work Handbook

**STUDENTS' HANDBOOK FOR
PROJECT
of
MSc GEOGRAPHY**



**DISCIPLINE OF GEOGRAPHY
SCHOOL OF SCIENCES
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
NEW DELHI-110068, INDIA**



Indira Gandhi National Open University
School of Sciences

MGGP-001
PROJECT WORK
HANDBOOK

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MSc GEOGRAPHY

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Student's Guidelines Prepared by

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ISBN-

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COURSE INTRODUCTION

All the students of geography have to carry out Project Work as a part of their M. Sc. Geography programme and submit a fieldwork based Project Report for evaluation. The aim of this project work is to ensure more relevant practical hands-on experience related to the areas in which the student wants to pursue their career. The objective of the project work is to apply geographical knowledge to problem solving, decision making, and the policy formulation.

A student can take up project work in their areas of specialization or interest. Some of the areas are listed in this Project Handbook. However, the list given in this Handbook is suggestive in nature. A student can choose a topic from other areas of geography and allied disciplines also, which are not listed in this Handbook. The student will finalise the theme and title of the project and develop the synopsis in consultation with the supervisor.

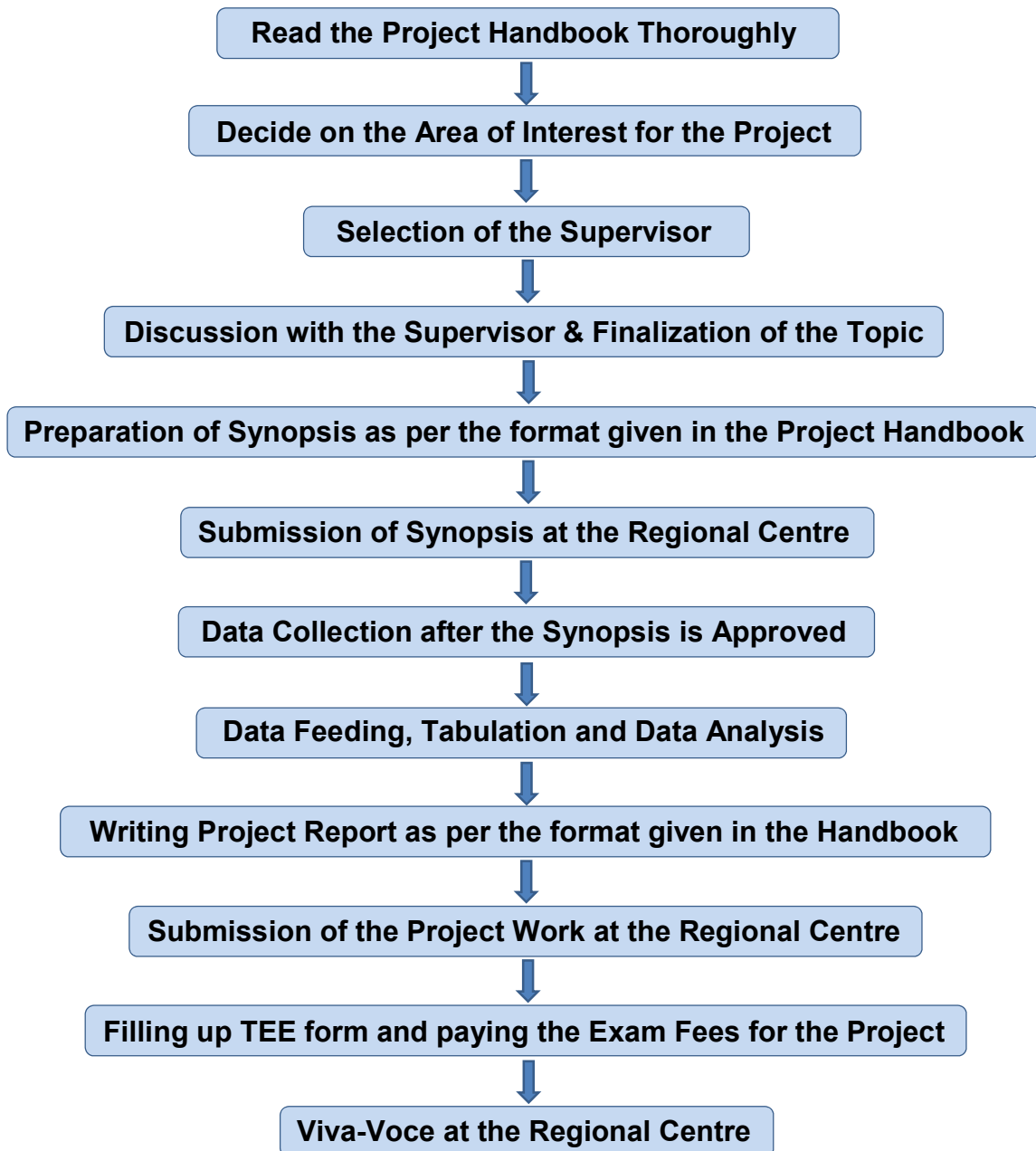
As a student of geography, you are advised to use suitable methods and techniques that you have learnt during all the four semesters. It includes quantitative, qualitative, cartographic and geo-spatial techniques. For example, depending on the topic, the student can apply qualitative techniques like Observation, Participatory Rural Appraisal, Focused Group Discussions etc. In some cases the student can use quantitative techniques namely descriptive statistics, like frequency, percentages, mean, standard deviation, coefficient of variance, correlation regression, composite index etc. In many cases, the student can use mixed method i.e. use of both qualitative and quantitative methods and techniques. But, all the students shall use cartographic and geospatial techniques in their project work. While carrying out the project work, you should keep in mind the ethical issues you are already familiar with.

The student may take up a project which will lead to positive action for people affected due to some geographical or physical, social, economic or political reasons. Student may undertake a more realistic assessment of the development needs and priorities of people and present them in coherent and meaningful manner.

It is expected that this Students' Handbook for project will guide you to conceive, prepare and complete the project report. For any clarification, please write to the Course Coordinators subhakanta@ignou.ac.in or vijaybaraik@ignou.ac.in

Our best wishes are with you in this endeavor.

Sequence of Activities from Synopsis Preparation to Submission of Project and Conduct of Viva-voce - Flow Chart



1. INTRODUCTION

The Project Work is one of the important courses of M.Sc. Geography Programme. This course is of 8 credits (equivalent to two theory courses). For this course, no additional study material is provided. The basic purpose of this course is to help the students to develop ability to apply multi-disciplinary concepts, tools and techniques to analyse and logically approach the problems selected in the field of Geography. You have received the theoretical and philosophical background of geography with its major branches and sub-branches of physical and human geography supplemented by geographical methods and tools. Also, you have already done the practical course MGGL-003: Field Survey Methods in third semester in your current programme – M.Sc. Geography and have good exposure on the importance of field survey in geographical research. It includes formulation of objectives, hypothesis and research question, preparation of data collection tools and sources of primary and secondary data, collection of primary and secondary data both- spatial and non-spatial or physical and socio-economic. It also includes data preparation, data tabulation, data integration and analysis, interpretation and preparation of project report. This exposure along with the theoretical and philosophical backgrounds are adequate to guide you to do all the activities required to complete the project under this course in the guidance of an approved project supervisor. This Project should be on a topic preferably from your area of interest and specialization in geography. The suggestive areas are given in the respective section of this handbook. You should choose the topic for your project in consultation with your project supervisor and prepare a detailed research synopsis, so that you can smoothly finish your project.

This handbook provides the comprehensive guidelines from planning to completion of a project with a meaningful project report. It gives the details of the selection of topic, preparation of synopsis, assessment of data requirement, preparation of data collection tools, data collection, data entry and tabulation, analysis and report writing and final report preparation.

2. LEARNING OUTCOMES

After completing this course, the students will be able to:

- identify a research problem;
- formulate objectives and research questions;
- conduct literature review and present logically;
- identify data requirements, data collection method and analyse the data in a systematic and scientific manner;
- develop appropriate methodology and employ for data analysis and presentation;
- formulate and carry out independent research in the general field of geography;
- write a research proposal/synopsis;

- write final project report logically as trained in the course on Field Survey Methods; and
- develop research skills as final outcome.

3. THE PROCESS

In order to proceed with this course, the approval of the synopsis from the Study Centre/Regional Centre/Geography Discipline, School of Sciences, IGNOU, New Delhi is necessary. Only on the approval of the synopsis, the Project Work could actually be taken up. Hence, the students need to select the topic first and prepare a synopsis on it in consultation with the project supervisor in the study area. On the approval of the topic, students can further proceed to collect the data and complete the project report by doing various activities like data feeding or digitization of map, data processing and integration of data with map, analysis and writing the report. The process involved in the evaluation and final approval of the synopsis is explained below.

4. ROLE OF THE SUPERVISOR

Major role of a Supervisor is to:

- provide guidance regarding selection of a research topic;
- encourage the student to study books /journals and discuss with experts in the area to find out some topic of his/her interest;
- provide the information about the settings where the empirical data for the project can be collected;
- provide information about the related literature;
- motivate the student from time to time and to provide required help and guidance;
- encourage the student to work sincerely and not to copy or reproduce the original text;
- guide the student to follow ethical guidelines while conducting research work and writing the project report and
- give reference letter which would help her/him to collect data for research study in different agencies, or organisation pertaining to her/his area. The letter may also be given by the concerned study center/Regional center.
- Supervise the students in entire process from beginning to end.

5. SELECTION OF SUPERVISOR

Once you are clear about the field in which the work is to be taken up, then contact a supervisor from the IGNOU approved/recognised list empanelled in your regional centre who has experience in that area and is interested in guiding. You should develop your synopsis under his/her supervision. In case there is no approved project supervisor in your regional centre the proposed synopsis may be submitted along with the details of proposed supervisor for approval.

The Eligibility Criteria for Proposed Supervisor is:

- i) Retired or working as regular faculty with Masters in Geography and teaching specific courses of geography at Post Graduation level in College/University Departments (recognised by UGC).
- ii) For the courses related to GIS and Remote Sensing namely MGG-011, MGG-003, MGG-012 and MGG-005 in addition to the above teachers, professionals from scientific organisations and industries in these fields having Masters in Geography and minimum 2 years relevant industrial experiences are also eligible.

6. SELECTION OF TOPIC

A student can select any topic of her/his choice, preferably in their area of interest from the domain of geography. The title should be definitive communicating key information about the Project. It should convey the subject matter being covered in the Project. The Project work can be either-

- i) A comprehensive case study (covering any area problem formulation, analysis and recommendations), or
- ii) An inter-disciplinary study aimed to study in a holistic approach with comparison/validation of theory/survey of, or
- iii) A field study (empirical study).

Students need to carry out Project work in a reputed academic/scientific institution or industry, write a Project Report and defend it at the end. The Project will be supervised by the supervisor allotted and assessed by the external examiner. The students should select a specific topic from the following broad areas for conducting the research project work:

- Geomorphic Processes
- Climate Variability and Climate Change
- Integrated Watershed Management
- Hydrology and Ocean Studies
- Coastal Zone Management
- Ecological Balance, Biodiversity and Conservation
- Disaster Risk Reduction
- Sustainable Development Goals
- Environmental Impact Assessment
- Agriculture and Land Use Planning
- Human Health and Wellbeing
- Social Wellbeing
- Energy Resources
- Sustainable Tourism
- Urban Sustainability in Mega Cities
- Urban Planning and Smart Cities
- Rural and Regional Development and Planning
- GIS and Location Analytics
- Spatial Decision Support System

- Social Geography (Ethnicity, Tribes, Caste, Language, Religion, Education, Gender, Spatial Inclusion-Exclusion/Segregation-Integration, etc.)
- Livelihood
- Trade and Transport
- Geopolitics

The above list is just suggestive. A student can choose a topic from other areas of geography and allied disciplines also which are not listed above.

7. PREPARATION OF SYNOPSIS

After selection of the supervisor and finalization of the topic, the Research Proposal (Synopsis) should be prepared in consultation with the supervisor. The synopsis or proposal of the proposed research should essentially have the following:

- (i) **Introduction:** a brief background about the subject chosen for study.
- (ii) **Literature Review:** Review and analysis of literature to identify the topic, research gap, methodology and supporting knowledge to analyse data collected.
- (iii) **Rationale:** why a particular topic has been chosen for the Project work.
- (iv) **Objectives and Research Questions:** This is the most important aspect of any project. It should mention clearly and precisely the things which you hope will be able to know/achieve at the end of the study. These may be clearly stated in behavioral terms. Objectives need to be expressed in a neutral manner, without any implicit assumptions about the findings of the research.
- (v) **Research Methodology:** Students should cover the following points under methodology:
 - Research Design;
 - Nature and source of data/information to be collected;
 - Sample and sampling technique. Rationale for selected sampling technique;
 - Tools and Techniques to be used for data collection – details of the tools/questionnaire to be used and its relevance with the objectives of the project;
 - Method to be used for data collection;
 - Relevance of statistical tools with the objectives of the project;
 - Data handling and analysis- organisation and analysis of data. Statistical tools to be used for analysis;
 - Interpretation and synthesis.
- (vi) **Limitation of the proposed research,** if any.
- (vii) **Organisation of the work**
- (viii) **References**

8. SUBMISSION OF PROJECT PROPOSAL/SYNOPSIS

After the synopsis is prepared and submitted to the University, it will be evaluated and a written communication regarding the **Approval / Non-approval** of the project proposal will be sent to the student within two/three months of the receipt of the proposal.

You are advised to retain a copy of the synopsis.

Each project synopsis should contain the following in the sequence given below:

- a) Proforma for Submission of Project Proposal for Approval from Academic Counsellor at Study Centre (Annexure-I)
- b) Format for synopsis evaluation (Annexure-II)
- c) Consent letter of the Supervisor (Annexure-IV)
- d) Bio-data of Supervisor, if required
- e) Synopsis

Synopsis that do not include the above will not be evaluated.

You are required to submit synopsis during the scheduled date range only. Synopsis submitted after the given date range will not be considered. In such case, you will have to submit it in the next date range for synopsis submission.

Note: You should follow the format of the synopsis in a systematic way. You can start working on the project only after the approval of the synopsis.

9. RESUBMISSION OF PROJECT PROPOSAL/SYNOPSIS

In case of **Non-Approval** of the proposal, the comments/suggestions for reformulating the project proposal will be communicated to the student. In such case, the revised project proposal should be submitted along with fresh project proposal proforma and a copy of the rejected proposal.

10. PREPARATION OF THE PROJECT REPORT

Once you have carried out the study as envisaged in the approved synopsis then a report of the work done needs to be prepared. The length of the report may be about 50-80 double spaced typed pages. However, rational variation on either side is permissible.

11. STRUCTURE OF THE PROJECT REPORT

The structure of the Project Report will be as follows.

- Title Page
- Certificate
- Acknowledgements
- Table of Contents

- List of Tables/List of Figures or Maps/ List of Illustrations/List of Boxes
- Introduction
- Literature Review (situate your work within the context of existing published scholarship)
- Objectives and Research Questions/Hypothesis
- Database and Methodology
- Results and Discussion
- Summary and Conclusion
- Bibliography/References
- Annexure including questionnaire/schedule/field sketch/photographs

We will discuss the organization of materials stepwise.

- I. **Title Page** contains the title of the field survey or subject alongwith the name of the researcher and supervisor/course incharge, department and university/organization and year. It does not require page number.


Project Report

Programme Name and Code:

Course Code: MGGP-001

TITLE:

.....



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UNIVERSITY

<p>Submitted to</p> <p>Prof./Dr.:</p>	<p>Submitted by:</p> <p>Mr./Ms.</p> <p>Enrolment No.:</p> <p>Study Center Code:</p>
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Discipline of Geography
School of Sciences
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110068
(2025)

Title Page for the Project Report (**Annexure-V**)

- II. **Certificate:** A certificate from the teacher or faculty/course in-charge supervising the field survey need to be placed in the field survey report for its genuineness in the sequence as mentioned above (**Annexure VI & VII**).
- III. **Acknowledgements:** In the acknowledgement page, you need to acknowledge your teacher and supervisor for carrying out this field based survey report alongwith other faculty/mentors or office staff who given support in your field work. Library should also be acknowledged for

providing literature and other materials for your research. Laboratory staff for supporting in statistical and cartographic works should also be acknowledge. Very importantly, all the participants or respondents should be sincerely thanked for their participation including all those who helped in carrying out the research like locality head or facilitator. Finally family is also acknowledged if anyone has supported for this task. It normally starts with Roman page numbering i.e. 'i.'

- IV. Table of Contents:** Table of contents is the list of chapters or sections alongwith all other relevant items which are in the field survey report. It starts with acknowledgement, list of chapters, bibliography or reference and Annexure check and with range of page numbers covered by each one of these.
- V. List of Tables/List of Figures or Maps/ List of Illustrations/List of Boxes:** As title suggests, it gives the list of tables, figures/charts or maps, illustrations in terms of field photographs, and the list of boxes if something very special point or field narrative is placed in boxes. These are indicated with page numbers.
- VI. Introduction:** Introduction is about the complete framework or blueprint of the fieldwork. It starts with **statement of the problem**, where you will state the issue you are going to address through the field work. It is basically the identification of the problem with **rationale of the study**. At this level you should choose a simple topic associated with your vicinity – rural or urban as the case maybe. The topic or issue should be such that the entire task in the field survey work along with the preparation of field report is completed within the given time frame with other limitations like accessibility to area of research, field coverage, transportation, lodging and fooding, support from participants, total financial aspects etc. are taken into consideration.
- VII. Literature Review:** This a very crucial part to build the base for the field work as it has the immense importance in identifying research issues or gaps to the findings and analysis. It is basically the collection of reviews of previously done researches on a particular subject or area of research. It is not only the simple collection of research done but good literature review includes the critical analysis of published and unpublished documents or literature on a particular subject, topic or issue. It is required for gathering knowledge on a particular subject as to see what has been the development so far and to find out the research gaps in the existing research. It also provides the base or framework for developing hypothesis. It gives an outline about the direction of research based on existing literature and provides an opportunity to acquire knowledge by learning from others' works. You may arrange your literature issue or topic wise followed by year wise. The literature can be arranged from general to particular in terms of subject. In spatial sense or geographically it should be macro to micro in the order of country, state and study area.
- VIII. Objectives and Research Questions:** Literature Review is followed by the **objectives** of the field work. Objectives are the achievable goals

which are expected to be achieved at the end of the field survey. It may also contain **research questions**. It highlights the scope of the study.

- IX. Database and Methodology:** Thereafter, **database and methodology** are to be discussed. Here the database is the primary data collected from the field survey. There may be some secondary data to supplement the facts collected from the field. In methodology you have to discuss the whole sequence of the field work including what tools and techniques have been used in the survey, data feeding/digitization of maps, processing of data and extraction of final tables, data integration, data analysis and interpretation. You have to discuss the statistical as well as cartographic methods used in the work.

Methodology should include the Research Design, Nature and Source of data/information collected, Sample and Sampling method with Rationale, Data Management, Tabulation and Analysis. Details of the tools are:

- Rationale of Data Collection Tools
- Reliability and Validity of the tools used
- Data collection, Statistical tools used for Data Analysis
- Geospatial Tools (GIS, Remote Sensing, GPS and Cartography) used for the study
- Visual Tools, if used

These includes the exercises of problem identification and selection of area of study; data-differentiation and data collection, preparation of questionnaire and schedule for field work; weather data capture and preparation of graph for the study area (if done); space survey and field mapping-LULC Mapping, Participatory Mapping; participant and non-participant observation and Participatory Rural Appraisal (PRA)/Focused Group Discussion (FGD); field diary, socio-economic data collection; preparing field data (maps and tables); and analysis.

There should also be a sub-section on the general background of the study area ranging from geographical description (area and extent, physiography, climate, drainage, etc. to demographic, social and economic characteristics, infrastructure and amenities supported by maps and diagrams.

You may also write the **organization of the study in terms of chapters or sections and sub-sections** in the report. Probably chapters may not be possible at this level similar to the chapterisation in large reports, hence section and sub-sections may be used.

At the end, it is better to highlight the points related to **limitation** of the field based study.

- X. Results and Discussion:** Findings section may have various sections covering the major themes of the field work. It should be wholistic, i.e. all aspects should be interlinked in writing so that interrelationships may be examined. It should be supplemented by tables, maps and sketches, diagrams and field pictures. Findings also contain the exclusive case or interview. It may also be supported by literature or data related to the

subject, study area or district or state from secondary sources for situating the study area.

You should present the results in tabular or graphical format. The Interpretation of the data and results/findings may be given elaborately supported by relevant illustrations

- XI. Summary and Conclusions:** In this section, major points related to drawn conclusion are put together and summarized. Policy recommendation or suggestions may also be given if applicable.
- XII. Bibliography/References:** After summary and conclusion, bibliography or references are placed which include the references that are referred in the project. References include books, articles/research papers in edited books, journals, government and non-government reports/ statistics, mimeographs/ working papers, dissertations / theses, online resources with date of access.

References have to be written in APA format. These should be alphabetically listed. Sample reference style followed in the APA format to cite studies taken from different sources are given below

Text taken from Books

Mishra, R.P. (1989). *Research Methodology: A Handbook*, Concept Publishing House, New Delhi.

Article taken from Journal

Jana R., **Mohapatra S.**, Gupta A.K., Singh, U.S. and Upadhyay, A. (2024). Hydro-meteorological disaster and livelihood insecurity in Indian Sundarbans, **Trans. Inst. Indian Geographers**, Vol.46 (1), pp. 57-68, ISSN 0970-9851.

Book Chapter

Sethi, M., & Mohapatra, S. (2013). Governance framework to mitigate climate change: Challenges in urbanising India. In *Governance approaches to mitigation of and adaptation to climate change in Asia* (pp. 200-230). London: Palgrave Macmillan UK.

Websites

Stoddart, R. (1982). *Field Techniques and Research Methods in Geography*, University of Nebraska, Lincoln, <http://digitalcommons.unl.edu/geographyfacpub>.

Please visit www.apa.org for information regarding citation from different sources.

- XIII. Appendices:** Appendices are the part of field survey report. Appendices include questionnaires/ schedules, data set which cannot be placed in the chapters but important, additional photographs, etc.

12. SUBMISSION OF THE PROJECT REPORT

You need to submit the Project report at the Regional Centre only. You can make three copies of the Project report, one for the Supervisor, one for

yourself and one to be submitted at the Regional Centre. The project report should be properly typed (double-space) and bound Project in about 50 to 80 pages in A-4 size (29x20 cm) paper. Please show your project report to your supervisor and seek his guidance before you go for final printing and binding work.

You should submit a **Declaration** (Annexure VI) which should form a part of the project report that the work is original and has not been submitted earlier to this University or to any other institution for fulfillment of the requirement of any course of study. A specimen copy of declaration is provided in Project Work Handbook. You will also attach a **Certificate of Originality** (Annexure VII) from the Supervisor stating that the Project work was done under his/her supervision and that it is a genuine and original work. A specimen certificate is also provided in the Project Work Handbook. You are also required to submit a **Plagiarism Check Certificate** duly signed by your supervisor.

You should also include the approved research proposal (original) given to you by the Supervisor before binding the project report. The Project Report should indicate the Enrolment No., Programme of Study, Name and Address of the student as given in the specimen copy of the cover page.

You should keep a copy of the Project Report including a copy of the approved research proposal. The Project Report submitted to IGNOU will not be returned to the student.

If any Project Report is received in the absence of the above, the same is liable to be rejected or returned to the student for compliance.

13. EVALUATION METHODOLOGY

The total marks for the Project is 100. The project report carries 70% weightage and the Viva Voce carries 30% weightage. For successful completion of the Project (MGGP-001), a student should secure a minimum of 40% that is minimum 40 marks out of 100.

The Evaluation scheme for the project is given in Annexure-X. This scheme is sent to the External Examiner at the time of evaluation.

The Term End Examination (TEE) in terms of viva-voce will be conducted at the Study Centre/Regional Centre during after Term End Examination (written), which will be decided and intimated by the Regional Centre.

The Regional Centre will make appropriate arrangements for the evaluation of the Project reports by the external examiner. The external examiner will be selected from the approved list provided by the Discipline of Geography, SOS, IGNOU. The Study Centre/Regional Centre will first send the copy of Project Report to the External Examiner for evaluation and thereafter a date will be finalized by the Regional Centre for conducting the viva-voce by the same external examiner.

Criteria for Evaluation

The Project Work will be evaluated on the following points with marks indicated against each head:

Components		Marks
Project Report		70
i.	Objectives, Hypotheses, and Research Methodology	20
ii.	Review of Literature	5
iii.	Data Analysis, Interpretation, Discussion and Conclusion	24
iv.	Maps/Cartographic presentation	6
v.	Bibliography	5
Vi	Overall Presentation	10
Viva-Voce		30
i.	Viva-Voce Examination	30

The same will be communicated to the Regional Centre for evaluation of Project Report.

Student has to pay exam fee of Rs. 500/- to appear for TEE in project. The student has to carry her/ his Identify card and proof of payment of TEE Viva-Voce fees for the Project on the day of project viva voce.

Board of Examiners (BOE)

The Board of Examiners constituted at each LSC shall consist of a Chairperson, internal and external members out of whom at least one shall be from the study centre offering the course and at least one external member from other Study Centres. The LSC shall conduct the viva voce examination and marks will be awarded

All India panel of Evaluators or The Supervisors who has guided the students in one LSC can be given evaluation responsibilities of other LSC's within that Regional Centre (RC).

14. IMPORTANT DATES

For MGGP-001 Project Synopsis and Report (from synopsis preparation to term end examination of project)

S. No.	Activity	Date Range	
		July Session	January Session
1	Synopsis Submission	1 st October – 31 st October (3 rd Semester)	1 st April – 30 th April (3 rd Semester)
2	Synopsis Evaluation	1 st November – 30 th November (3 rd Semester)	1 st April – 31 st April (3 rd Semester)
3	Return of Evaluated Synopsis to Students by the RC		
4	Project Report Submission	1 st May – 31 st May (4 th Semester)	1 st November – 30 th November (4 th Semester)
5	Project TEE (Report Evaluation and Viva-voce)	15 th July – 14 th August (4 th Semester)	15 th January – 15 th February (4 th Semester)

ANNEXURES

ANNEXURE-I

PROFORMA FOR APPROVAL OF PROJECT SYNOPSIS (MGGP-001)

Enrollment Number: [] [] [] [] [] [] [] [] [] []

Name and Address of the Student: _____

_____ Phone No. _____

Study Centre: _____ Programme Code: MSCGG

Email: _____ Regional Centre: _____

Course Code: MGGP-001 Date of Submission: _____

Title of the Project Work Report: _____

_____ (Enclose the Proposal/Synopsis)

Name and Address of the Project Supervisor: _____

Is the Supervisor an Academic Counsellor of MSCGG Programme of IGNOU?
Yes/ No

If Yes, Name and Code of the Study Centre he/she is attached with: _____

_____ No. of Students Currently Working under the

Supervisor for MGGP-001: _____

In case of other than Academic Counsellor

Name and Address of the Supervisor: _____

Academic Qualifications of the Supervisor: _____

Number of Years of Relevant Experience: _____

(Enclose the Bio-data of the Supervisor)

Date: _____ Signature of the Student: _____

Date: _____ Signature of Supervisor: _____

For Office Use Only

Supervisor: Approved Not Approved

Synopsis (Put a tick mark (√) as appropriate):

- a) Approved – Synopsis is approved as submitted.
- b) Approved after modifications as suggested – indicating that the synopsis is approved subject to the incorporation of the specific modifications. The synopsis need not be submitted again.
- c) Not Approved.

Comments/Suggestions:

Date:

(Signature & Stamp of Faculty)

Discipline of Geography

SOS, IGNOU, New Delhi

Note:

1. This form with the comments should be enclosed with the revised synopsis wherever required.
2. In case of resubmission, original synopsis needs to be submitted along with the revised synopsis.
3. Annexure-I, indicating the approval of the synopsis, should be attached with the final project report.
4. Annexure-I should be filled up completely.

ANNEXURE-II

FORMAT FOR SYNOPSIS EVALUATION

Suggestion/comments need to be given by synopsis evaluator for each component of the synopsis as follows:

1. Introduction

.....
.....
.....
.....

2. Review of Literature

.....
.....
.....
.....

3. Rationale of the Study

.....
.....
.....
.....

4. Objectives & Hypotheses

.....
.....
.....
.....

5. Sample

.....
.....
.....

6. Tools

.....
.....
.....

7. Data Analyses

.....
.....
.....

8. References

.....
.....
.....

(Signature & Name with Date)

CONSENT LETTER OF SUPERVISOR

This is to certify that the Project titled _____

 _____ under the course
 MGGP-001 for the partial fulfillment of MSCGG Programme of IGNOU will be
 carried out by Mr./Ms. _____
 _____ Enrollment No. _____,
 under my guidance.

(Signature)

Name of the Supervisor:

Designation:

Address:

Date:

ANNEXURE-IV

ACKNOWLEDGEMENT

(for submission of Synopsis)

This is to acknowledge that Ms./Mr.
Enrolment No. of MGGP-001 (2nd Year) has
submitted the Project Report Titled
.....
.....
at the Regional Centre/ Study Centre

Place:

Date:

Received by

Signature (with Seal)
Name

Specimen copy of Cover Page

Project Report

Programme Name and Code:

Course Code: MGGP-001

TITLE:

.....



Submitted to

Prof./Dr.:

/Mr./Ms.:

Submitted by:

Mr./Ms.

Enrolment No.:

Study Center Code:

Discipline of Geography

School of Sciences

Indira Gandhi National Open University

Maidan Garhi

New Delhi-110068

(2025)

ANNEXURE-VI

DECLARATION

I hereby declare that the Project Report entitled.....

 (write the title in
 block letters) submitted by me for the partial fulfillment of the MSCGG to Indira
 Gandhi National Open University, (IGNOU) New Delhi is my own original work
 and has not been submitted earlier, either to IGNOU or to any other institution
 for the fulfillment of the requirement for any other programme of study also
 declare that no chapter of this manuscript in whole or in part is lifted and
 incorporated in this report from any earlier work done by me or others.

Place:

Signature:

Date:

Enrolment No.:

Name:

Address:

.....

.....

CERTIFICATE OF ORIGINALITY

This is to certify that Mr./Miss/Mrs. student of MSCGG from Indira Gandhi National Open. University, New Delhi was working under my supervision and guidance for his/her Project Work for the Course MGGP-001. His/her Project Work entitled which he/she is submitting, is his/her genuine project report and is an original work.

The matter embodied in this Project is a genuine work done by the student and has not been submitted whether to this University or to any other University/ Institute for the fulfillment of the requirement of any course of study. The content of project report has been checked for plagiarism.

Signature (Student)

Signature (Supervisor)

Form with fields for Name, Enrolment No., Address of the Student, Phone No., Place, Date, Designation, Address of the Supervisor, Name of Institute/Organisation, Phone No., Place, Date.

ANNEXURE-VIII

ACKNOWLEDGEMENT

(for submission of Project Report)

This is to acknowledge that Ms./Mr.
Enrolment No. of MGGP-001 (2nd Year) has
submitted the Project Report Titled
.....
.....
at the Regional Centre/ Study Centre

Place:

Date:

Received by

Signature (with Seal)
Name

GUIDELINES FOR REGIONAL CENTRE MSCGG PROJECT (MGGP-001)

SYNOPSIS SUBMISSION AND EVALUATION

1) Project (MGGP-001) is a compulsory course in the Second year of M. Sc. Geography (MSCGG) Programme. The student will prepare a synopsis for the Project under the supervision of a supervisor and submit the synopsis at the Regional Centre (RC).

2) The RC will then get the synopses evaluated by the experts from the approved list of synopsis evaluators provided by the Discipline of Geography, IGNOU, New Delhi. The RC/Study Centre (SC) will invite the experts and get the synopses evaluated at the RC. Guidelines for synopsis evaluation (Annexure III) and the format for synopsis evaluation (Annexure II) need to be provided to the evaluators. TA and payment for synopses evaluation will be as per IGNOU norm. The RC may arrange for evaluation of around 25 to 30 synopses per evaluator in a day.

3) Pre-conditions for synopsis evaluation:

- Student should have taken an approved Supervisor for Project. Supervisor may be an academic counselor or from the list of approved supervisors (provided by the Discipline of Geography) or any other expert from Geography (as per the eligibility criteria given in the Handbook for Project). In case of the first two scenarios, they are already approved supervisors. But in the third scenario, that is, if the student is taking any other expert from Geography, the student needs to take prior approval for the Supervisor (Annexure-I) from the Discipline of Geography, SOS, IGNOU, New Delhi before submitting the synopsis.
- All the formats enclosed with the synopsis are completely filled.

4) Hence it needs to be ensured that the student has taken an approved supervisor, and has filled up the enclosures completely before getting the synopsis evaluated.

5) The RC will provide the Acknowledgement for Synopsis submission (Annexure-IV) to the student in the prescribed proforma given in the Project Handbook.

6) The list of approved project topics of the Students in the prescribed format given in the Handbook for Project (Annexure-XII) will be sent by the RC to the Discipline of Geography in the following email: projectgeography@ignou.ac.in. A data bank will be created for all the synopses by the Discipline of Geography accordingly.

7) In case of non-approval of synopsis, it needs to be resubmitted by the Student incorporating the suggestions/comments given by the Evaluator. RC will then get the resubmitted synopsis evaluated by the same evaluator.

8) In case of resubmission, the student needs to enclose the previous suggestion and the synopsis along with the revised synopsis.

9) No Evaluator should be assigned more than 100 project synopses in a year for evaluation.

10) Each Regional Centre will send 2% of the project synopsis evaluated by the Synopsis Evaluators to the Discipline of Geography for the purpose of monitoring.

11) Date range for synopsis submission is as follows:

July Batch: 1st October - 31st October

January Batch: 1st April - 30th April

The student needs to submit the synopsis within this date range only. Synopsis submitted after a particular date range will be considered in the next date range only.

12) Student will start the project work only after the approval of synopsis and Supervisor.

13) Students need to enclose the following documents in this below given sequence only along with the synopsis while submitting the same:

- Proforma for approval of project synopsis (Annexure-I)
- Format for Synopsis Evaluation (Annexure-II)
- Consent Letter of the Supervisor (Annexure-IV)
- Bio-data of Supervisor (required in case of Supervisor being other than Academic Counsellor or from the approved list provided by the Discipline of Geography)
- Synopsis

Note: Each Regional Centre will send 2% of the Project Synopsis evaluated by the synopsis evaluators to the Discipline of Geography for the purpose of monitoring. Since the approved synopses need to be returned to the students so that they can start the work, photocopy of the same can be sent to the discipline.

PROJECT REPORT SUBMISSION AND EVALUATION

1) After synopsis approval, the Student will start the Project work, complete it and submit one copy of the project report at the RC.

2) Evaluation of MSCGG Project consists of evaluation of the project report and viva-voce.

3) RC will carry out the evaluation of project report and conduction of viva-voce by the External Examiner from the approved list provided by the Discipline of Geography, IGNOU, New Delhi.

4) RC will send the project report to the External Examiner along with the Evaluation Scheme (Annexure X) for Project to be evaluated. After receiving the evaluated Project Report, the RC will conduct the Viva-voce of the Students by the same External Examiner.

5) It may be ensured that the External Examiner should not have guided the Students for whom s/he is evaluating the Project Report and conducting the viva-voce.

6) Date range for submission of Project Report is as follows:

July Batch: 31st May

January Batch: 30th November

7) Date range for Term end exam (Viva-voce) of Project (MGGP-001) is as follows:

July Batch: 15th July — 14th August

January Batch: 15th January — 15th February

8) Thus, if the Project Report is submitted for July Session by 31st May, it will be considered for TEE during 15th July to 14th August and for January Session, if it is submitted by 30th November, it will be considered for TEE during 15th January to 15th February.

9) After the Viva-voce, the RC is required to send the award forms to the Project Section, SED for uploading of marks.

10) The total mark in Project is 100. A student is required to secure a minimum 40% to pass in Project.

11) In case a student fails to secure the minimum 40% in Project (including both Project Report and Viva-voce), s/he will be declared fail. In such a case, the student has to revise the Project Report or take up a new topic for project, prepare synopsis, carry out the study and then submit Project Report. The student may take the same Supervisor.

12) The RC can have the following check list to ensure that all enclosures are there in the Project Report before sending the same for evaluation to the External Examiner.

- Proforma for Approval of Project Synopsis (Annexure-I)
- Format for Synopsis Evaluation (Annexure-II)
- Guidelines for Synopsis Evaluation (Annexure-III)
- Consent Letter of the Supervisor (Annexure-IV)
- Format for Bio-data of Supervisor (required in case of Supervisor being other than Academic Counsellor or from the approved list provided by the Discipline of Geography)
- Synopsis

In case any of these is not there, the student can be informed accordingly.

ANNEXURE-X

EVALUATION SCHEME FOR THE PROJECT

(To be filled by the External Examiner)

Name of the Programme: MSCGG

Study Centre:

Name of the Student:

Enrollment No.:

Components	Max Marks	Marks Obtained
Objectives, Hypotheses, and Research Methodology	20	
Review of Literature	8	
Data Analysis, Interpretation, Discussion and Conclusion	24	
Maps/Cartographic presentation	8	
Bibliography	5	
Overall Presentation	5	
Viva-Voce Examination	30	
Total	100	

Observation and Comments: _____

Signature: _____

Name & Address of External Examiner: _____

Date:

Note:

1. Minimum pass marks is 40 out of 100.
2. Marks are to be given for each of the components.
3. The external examiner is required to write observation and comments regarding the project report and viva voce.

**REMUNERATION BILL FOR GUIDANCE OF PROJECT
(To be submitted at the Regional Centre)**

To,
The Registrar
Student Evaluation Division (SED)
IGNOU, Maidan Garhi
New Delhi-110068.

- 1. Programme Code: MSCGG
- 2. Course Code: MGGP-001
- 3. Name of Supervisor:
- 4. Residential Address:
.....
.....
.....
- 5. Designation:
- 6. Official Address:
.....
.....
.....
- 7. Telephone No.
Office:
Mobile:
Residence:

Date:

Signature:

ANNEXURE-XII

FORMAT FOR THE APPROVED PROJECT TOPICS (MGGP-001)

(to be sent by the Regional Centre to the Discipline of Geography)

Sl. No.	Enrolment No.	Name & Contact Details	Project Topic	Supervisor Name & Contact details	Date of Synopsis approval
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Date:**Regional Centre Code:
(Signature)**

NOTES
