Master's Degree Programme in Psychology (MAPC)

HANDBOOK ON PROJECT

(MPCE-016/026/036)

ignou
THE PEOPLE'S
UNIVERSITY

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1.0   INTRODUCTION TO PROJECT

M.A. IInd year has a course on Project which is of 6 credits. Each learner has to undertake a Project work on any topic of her/his interest based on his/her specialisation group such as Clinical Psychology, Counselling Psychology or Industrial and Organisational Psychology. Since the Project is of 6 credit, 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 Psychology

MPCE 036: Project in Industrial and Organisational 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). It is a research assignment given to a learner which requires a larger amount of effort and more independent work than is involved in a normal essay assignment. It requires learners to undertake their own fact-finding and analysis by using primary data. The learner will be supervised by a guide/supervisor during their project work.

The report that comes from the project is usually in the form of a dissertation, which will contain chapterization as given in section 8.0.

2.0   PURPOSE

Project work is an independent research or investigation work. The purpose of the project work is to enable the learner to analyse 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 their specific areas. The learner gets an idea of conducting research project/study and writing a research report.

3.0   GENERAL OBJECTIVES

The general objectives of the Project/Dissertation Work is 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 the 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 analyse the data

- learn to use appropriate statistical methods

4.0   WHO CAN BE THE GUIDE?

The learner will require a Guide/Supervisor for carrying out the Project.

The eligibility criteria to be a Guide/Supervisor is as follows:

a)   M.Phil/Ph.D. in Psychology with minimum two years Undergraduate/Post Graduate teaching experience

<div align="center">Or</div>

b)   Master's Degree in Psychology with minimum two years experience at Post Graduate level.

<div align="center">Or</div>

c)   Master's Degree in Psychology with minimum five years teaching experience at Undergraduate level.

Note: This is applicable for the learners enrolled for MAPC programme for January 2014 admission cycle onwards.

The learner while submitting the synopsis should also submit the bio-data of the supervisor, duly signed by the supervisor (Refer to Appendix-I). The bio-data will be approved by Discipline of Psychology, SOSS, IGNOU. However, if the learner is taking Academic Counsellor as the Guide then bio-data need not be submitted. Academic Counsellor can supervise a maximum number of ten learners at any given time.

The learner will submit the synopsis alongwith the bio-data of the supervisor (whereever it is required), at the Study Centre/Regional Centre.

The Study Centre/Regional Centre will then send these synopses to the Discipline of Psychology, SOSS, IGNOU, New Delhi for necessary approval.

There will be remuneration to the Supervisor/Guide for guiding each project. He/she can claim Project Guidance remuneration using a Proforma (Appendix-II), after final submission of the project/dissertation of the learners at the Regional Centre.

5.0   ROLE OF THE GUIDE/SUPERVISOR

- To provide guidance regarding selecting a very focused topic.

- To encourage the learner 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 for the project can be collected.

- To provide information about the related literature.

- To motivate the learner from time to time and to provide him/her required help whenever s/he need.

- Encourage the learner to work sincerely, honestly and originally and not to copy or reproduce the original text as it is.

- To guide the learner to follow ethical guidelines while conducting research work and writing the project report.

- Give letter of authorization which would help him/her to collect data for research study in different agencies, hospitals, schools or organisation pertaining to his/her area. The authorization letter may be given by the concerned study centre/ regional centre.

6.0   SYNOPSIS FORMULATION AND SUBMISSION

6.1   Preparation/Formulation of Project Synopsis

The project synopsis is an outline/blueprint of the project to be undetaken by you. To carry out project, you will first choose a subject area based on your interest. You can then finalize a topic in which you will be carrying out your project work after consultation with your guide/supervisor. It is necessary that you review various research studies/literature and information on the topic selected. Different journals, books and information available on internet can be referred in this regard. This will help you understand the topic in a better manner and will also assist in writing the introduction, review of literature and research methodology for your synopsis.

The topic should be limited and focused so that it can be completed within the time limit with a well drafted report. The objectives of the project work should be Specific, Measureable, Achievable, Realistic and Time bound.

The synopsis should be typed on A4 size paper in Times New Roman font, size 12 with 1.5 spacing. It can be of 15-20 pages. The information included in the synopsis should **not be plagiarized**.

The project synopsis can be submitted at the Study Center/Regional Centre. The synopsis will then be sent to the Discipline of Psychology, School of Social Sciences, IGNOU, New Delhi for evaluation (by the Study Centre/Regional Centre).

The following format needs to be followed for preparing the project synopsis:

Title page: The first page of the synopsis should indicate the title of the project, name of the learner, enrolment numbner, regional centre, year and name of the supervisor.

Introduction: This section should introduce the topic selected by the learner.

Review of Literature: Review of literature is a collective body of work done by earlier researchers and published in the form of books, journals, articles, etc. It helps in generating ideas and developing significant questions for the research work. In this section, you will cite different studies related to your research work in a systematic and organized manner.

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

Methodology: Methodology includes Research problem, Objectives, Hypothesis/es, Sample, Research design, Tests/Tools for data collection, and Statistical analysis techniques. ***Problem and objectives*** are to be written specifically and clearly. ***Hypotheses*** are to be formulated wherever applicable (either null hypothesis/es or alternative hypothesis/es to be mentioned, not both). Hypothesis/es also need(s) to be written in a proper manner. Journals and research methodology text books can be referred to understand how objectives and hypothesis/es is/are to be written.

The size and nature of the *sample* will depend on the topic selected. While providing details about nature and size of the sample, also mention the sampling technique used. Whether randomization is used or purposive sampling technique is employed will depend on the topic and nature of the sample in your research. ***Tests/tools*** are to be selected based on the objectives of the research. The tools of data collection will include details about the test like name of the author(s), number of items, dimensions or domains, reliability, validity and norms. In case interview schedule is used to collect data, details about the questions included should be provided. The data obtained with the help of the tests/tools is then analyzed by using appropriate statistical technique. Specific tools for ***statistical analysis*** should be mentioned.

If the study is intervention based, details about intervention to be carried out, like duration, number of sessions involved, nature and content of intervention need to be specified.

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

Example of References

Books

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

Journal Article

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

Neelameghan, A. (1990) SrRanganathan's impact on knowledge organization 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)

Note: 1. You are required to read relevant text and literature related to your area of interest and topic selelcted.

2. Do not begin data collection until your project synopsis is approved.

3. Learners can have access to central library, IGNOU, New Delhi. Remote access facility is also avaiable. For further details, you may contact, Central Library, IGNOU, New Delhi.

6.2   Project Synopsis Submission and Approval

You will prepare the project synopsis and submit it at your Study Centre or Regional Centre. The Study Centre/Regional Centre will then send the synopses to the Programme Coordinator, Discipline of Psychology, SOSS, IGNOU, New Delhi. The synopses will be evaluated by the faculty. Suggestions will be given (Appendix-IV) wherever required. Accordingly, you will have to resubmit the synopsis with necessary modifications.

You are advised to retain a copy of the synopsis.

Each project synopsis should contain the following:

a) Consent letter of the Supervisor/Guide (Appendix-III)

b) Proforma for Approval of project Synopsis (Appendix-IV)

c) Biodata of Guide/Supervisor (in case of other than academic counsellor, Appendix-I)

Synopsis that do not include the above papers will not be evaluated. **Please submit synopsis/ proposal before the last date of submission**.

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

6.3   Resubmission of Project Synopsis

In case of synopsis being not approved, comments/suggestions for reformulating the project will be communicated to you. In such a case, the revised project synopsis should be submitted with a fresh Project synopsis approval form (Appendix-IV) along with the earlier project synopsis approval form containing the comments/suggestions of the faculty.

6.4   Schedule of Dates

	Project Synopsis Submission	Project Report/ Dissertaion Submission
July Batch	30th September	30th April
January Batch	31st March	31st October

Note: You are required to complete and pass the courses MPC-005 and MPC-006 in MA 1st year before submitting the synopsis for project (MPCE-016/026/036) in MA 2nd year. You need to submit a self attested photocopy of the **Grade Card mentioning passing of MPC-005 and MPC-006 Courses**. In the absence of this, the project synopsis **will not be evaluated.** This will be applicable for the learners enrolled for MAPC programme from January 2014 onwards.

7.0   CARRYING OUT THE PROJECT

You are required to thoroughly read the literature, understand it and be very clear about the area in which you are going to do the project work. You should conduct and carry out the study in an ethical manner. Depending on the research topic finalized, the size and nature of the sample will be determined. You will also have to select suitable tests/ tools to be used for data collection. You may also develop a questionnaire for this purpose.

You will have to contact appropriate agencies/ organisations for data collection. Necessary permission should be taken from these agencies/ organisations. Reference letter with regard to this is given in Appendix-VI. The data should be collected and recorded in a systematic manner. The data collected is then statistically analysed and the project report is to be written in the format as given in section 8.0

You need to record every visit to library/Institution for reference work and also visit to school(s), hospital(s), organization(s) for data collection in the format as given in Appendix-V.

8.0   FORMAT OF THE PROJECT REPORT/DISSERTATION

Once your project synopsis is approved, you can start with your data collection. After the data is collected and analyzed, you can start working on your project report. Remember to be in regular contact with your supervisor for guidance and help in carrying out project work and writing the report.

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 English.

The report should be in the following format.

Title page: The first page of the synopsis should indicate the title of the project, name of the learner, enrolment number, regional centre, year, and name of the supervisor.

Certificates of Originality and Completion: The format for the certificate are given in Appendix-VII and IX.

Acknowledgement

Table of Contents

Abstract: A short summary of research work. It should be around 250-300 words.

Introduction: This section should introduce the topic selected by the learner.

Review of the literature: Review of literature is a collective body of work 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. Various research studies related to the topic are described and discussed in a systematic manner. This will finally lead to pointing the significance of the study.

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

Methodology: Methodology includes Research problem, Objectives, Hypothesis/es, Sample, Research design, Tests Tools for data collection and statistical analysis. ***Problem and objectives*** are to be written specifically and clearly. ***Hypotheses*** are to be formulated wherever, applicable (either null hypothesis/es or alternative hypothesis/es are to be mentioned, not both). Hypothesis/es also need(s) to be written in a proper manner. Journals and research methodology text books can be referred to understand how objectives and hypothesis/es is/are to be written.

The size and nature of the ***sample*** will depend on the topic selected. While providing details about nature and size of the sample, also mention the sampling technique used. Whether randomization is used or purposive sampling technique is employed will depend on the topic and nature of the sample in your research. ***Tests/tools*** are to be selected based on the objectives of the research. The tools of data collection should include details about the test like name of the author(s), number of items, dimensions or domains, reliability, validity and norms. In case interview schedule is used, details about the questions included should be provided. The data obtained with the help of the tests/tools is then analyzed by using appropriate statistical techniques. Specific tools for ***statistical analysis*** should be mentioned.

If the study is intervention based, details about intervention to be carried out, like duration, number of sessions involved, nature and content of intervention need to be specified.

Results and Discussion: The findings of the research after statistical analysis of data are reported in tabular and graphical form. This is then discussed in the light of existing research studies. Then implications of 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 research findings, the learner may give suggestions for further research.

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

Example of References:

Books

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

Journal Article

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

Neelameghan, A (1990). SrRanganathan's impact on knowledge organization tools. *Infrmation 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.mbc.co.uk/apmforum (accessed on 2.3.2011)

Appendices: Includes tools used for data collection, master data chart etc.

The Dissertation/Project report should contain the following:

a) Proforma for Approval of Project Synopsis in original (Appendix-IV)

b) Approved project synopsis in original

c) Certificate of Originality duly signed by the learner and the guide/supervisor (Appendix-VII).

d) Certificate of completion (Appendix-IX)

e) Record of visits activities carried out by the learner (Appendix-V) in original.

Note: 1) You are required to read relevant text and literature related to your area of interest and topic selected.

2) The information included in the Project report should not be plagiarized.

3) Learners can have access to Central Library, IGNOU, New Delhi. Remote access facility is also available. For further details, learners may contact Central Library, IGNOU, New Delhi.

Chapterization of the final project report/dissertation will be as follows:

Title Page

Certificates of originality and completion

Acknowledgement

Table of Contents

9.0   ETHICAL ISSUES IN PSYCHOLOGICAL RESEARCH

Project is a separate component in MAPC IInd Year. It must be clear by now that in this particular course you will be conducting a small study or a research work. This means that you will develop research ideas, select a research design, decide on a sample of human participants on whom the study will be conducted, analyze data, and finally report results.

Right from the very beginning that is from developing research ideas to reporting results, you as a researcher will be under obligation to conduct research in ethical and conscientious manner. In this process, there will be many ethical questions arising, e.g. Will participants be harmed by the research? How will the confidentiality and anonymity be maintained? How will the informed consent be taken? and so on.

In the early years, little attention was paid to ethical issues in psychological researches, e.g., Spitz's study on deprivation, Watson and Rayner study on little Albert, Stanford Prison Experiement, Milgram's Experiment on obedience to authority, etc.

At present, psychological studies/researches are being conducted in an ethical manner and fall under the purview of guidelines framed by **American Psychological Association (APA).** The APA started preparing its ethical guidelines in 1947. The first ethical code of the APA was accepted in 1953 and since then it has been revised several times, the latest being **Ethical Principles of Psychologist & Code of Conduct, 2002 (including 2010 Amendments).**

Various organisations/institutions also have Institutional Review Board (IRB) that reviews the study undertaken for the rights, safety and wellbeing of human participants who participate in the research study.

The main ethical issues involved in psychological research that you have to take care and remember are as follows:

- **Minimal risk:** The harm or discomfort should not be more that what is experienced in everyday life by the participants.

- **Confidentiality:** Participants should be protected from social injury and their responses should be kept anonymous and confidential.

- **Informed consent:** Participants should know about the study, risks involved, protection of their rights, and the right to withdraw anytime during the conduction of the research study.

- **Privacy:** The participants have the right to decide how their information is communicated to others.

- **Deception:** It is involved in studies where some information is withheld or participants are misinformed at any stage of the research.

- **Debriefing:** It is a process after the completion of the study where harmful effects caused by deception are removed by the researcher.

- **Plagiarism:** This happens when written material from Books/articles/Journals/Internet sources are produced as one's own ideas.

You can refer to the following sources for further details on ethical issues in research.

Bordens K.S. & Abbott B.B (2011). Research Design and Methods. McGraw Hill education (India) Private limited, New Delhi.

www.apa.org/ethics/code.htm/

10.0 SUBMISSION OF THE PROJECT REPORT/DISSERTATION

You will submit the Project report/ dissertation at the Regional Centre only. You can make three copies of the Project report/dissertation, one for the Guide, one for yourself and one to be submitted at the Regional Centre.

11.0 EVALUATION OF THE PROJECT REPORT/ DISSERTATION

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 (MPCE-016/026/036), a learner should secure a minimum of 40% marks.

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

The Term End Examiantion (TEE) in terms of viva voice will be conducted at the Regional Centre during the time period proposed by the Discipline of Psychology, School of Social Sciences, IGNOU, New Delhi.

Date Range for TEE

July	May 15th – May 31st
Cycle	July 1st – July 31st
January	November 15st – November 30th
Cycle	January 1st – January 31st

The learner has to pay exam fee of Rs.60/- to appear for TEE in project.

The Regional Centre will make appropriate arrangments 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 Psychology, SOSS, IGNOU. The Regional centre will first send the copy of project report/dissertation to the External Examiner for evaluation and thereafter a date will be finalized by the Regional Centre for conduction of the viva-voce by the same external examiner.

11.1 Exemption from Project Report/Dissertation

Project/Dissertation is an essential component of MAPC Programme and as such no learner is exempted from this course. A learner who fails to secure a minimum 40% makrs will have to follow the same procedure again from the beginning, that is, from submission of project synopsis afresh to preparaing of project report/dissertation and appear for the vice-voce in the next term.

12.0 POINTS TO REMEMBER

For Submission of the Project Synopsis

1) Submit only one copy of the Project Proposal/Synopsis, and retain a copy with you.

2) **MPCE 016/026/036** (whichever is appropriate) should be clearly indicated on the Synopsis approval form.

3) Ensure the inclusion of the following while submitting the proposal:

   a) Proforma for Approval of Project Synopsis, 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 should be prepared in the proper format as given in section 6.1

For Submission of the Project Report/Dissertation

1) The Project Report/ Dissertation should be submitted in original. It should be on A-4 size paper with typed in double space and in a bound volume.

2) Before binding the Project Report the learner should ensure it contains the following in original:

   a) Approved Project Synopsis Proforma **(Appendix-IV)**

   b) Approved Project Synopsis

   c) Certificate of Originality **(Appendix-VII)**

   d) Certificate of Completion **(Appendix-VIII)**

   e) Record of visits/activities carried out by the learner **(Appendix-V)**

3) Learner should keep a copy of the Project Report with him/her, as the Project Report/ Dissertation will not be returned to the learner.

13.0   FAQ (MPCE-016/026/036)

Q. What is Project?

A. Project is a research study where you need to collect data and compile it in form of project report dissertation.

Q. Where should I submit project synopsis?

A. The project synopsis is to be submitted either at your Study Centre or Regional Centre.

Q. Who evaluates the project synopsis?

A. Project synopsis is evaluated by the Discipline of Psychology, SOSS, IGNOU, New Delhi.

Q. Where should I submit my project report/dissertation?

A. It should be submitted only at the Regional Centre.

Q. During an academic calendar, when am I supposed to submit my project report/ Dissertation?

A. If you have taken admission in January batch, you need to submit your Project/Dissertation by 31st October; and if you have taken admission in July, then you need to submit the Dissertation by 30th April.

Q. How is the project report to be written?

A. The report is to be written as per the format given in the Handbook of Project.

Q. Will there be a viva-voce based on my project report/dissertation?

A. Yes, there will be viva-voce.

Q. Is it compulsory to enclose a copy of the approval of the proposal in the project report?

A. Yes,

Q. How many copies of the project report is to be submitted?

A. Only one copy (hard copy) is to be submitted. But one copy is to be kept by you, and one copy is to be given to the guide/supervisor.

Q. Where will the TEE (viva-voce) for project be held?

A. Viva-voce will he held at respective Regional Centres.

Q. Do I need to carry Project Report for TEE (viva-voce)?

A. Yes, without the Project Report, you will not be allowed to appear for TEE. You also have to carry University Identity card issued by IGNOU.

Q. What are the passing marks for Project?

A. Passing marks are 40.

Q. Who should I contact in case I have any doubts or feedback/suggestions about project?

A. You can email on psychology@ignou.ac.in

Q. Do I need to pay any examination fees for TEE in project?

A. Yes, you need to pay Rs. 60/- as exam fees for appearing in TEE of project.

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FORMAT OF BIODATA FOR SUPERVISOR/GUIDE FOR MPCE-016/026/036
(Other than Academic Counsellors)

1. Name of the Supervisor/Guide (in Block Letter) : _____

2. Address : _____

   _____

3. Contact No. : _____ 4. Email address: _____

4. Present Designation : _____

5. Name and Address of the Organization: _____

   _____

   _____

6. Academic Qualifications: (from Graduation upwards):

Sr. No.	Qualification	University	Month/ Year	Area of Specialization

7. Teaching and Research Experience:

Sr. No.	Job Position	Name of the Organization	From	To	Total Experience	Subjects Taught

8. Publication and Research (add more pages if required) :

9. Any other relevant information:

Date: Signature of the Guide/Supervisor

                                                         Name:

Note: The documents with regard to Master's in Psychology, NET/SLET/SET/PhD./M.Phil Degree & teaching experience need to be self-attested and attached.

APPENDIX-II

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

To
Regional Director
Regional Centre -----------------
IGNOU

1. Programme Code: MAPC

2. Course Code: MPCE 016/026/036

3. Name of Supervisor/ Guide: _____

4. Residential Address: _____

                               _____

                               _____

5. Designation: _____

6. Official Address: _____

                               _____

                               _____

7. Telephone No.   Office: _____

                               Mobile: _____

                               Residence: _____

Sl. No.	Enrollment No.	Course Code	Name of Students	Amount

Certified that I have guided the students for their project/ dissertation work.

Dated: _____   Signature of the Supervisor/ Guide: _____

Note: The remuneration payable for guidance of Project/ Dissertation Work is Rs. ...../- per student.

Certified that the above project Supervisor was approved and recommended by the concerned school of study and above claim may be admitted.

Dy. /Asst Registrar   Section Officer   Dealing Assistant

Appendix III

CONSENT LETTER OF SUPERVISOR/GUIDE

This is to certify that the **Project** titled _____

_____

_____

_____

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

(Signature)

Name of the Supervisor :

Designation:

Address:

Date :

Appendix-IV

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

Enrollment Number: ☐☐☐☐☐☐☐☐☐

Name and Address of the Learner:_____

_____

_____

Phone No. _____   Email : _____

Study Centre _____   Regional Centre _____

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 Refer, to Appendix-I)

Signature of the Student: Signature of Supervisor:

Date: Date:

NOTE: THE PROJECT PROPOSAL/SYNOPSIS WILL BE REJECTED IF THIS PROFORMA IS NOT COMPLETELY FILLED.

_____

Enrolment Number: _____   **Regional Centre:** _____

Name of the Learner: _____

Title of the Project: _____

_____

_____

Name and Address of the Supervisor: _____

_____

_____

For Office Use Only

Supervisor: **Approved**   **Not Approved**

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

a)   Approved – Synopsis is approved as subumitted.

b)   Approved after modifications as suggested – indicating that the synopsis is approved subject to the incorporation of the specific modifications.

c)   Not Approved.

Comments/Suggestions: _____

_____

_____

_____

_____

_____

_____

_____

(Signature & Stamp of Faculty)
Discipline of Psychology
SOSS, IGNOU, New Delhi

Note:

1.   This form with the comments should be enclosed with the revised synopsis wherever required.

2.   In case of resubmission, orignal synopsis needs to be submitted alongwith the revised synopsis.

3.   Appendix IV, indicating the approval of the synopsis, should be attached with the final project report/dissertation.

Appendix-V

RECORD OF VISITS/ACTIVITIES CARRIED OUT BY THE LEARNER

Date of visit	Time Duration		Place Visited	Nature of Work	Name and Signature of Concerned Authority	Remarks
	From	To				

Note:
- This includes visit to Library or any other place for reference work, Interaction with the Supervisor, Visits for data collection and any other activity related to Project work.
- This is to be duly signed and attached in the final Dissertation/Project report.
- Multiple copies of the blank form can be taken

Signature of Learner   **Signature of Supervisor**

Appendix-VI

FORMAT FOR REFERENCE LETTER

Date:

To,

_____

_____

_____

Dear Sir/Madam,

This is to certify that Mr./Ms. _____
Enrollment No. _____ is a learner of IGNOU and is presently pursuing MA
in Psychology from Regional Centre _____. As a part of MA Psychology
programme s/he has to carry out Project (MPCE-016/MPCE-026/MPCE-036). The learner is
carrying out her/his Project on topic _____

_____
You are requested to kindly proivde her/him with permission to carry out reference work/data
collection in your esteemed organization.

Yours faithfully,

Study Centre/Regional Centre
Programme Coordinator

Appendix-VII

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._____

(Enrollment 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. The content of project report/dissertation has been checked
for **plagiarism**.

Signature of the Learner   Signature of the Supervisor

Name: Name:

Enrollment Number: Designation:

Place: Name of Institution/ Organisation:

Date: Date:

Appendix-VIII

EVALUATION SCHEME FOR PROJECT

Name of the Programme: MAPC   Course Code:

Study Centre: Regional Centre:

Name of the Learner:

Enrollment No.:

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

Comments if any:_____

_____

_____

_____

Signature_____

Name & Address of External Examiner

_____

_____

Date:

Appendix-IX

CERTIFICATE OF COMPLETION

This is to certify that Mr./Ms. _____

Enrollment 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:

Enrollment No: Designation:

Study Centre: Place:

Regional Centre: Date:

Place:

Date: