

**Master's Degree Programme in Psychology  
(MAPC)**

**HANDBOOK ON PROJECT**

**(MPCE-016/026/036)**



**Discipline of Psychology  
School of Social Sciences  
Indira Gandhi National Open University  
MaidanGarhi, New Delhi- 110068**

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*Further information on the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110 068 or the official website of IGNOU at [www.ignou.ac.in](http://www.ignou.ac.in)*

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## 1.0 INTRODUCTION TO PROJECT

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M.A. Final year has Project Work which is a 6 credit course. Each learner has to undertake a Project work in any topic of her/his interest based on their specialization group such as Clinical Psychology, Counselling Psychology or Industrial & Organizational Psychology. Since the Project is a 6 credit course, the learner has to put in a minimum of 180 hours to complete this course. The course codes are as follows:

**MPCE 016: Project in Clinical Psychology**

**MPCE 026: Project in Counselling**

**MPCE 036: Project in Industrial and Organizational Psychology**

A project is a collaborative enterprise, frequently involving research or design, that is carefully planned to achieve a particular aim ([wikipedia.org/wiki/Project](http://wikipedia.org/wiki/Project)). It is a research assignment given to a student which requires a larger amount of effort and more independent work than is involved in a normal essay assignment. It requires students to undertake their own fact-finding and analysis by using primary data or secondary data. That is, they can carry out the project based on empirical data or from library/internet search.

The written report that comes from the project is usually in the form of a dissertation, which will contain sections on the project's inception, methods of inquiry, analysis, findings and conclusions.

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## 2.0 PURPOSE

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Project work is an independent research or investigation work. The purpose of the project work is to enable the learner to analyze a particular situation and arrive at some conclusion. The knowledge and understanding gathered from different courses of MA Psychology are put into practice through the project work. Thus the purpose of the project is to provide an opportunity to the learners to apply the knowledge they have acquired in course of their study and to develop skills in the areas of various courses of this programme. The learner gets an idea of how to conduct research project/studies and how to write research report.

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## 3.0 GENERAL GUIDELINES

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### Objectives

The general objectives of the Project/Dissertation Work are to help the learner to:

- Develop research skills
- Solve research problems through scientific method of investigation
- Develop writing, presentation, communication and analytical skills
- Develop ability to apply multi disciplinary concepts, tools and techniques

Within this framework, Project Work at the M.A. level (MPCE 016/026/036) has the following specific objectives to enable a learner to:

- Identify and formulate research problems

- Write a good research proposal
- Identify and use appropriate research design
- Conduct scientific investigation in a systematic way
- Collect and analyze the data
- Learn to use appropriate statistical methods

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## **4.0 WHO CAN BE THE GUIDE?**

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Academic Counsellors will be the Guides for the Project. A supervisor/Guide can supervise a minimum number of ten learners.

In case of more number of learners, experts from the field of psychology other than academic counselors can also be the Guides, subject to approval by the Head Quarter, IGNOU. A learner can select a Guide/ Supervisor of her /his own choice. The eligibility of a person to become the Guide is given below.

### **4.1 Qualification of Guide/Supervisor**

The minimum qualifications of the supervisor are as follows:

a) Ph.D. in Psychology

Or

b) Master's Degree in Psychology with two years experience in teaching at college/University level or two years experience in clinical/counseling/organizational set up.

The learner while submitting the proposal should also submit the bio-data of these supervisor, duly signed by the supervisor. The Regional Centre are then required to send the names and biodata of these external guides/supervisors to the RSD, IGNOU New Delhi for approval.

The Supervisor/Guide will be paid a token remuneration of Rupees five hundred (Rs. 500/-) only for each project. He/she can claim Project Guidance remuneration using a Proforma (Appendix I), after submission of the project/dissertation of the learners.

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## **5.0 ROLE OF THE GUIDE/SUPERVISOR**

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- To provide guidance regarding selecting a very focused topic.
- To encourage learners to study books /newspapers/magazines; discuss with experts in the area to find out some topics of their interest.
- To provide the information about the settings where the empirical data (if needed) for the project can be collected.
- To provide information about the related literature.
- To motivate learners from time to time & to provide them required help whenever they need.
- Encourage learners to work originally, not to copy or reproduce; and to proceed systematically.
- Give letter of authorization which would enable/help them to collect the data for their research study in different agencies, hospitals, schools or organization pertaining to their work. The authorization letter can also be given by the concerned study centre/ regional centre.

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## **6.0 PROPOSAL FORMULATION AND SUBMISSION**

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### **6.1 Preparation/Formulation of Project Proposal**

The learners have to choose a particular area in which they are interested. Then in consultation with the Guide, they have to select a particular topic for their project work. The topic should be limited & focused so that it could be completed within the time limit with a well drafted report. The following criteria can be kept in mind while selecting the topics. That is, the objectives of the project work should be Specific, Achievable, Realistic and Time based.

The project proposal is an outline of the detailed work to be undertaken by the learner. The word limit for the project proposal is 1000 words (2-3 pages).

The following format can be followed for preparing the project proposal:

- The Title of the Proposed Project
- Background of the Study
- Rationale
- Objectives
- Methodology: Sample, Tests/Tools, Statistics to be used

### **6.2 Project Proposal Submission and Approval**

The learner has to prepare the project proposal/synopsis and submit it at the Study Centre itself. The Programme Incharge of the Study Centre will then examine the proposals and give the approval. Wherever modification is required, these will be conveyed to the learner and accordingly the learner will resubmit it to the study centre with necessary modifications.

The project proposal should be submitted in A4 size paper typed in double space alongwith a consent letter of the Guide ( Appendix II) and the proforma for approval (Appendix III).

Learner is advised to retain a copy of the synopsis. Proposals not accompanying above papers will not be considered for approval. Please submit proposal before the last date of submission.

### **6.3 Communication of Approval**

A written communication regarding approval/non-approval of the project will be sent to the learner as per schedule given below in section 6.5.

### **6.4 Resubmission of Project Proposal**

In case of non-approval of the proposal the comments/suggestions for reformulating the project will be communicated to the student. In such a case the revised project synopsis should be submitted with a fresh Project Proposal form (Appendix-III) along with a copy of the current Proposal form bearing the comments.

### **6.5 Schedule of Dates**

#### **Tentative Schedule of Dates for Project Work**

	<b>Proposal Submission</b>	<b>Proposal Acceptance</b>	<b>Submission after any modification and final acceptance</b>	<b>Project Work</b>	<b>Report Writing</b>	<b>Project Submission</b>
<b>July Batch</b>	31 <sup>st</sup> August	30 <sup>th</sup> Sept	31 <sup>st</sup> Oct	Nov. – Jan	Feb. - March	31 <sup>st</sup> March
<b>January Batch</b>	28 <sup>th</sup> Feb	31 <sup>st</sup> March	30 <sup>th</sup> April	May - July	Aug- Sept	30 <sup>th</sup> Sept

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## 7.0 CARRYING OUT THE PROJECT

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The learners need to thoroughly read the literature, understand it and be very clear about the area in which they are going to do the project work. Depending on the research topic finalized, the size and nature of the sample is determined. The learner will also have to select suitable tests/ tools to be used for data collection. The learner can also develop his/her own questionnaire for the purpose.

S/he can then contact appropriate agencies/ organizations for data collection. Necessary permission should be taken from these agencies/ organizations. The data should be collected and recorded in a systematic procedure. The data collected is then statistically analyzed and the project report is to be written in a suitable format.

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## 8.0 FORMAT OF THE PROJECT REPORT/DISSERTATION

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The size of the project report depends on the nature of the theme of the project. However, it is desirable that the project report should be around 100 pages typed in double space. Report should be in A4 size papers and in a bound form. The language to be followed for the Project/ Dissertation work should be in English. The report should be in the following format.

**Title:** The first page of the report should indicate the title of the project, name of the candidate, address, enrolment number and year.

**Certificate:**

**Acknowledgement:**

**Table of Contents:**

**Introduction:** This section will introduce the problem. It should be able to give an idea to the reader what the topic is all about, how did the topic emerge, and what made the researcher take up the topic. The introduction must contain the rationale and purpose of the research.

**Review of the literature:** Review of literature is a collective body of works done by earlier researchers and published in the form of books, journals, articles. It helps in generating ideas and developing significant questions for the research work.

**Significance of the Study:** The rationale for carrying out the particular project is explained here.

**Objectives/ hypothesis:** This will basically consist of the main objectives or purpose of the research. For example, To study the effect of family environment on self concept of the students. A hypothesis is also provided which is a tentative statement about the cause and effect relationship between the independent and dependent variables.

**Methodology:** Methodology includes Sample, Tests/Tools, Statistical Analysis. The size and nature of the sample will depend on the topic selected. Tests/ tools are to be selected based on the objectives of the research. The data collected with the help of the tests/ tools is then analyzed by using appropriate statistical techniques.

**Result and Discussion:** The findings of the research after the statistical analysis of data are reported in tabular and graphical form. This is then discussed in the light of the existing research studies. The implication of the findings are also discussed.

**Conclusion:** Under this heading, the learner has to conclude the findings of research.

**Delimitations:** Constraints and limitations of the research are mentioned here.

**Suggestions for further work:** Based on the research findings, the learner can give suggestions for further research in the particular area.

**References (APA style):** References have to be written in APA format. These should be alphabetically listed.

### **Books**

Anastasi, A. (1968). *Psychological Testing*. London: MacMillan Company.

### **Journal Article**

Dennison, B. (1984). Bringing corporate culture to the bottomline. *Organizational Dynamics*, 13, 22-24.

Neelameghan, A. (1990) SrRanganathan's impact on knowledge organisation tools. *Information Studies*, 6(2), 77-80.

### **Book Chapter**

Khan, A.W. (2005). Distance education for development. In: Garg, S. et.al. (Eds.) *Open and distance education in global environment: Opportunities for collaboration*. New Delhi: Viva Books.

### **Websites**

<http://www.mcb.co.uk/apmforum>( accessed on 2.3.2011)

**Appendix:** This will contain the tests/ tools used for the purpose of the research.

Each project report should also contain the following:

- a) Copy of approved Project Proposal Proforma
- b) Certificate of Originality duly signed by the learner and the guide/supervisor (Appendix IV)

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## 9.0 SUBMISSION OF THE PROJECT REPORT

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The learner has to submit the Project report/ dissertation at the study centre. S/he can make three copies of the Project, one for the Guide, one for herself/himself and one to be submitted at the study centre.

The Project report/dissertation should be accompanied by a copy of the Approval of Project Proposal (Appendix III) in which the approval for the proposal has been given.

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## 10.0 EVALUATION OF THE PROJECT REPORT/ DISSERTATION

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The total marks for the Project is 100. The Project Report carries 70% weightage and the Viva Voce after submission of Project Report carries 30% weightage. For successful completion of the Project, a learner should secure a minimum of 40% marks in the Project/Dissertation Work.

The Evaluation scheme for the project work is given in Appendix V.

The study centre will arrange for the evaluation of the Project reports by the external examiner. Then viva will be done at the study centre by the external examiner.

The external examiner will be selected by the study centre/ Regional centre from the approved list provided by IGNOU Head Quarter. The study centre/Regional centre will send the copy of project report/dissertation to the External Examiner for evaluation and later on a date can be finalized by the Regional Centre for conduction of the viva by the external examiner. Proforma for remuneration bill for evaluation of project is given in Appendix VI.

### 10.1 Exemption from Project Report/Dissertation Work

Project/Dissertation Work is an essential component of MAPC Programme and as such no candidate is exempted from completing this part for the award of the degree of MAPC. Those who fail to secure the minimum 40% marks will have to resubmit the project report and appear for viva voce in the next term.

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## 11.0 POINTS TO REMEMBER

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### For Submission Of The Project Proposal

- 1) Submit only one copy of the Project Proposal, and retain a copy with you.
- 2) **MPCE 016/026/036** (whichever is appropriate) should be written prominently on the envelope and should be submitted at the Study Centre.
- 3) Ensure the inclusion of the following while submitting the proposal:
  - a) Proforma for Approval of Project Proposal, duly filled and signed by both, the learner and the guide/supervisor.
  - b) Detailed Bio-data of the Supervisor/Guide duly signed by him/her (in case where the Academic Counsellor is not the Guide).
  - c) Consent letter of the Supervisor/Guide.
  - d) Synopsis of the Project.

- 4) The Synopsis of the Project Proposal should include the following:
  - a) Title of the Project/Dissertation
  - b) Background of the Study
  - c) Rationale
  - d) Objectives of the Study
  - e) Research Methodology to be used for carrying out the study (detailing nature of data, data sources, collection methods, tools and techniques of analysis, sampling, etc.)
  - f) Limitations, if any, and the direction for the future study.

**FOR SUBMISSION OF THE PROJECT REPORT/DISSERTATION**

- 1) The Project Report/ Dissertation should be submitted in original in A-4 size paper, typed in double space, in a bound volume at the concerned Study Centre.
- 4) Before binding the Project Report the student should ensure it contains the following in original:
  - a) Approved Project Proposal Proforma
  - b) Approved Project Synopsis
  - c) Certificate of Originality (Appendix – IV)
- 5) Learner should keep a copy of the Project Report with him/her, as the Project Report/ Dissertation will not be returned to the learner.

**APPENDIX I**

**Remuneration Bill for Guidance of Project**

To  
The Director (SR&E)  
IGNOU  
MaidanGarhi  
New Delhi - 110068

- 1. Programme Code: MAPC
- 2. Course Code: MPCE 016/026/036
- 3. Title of the Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 4. Name of Supervisor/ Guide: \_\_\_\_\_
- 5. Residential Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 6. Designation: \_\_\_\_\_
- 7. Official Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 8. Telephone No. Office: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Residence: \_\_\_\_\_



## Appendix II

### CONSENT LETTER OF SUPERVISOR/GUIDE

This is to certify that the **Project Report** titled \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

for the partial fulfillment of **MAPC Programme** of IGNOU will be carried out by Mr./Mrs.  
\_\_\_\_\_ **Enrollment No.** \_\_\_\_\_, under my  
guidance.

(Signature)

Name of the Supervisor :

Designation:

Address:

Date :

### Appendix III

#### PROFORMA FOR APPROVAL OF PROJECT PROPOSAL (MPCE 016/026/036)

Enrolment Number: 

--	--	--	--	--	--	--	--	--	--

Name and Address of the Student: \_\_\_\_\_

\_\_\_\_\_

Programme Code: MAPC

Course Code: MPCE 016/026/036 (tick mark whichever is appropriate)

Title of the Project/ Dissertation Work: \_\_\_\_\_

\_\_\_\_\_

(Enclose the Proposal/Synopsis)

Name and Address of the Supervisor: \_\_\_\_\_

\_\_\_\_\_

Is the Supervisor an Academic Counsellor of MAPC 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 MPCE 016/026/036: \_\_\_\_\_

**In case of other than Academic Counsellor:**

Academic Qualifications of the Supervisor: \_\_\_\_\_

Number of Years of Relevant Experience:

(Enclose the Bio-data of the Supervisor mentioning the present pay-scale)

Signature of the Student:

Signature of Supervisor:

Date:

Date:

---

**For Office Use Only**

**Synopsis    Approved    Not Approved**

**Supervisor    Approved    Not Approved**

**Any Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Study Centre Coordinator

Signature of Programme Incharge

Date:

Date:

1. A copy of this form with the comments should be enclosed with the revised Proposal wherever required and also with the final report.
2. In case of submission of revised proposal enclose a copy of this form with the fresh proposal approval form Appendix-III.

**Appendix IV**  
**CERTIFICATE OF ORIGINALITY**

This is to certify that the Project Report titled “\_\_\_\_\_”  
\_\_\_\_\_”  
submitted to Indira Gandhi National Open University in partial fulfillment of the requirement  
for the award of **Master of Arts Degree in Psychology (MAPC)** is an original work carried out  
by Mr./ Ms. \_\_\_\_\_

(Enrolment Number: \_\_\_\_\_).

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.

Signature of the Learner

Name:

Enrolment Number:

Place:

Date:

Signature of the Supervisor

Name:

Designation:

Name of Institution/ Organization:

Date:

## Appendix V

### EVALUATION SCHEME FOR PROJECT

Name of the Programme: MAPC

Course Code:

Study Centre:

Regional Centre:

Name of the Learner:

Enrolment No.:

<b>Details</b>	<b>Maximum Marks</b>	<b>Marks Obtained</b>
Review of Literature	5	
Significance of the Study	5	
Methodology	15	
Data Analysis	20	
Results and Discussion	20	
References	5	
Viva voce	30	
<b>Total Marks</b>	<b>100</b>	

Comments if any: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name of Internal Examiner

Name & Address of External Examiner

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date:

Date:

## Appendix VI

### REMUNERATION BILL FOR EVALUATION OF PROJECT/DISSERTATION WORK

To  
The Director (SR&E)  
IGNOU  
MaidanGarhi  
New Delhi - 110068

1. Programme Code: MAPC
2. Course Code: MPCE 016/026/036
3. Title of the Project:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Name of Supervisor/ Guide: \_\_\_\_\_
5. Residential Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Designation: \_\_\_\_\_
7. Official Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Telephone No. Office: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Residence: \_\_\_\_\_



## Appendix VII

### CERTIFICATE

This is to certify that Mr./Ms. \_\_\_\_\_  
Enrolment No. \_\_\_\_\_ has successfully completed Project in MPCE 016/  
MPCE-026/MPCE-036 titled \_\_\_\_\_  
\_\_\_\_\_ under the guidance of \_\_\_\_\_

Signature of the Learner

Signature of the Guide/Supervisor

Name:

Name:

Enrolment No:

Designation:

Study Centre:

Place:

Regional Centre:

Date:

Place:

Date: