

Master of Science (Environment Science)

MEVP-011
Handbook on Project Work



School of Interdisciplinary and Trans-disciplinary Studies (SOITS)
Maidan Garhi, New Delhi - 110068

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1. INTRODUCTION

Dear Learner,

The Project (MEVP-011) with 8 credits is an essential component of Master of Science (Environment Science). It will provide you with rich experience, as it acts as a platform for applying knowledge obtained from theory courses. Having studied the fundamentals of research methodology, research formulation and design, data collection methods, data analysis, you can now endeavour to undertake a research activity. This handbook will be your guide and show you how to formulate a project proposal, conduct the study, write the project report and submit it for evaluation.

2. OBJECTIVES

After studying this handbook on Project Work, you should be able to:

- understand the different phases of project formulation; and
- write the project report and submit it for evaluation.

I. STEPS IN DOING PROJECT

Sl. No.	Activity	Schedule for doing the activity
1.	Selection of a project supervisor Either by student individually Or with the help of Coordinator	Any time of the year
2.	Submission of Supervisor's Bio-data to the Coordinator, Programme Study Centre/Study Centre for approval	Any time of the year
3.	Identifying the topic and preparing a project proposal in consultation with the project supervisor	Any time of the year

4.	Submission of the project proposal to the Coordinator, Programme Study Centre/Study Centre for approval	Any time of the year
5.	Doing the project	As per convenience
6.	Submission of project (both hard and soft copy) to The Registrar Student Evaluation Division IGNOU, Maidan Garhi New Delhi – 110068	1 st July to 30 th September or 1 st January to 31 st March
7.	Viva-Voce	In January (for projects submitted during July-September slot) In July (for projects submitted during January-March slot)

3. PROJECT PROPOSAL

3.1 STEPS INVOLVED IN THE PROJECT WORK

The following steps involved in the project will help you to do the scheduling of the project work:

- Select a topic and a suitable project supervisor.
- Prepare the project proposal in consultation with the project supervisor.
- Submit the project proposal along with the necessary documents to the Coordinator of your Programme Study Centre/Study Centre.
- Receipt of the project approval from the Coordinator of your Programme Study Centre/Study Centre.
- Carry out the project work.
- Prepare the project report.
- Submit the bound copy as well as the CD containing the soft copy of the project report to the Registrar, Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi-110 068.
- Appear for the viva-voce at your Programme Study Centre as per the intimation by the the Coordinator of your Programme Study Centre/Study Centre.

3.2 TYPE OF PROJECT

The project work constitutes a compulsory component of the programme and you should carry it out with due care and sincerity. It gives you an opportunity to apply your environmental science knowledge to solve environmental problems. You are advised to choose a project which has a direct relevance to your day-to-day activities. You can formulate a project problem on your own or with the help of your project supervisor. After finalizing the problem, submit the project proposal of the same to the Coordinator of your Programme Study Centre/Study Centre. at your centre for approval. Once approved, you can start working on it.

3.3 QUALIFICATIONS FOR PROJECT SUPERVISOR

The eligible project supervisors include:

- a) IGNOU Academic Counsellors at Learner Support Centres for M.Sc. Environmental Science programme with relevant experience.
- b) Teachers/Researchers in Environmental Science/Environmental studies/related discipline (Ph.D. in Environmental Science/Environmental studies/related discipline with 2 years of experience teaching or research experience or M. Sc. in Environmental Science/Environmental studies/related discipline with 5 years of teaching or research experience).
- c) Faculty at the IGNOU Headquarters (School of Interdisciplinary and Transdisciplinary Studies).

In case the proposed supervisor is not acceptable to the School of Interdisciplinary and Transdisciplinary Studies, the student shall be advised so, and in such cases the student should change the supervisor and resubmit the proposal. The student will submit project proposal afresh with the signature of the new supervisor, as it will be considered as a new proposal. Similarly, if a student wants to change his/her supervisor for any reason, he/she would be required to submit the project proposal along with the signature of the new supervisor on a new project proposal proforma, as it would be considered as a new

proposal. In case of academic counsellors, it should be clearly mentioned the courses he/she is counselling for, and since when, along with the name and code of the study centre, he/she is attached with. The project supervisor will be paid a token honorarium as per the IGNOU norms.

3.4 RESPONSIBILITIES OF SUPERVISORS

- To provide guidance regarding selecting a focused topic.
- To encourage learners to study / refer books / journals / 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 student to collect the data for research (The authorization letter can also be given by the concerned study centre/ regional centre).

3.5 PROJECT PROPOSAL FORMULATION

- After finalizing the topic, you should prepare the project proposal in consultation with your project supervisor. Your project proposal should be approximately of 1500 words and it should include the following:
 - Title of the project.
 - Introduction and objectives of the project.
 - Methodology and tools to be used while doing the project.
 - Utility/scope of the work done.
 - Future directions for investigation for the problem studied.

3.6 SUBMISSION OF PROJECT PROPOSAL

After preparing the proposal, you should submit the proposal along with the Project Proposal Proforma, duly filled and signed by you as well as your project supervisor, to the **Coordinator of your Programme Study Centre/Study Centre**. You must retain a photocopy of the complete Project Proposal (along with the Project Proforma) for future reference.

Remember that all entries of the proforma of approval should be filled up with appropriate and complete information. Incomplete approval proforma in any respect will not be accepted.

3.7 COMMUNICATION OF APPROVAL

The coordinator of your Programme Study Centre/Study Centre will communicate to you the approval/non-approval of your project proposal within a month of receiving the proposal. If your project proposal is approved, you can submit your project report in any of the project report submission slots. In case of **non-approval**, the suggestions for improvements/reformulation will be communicated to you by the coordinator of your Programme Study Centre/Study Centre. You can re-submit your **revised proposal along with a new proforma as well as with a copy of earlier project proposal proforma** which was not approved, to the coordinator of your Programme Study Centre/Study Centre.

A project proposal, once approved, is **valid for one year** (two slots). In case, you are unable to submit your project report in the two scheduled slots, you will have to submit a fresh proposal for the approval.

4. PROJECT REPORT

4.1 PROJECT REPORT FORMULATION

A project report should be approximately of 7000-8000 words and it must contain the following details:

- Table of contents/Index:

- Introduction to the project:
- Objectives:
- Methodology (survey, data, tools & techniques used):
- Results:
- Analysis/Interpretation of the results:
- Conclusions:
- Recommendations (future scope and further enhancement of project):
- Summary:
- Bibliography:
- Appendices (if any):

You should attach the original copy of the approved project proposal proforma and the certificate of originality (format given in the Appendix) to the project report.

4.2 POINTS TO REMEMBER WHILE PREPARING THE PROJECT REPORT

1. The printed project report should be submitted in A-4 size (29 x 20 cm) paper with double line spacing **along with the CD** containing the soft copy of the report in PDF format. Documentation of the project report should be appropriately done in respect of your project, like the analysis, survey (if any) has been done, tools, techniques/strategies used, etc.
2. All the pages, tables and figures in the project report must be numbered sequentially. Tables and figures should contain titles.
3. Do not forget to attach with the project report the following documents:
 - Original of approved project proposal Form (Appendix 1).
 - Certificate of Originality (Signed by you as well as project supervisor).

Project report received without these documents will be rejected.

4. The title of your project should be the same as per the approved proposal. The signature of the project supervisor in the certificate of originality should tally with the signature in the project proposal proforma.

5. You should submit one bound copy as well as the CD containing the soft copy of the original project report to the **Registrar, Student Evaluation Division by hand/registered post** and **must retain a photocopy of the same with you. You may be required to produce this copy before the examiner at the time of viva-voce.**
6. Do not forget to mention “**M.Sc. Environmental Science (MSCENV) Project Report (MEVP-011)**” on the top of the envelope.
7. Photocopy of the project report is not acceptable for submission.
8. Each of you must do the project work **individually** and **independently**. Completely identical project proposals and/or project reports will be rejected.
9. You must attach with your project report any relevant data/device/object to support your conclusions/recommendations.
10. You should not pay any fees/remuneration to the project supervisor. The University shall pay the remuneration to the supervisor.

4.3 SUBMISSION OF THE PROJECT REPORT

You should submit **one bound copy** of the original project report **along with the CD** containing the **softcopy** of the report in PDF format to the following address:

**The Registrar,
Student Evaluation Division,
IGNOU, Maidan Garhi, New Delhi-110 068.**

You must clearly write “**M.Sc. Environmental Science (MSCENV) Project Report (MEVP-011)**” on the top of the envelope. You should retain a photocopy of the project report since you will have to produce it at the time of viva-voce.

5. EVALUATION OF PROJECT REPORT

Each and every component of the project work carries its own weightage. The mark-wise weightage for each and every component of the project is given in the following table.

Component	Marks	Examiner
Project Report	70	Project Evaluator
Viva-voce	30	Project Evaluator (in the presence of the coordinator, programme study centre/study centre)
Total	100	

For successful completion of the project work, you should earn **at least 40% marks** in each of the components separately. The overall pass percentage is **40% marks as well**.

5.1 GENERAL PARAMETERS FOR THE ASSESSMENT OF ANY PROJECT:

1. **Selection of Topic:** Relevance of the problem to the real world.
2. **Introduction and Objectives:** Reasons for studying the problem selected. Work already done in that area. Aims and feasibility of your study. Project planning. Objectives to be achieved by the study.
3. **Methodology**
4. **Presentation of the Report:** Organisation, correctness and clarity of the content. Simple and correct use of the language. Referencing of tables, diagrams used. Proper binding of the project work (spiral bound).

5. **Analysis:** Precise and correct analysis of observations/results obtained.
6. **Conclusions and Recommendations:** Matching of the conclusions with the objectives framed and fulfilment of the objectives. Further scope and further enhancement of the work done.

5.2 VIVA-VOCE

You will be duly intimated about the viva-voce well in time by the coordinator, programme study centre/study centre. The project evaluator will conduct your viva-voce **face-to-face** at your **Programme Study Centre** on a date fixed by the coordinator, programme study centre/study centre to judge the subject knowledge related to your project and your presentation/communication skills. Viva-voce through phone, e-mail or teleconferencing is not allowed.

While appearing for the viva-voce, you must carry a copy of the project report along with you.

Resubmission of the project in case of failed students

If you are declared unsuccessful in the project then you must re-do the whole cycle, right from the submission of project proposal. We advise you to select a **new topic** for the project and prepare and submit a **fresh proposal**. There are no separate slots for the submission of the project report for the failed students. Submission of the project report should be done as per the scheduled slots. In case of failed students, a pro-rata fee of Rs.1200/- by way of Demand Draft in favour of IGNOU and payable at Delhi should be remitted along with the resubmission of the Project Report.

Unfair means

Cases of plagiarism of the project proposal and project reports will be placed before the IGNOU unfair means committee and decision will be taken based upon the comments of the evaluators/examiners.

Please note: Violation of the project guidelines can lead to rejection of the project at any stage.

Project Proposal No.:



**School of Interdisciplinary and Trans-disciplinary Studies (SOITS)
Indira Gandhi National Open University
Maidan Garhi, New Delhi- 110068**

PROFORMA FOR APPROVAL OF PROJECT PROPOSAL (MEVP-011)

(To be attached with the proposal submitted to the Coordinator, Programme Study Centre/Study Centre)

Enrolment No.:	Study Centre Code:
E- mail:	Regional Centre Code:
Mobile No:	
Name and Address of the Student: (Write your address clearly).	
Title of the Project	
Name, Designation and Address of the Supervisor	
Is the Supervisor an Academic Counsellor of MSCENV?	Yes/No
If Yes, Name and Code of the Study Centre	

Signature of Student Place: Date:	Signature of Supervisor Place: Date:
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Please do not forget to enclose the project proposal and the Bio-data of the Supervisor. In case the complete and signed Bio-Data of the Supervisor (Even if the proposed supervisor is an academic counsellor of IGNOU's MSCENV Programme) is not enclosed, the proposal will not be entertained (For Office Use only)

Project Proposal	Supervisor
Approved	Approved
Not approved	Not approved

Comments/Suggestions if any on the Project Proposal

(Signature of Coordinator)

Programme Study Centre/Study Centre

CERTIFICATE OF ORIGINALITY

This is to certify that the project titled “ -----
-----” is an original work of the student and is being submitted in partial fulfilment for the award of the Master of Science (Environment Science) of Indira Gandhi National Open University (IGNOU). This report has not been submitted earlier either to this University or to any other University/Institution for the fulfilment of the requirement of a course of study.

Signature of Supervisor Place: Date:	Signature of Student Place: Date:
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The remuneration bill has to be submitted after or along with the submission of the Project Report.

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION
MAIDAN GARHI, NEW DELHI-110068**

REMUNERATION BILL FOR GUIDANCE OF PROJECT WORK (MEVP-011)

1. Programme Title: MSc Environmental Science (MSCENV)

2. Name of the Supervisor:

3. Residential Address:

4. Designation:

5. Official Address:

6. Telephone No. (Office):

7. Mobile No.:

S.NO.	Project	Enrolment No.	Name of the student	Amount

Certified that I have guided the student for his/her Project Work (MEVP-011).

Date:

Signature of the Supervisor

Note: The remuneration payable for guidance of Project Work is Rs. 300/- per student.

Certified that the above Project Supervisor was approved and recommended by the Coordinator/Programme Study Centre/Study Centre/concerned school of study and above claim may be admitted.

Dy. Registrar/Asst. Registrar

Section Officer

Dealing Assistant



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION
MAIDAN GARHI, NEW DELHI-110068**

EVALUATION SCHEME FOR PROJECT WORK

Name of the Programme	M Sc. (Environmental Science) (MSCENV)
Course Code	MEVP-011
Name of the Student	
Enrollment No.	
Project Title	

Evaluation Scheme

Details	Maximum Marks	Marks Obtained
Introduction (With Objectives & Rationale)	10	
Review of the literature	10	
Methodology	10	
Results and Discussion	30	
Conclusions	10	
Viva voce	30	
Total	100	

Comments if any -----

Date

Signature of the External Examiner

Place

Name & Address: