

## **School of Gender and Development Studies**

### **M.A in Gender and Development Studies**

#### **Hand Book**

**MGSP 001- Internship - I/Field Based Research Project I- 4 Credits**

**MGSP 002 – Internship II /Field Based Research Project II- 4 Credits**

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### **1.1 INTRODUCTION**

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The M.A in Gender and Development Studies is a two year programme consisting of the following courses in the first year: MGS-001 Gender and Development: Concepts, Approaches and Strategies; MGS-002 Gender, Development Goals and Praxis; MGS-003 Gender Analysis; MGS-004 Gender-Sensitive Planning and Policy Making; MGS-005 Research Methodologies in Gender and Development Studies. The second year courses are: MGSE-001 Gender Planning and Development Policies; MGSE-002 Gender Audit and Gender Budgeting; MGSE- 003 Gender Mainstreaming; MGSE-004 Gender Issues in Agriculture, Rural Livelihoods and Natural Resource Management; MGSE-006 Gender, Resources and Entitlements; MGSE-007 Gender, Organization and Leadership; MGSE-009 Gender Issues in Work, Employment and Productivity; MGSE-0010 Gender and Entrepreneurship Development; MGSE-013 Gender Training and Empowerment; MGSE 020 Gender and Financial Inclusion. After successful completion of the first year courses, the learner has an exit option and would earn a Postgraduate Diploma in Gender and Development Studies. The courses are designed in such a way that the learners will be oriented to theoretical perspectives of gender and development studies. You would be encouraged to explore the concepts by relating field -based research or internship to policy, programme and project formulation and implementation through the work conducted. Strengthening the gender perspective at various levels and analyzing the policies of government and institutions/organizations from a gender perspective would be the contribution of learners undergoing the courses MGSP- 001 and MGSP-002 included in the programme which focus on Internship/field- based research project.

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## **1.2 OBJECTIVES**

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After studying this Hand Book, you should be able to:

- Provide an overview of the significance of doing internship/ field- based research projects;
- List the objectives of undertaking the internship or field-based research project;
- Prepare for planning and carrying out the internship or field-based research project;
- Describe the various stages of internship or field –based research projects;
- Identify sources of help to overcome problems, if any, during the research; and
- Discuss the submission and evaluation methodology of the research project.

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## **1.3 DIFFERENCE BETWEEN MGSP- 001 AND MGSP-002**

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MGSP-001 and MGSP-002 help you to understand the subject of gender and development studies in general and specializing in a particular course respectively. When the learners carry out Internship or field- based research in the first year, learners could relate the concepts, issues and methodologies discussed in the courses MGS-001, MGS-002, MGS-003, MGS-004 and MGS-005. During their internship period, they analyze how plans are implemented at the grassroots level by the government because the course MGS-004 Gender sensitive planning and policy making are dealt with extensively in relation to planning, formulating and implementing. Apart from this, the course MGS-004 also dealt with how institutions or organizations are formulating the polices. One could see whether the organizations/institutions are using methods of gender analysis or not. Learners could also apply gender analysis methods and methodologies in their field-based research in the first year.

With regard to MGSP-002, you could focus on the elective courses with their in-depth analysis of particular thematic areas such as Gender Planning and Development Policies; Gender Audit and Gender Budgeting; Gender Mainstreaming; Gender Issues in Agriculture, Rural Livelihoods and Natural Resource Management; Gender, Resources and Entitlements; Gender, Organization and Leadership; Gender Issues in Work, Employment and

Productivity; Gender and Entrepreneurship Development; Gender Training and Empowerment; Gender and Financial Inclusion. After successfully completing the first year courses, learners will definitely like to specialize in a particular area. The second year courses will provide the learners with specialization in a particular area. Based on their interest they could choose particular topics as per their wish and they develop in-depth knowledge on the chosen course. They could carry out the research in their interest area. Or else, they could also identify the organization/ institution working in their interest area and they could try to enroll as an interns in that organization.

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#### **1.4 THEMES FOR THE MGSP I AND MGSP II**

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##### **MGSP I**

1. Gender Development Goals and Praxis
2. Gender Analysis
3. Gender- sensitive planning and Policy Making

##### **MGSP II**

1. Gender Planning and Development Policies
2. Gender Audit and Gender Budgeting
3. Gender Mainstreaming;
4. Gender Issues in Agriculture, Rural Livelihoods and Natural Resource Management;
5. Gender, Resources and Entitlements;
6. Gender, Organization and Leadership;
7. Gender Issues in Work, Employment and Productivity;
8. Gender and Entrepreneurship Development
9. Gender Training and Empowerment
10. Gender and Financial Inclusion.

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#### **1.5 OVERVIEW OF RESEARCH METHODOLOGIES AND METHODS**

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It is useful to remember what you have already learnt in the course MGS-005 Research Methodologies in Gender and Development Studies. The Course, as you know, has broadly covered the Logic of Inquiry in Social Research, Empirical Approach, Diverse Logic of Theory

Building, Theoretical Analysis, Issues of Epistemology, Philosophy of Social Research, Positivism and its Critique, Comparative Method, Feminist Approach, Participatory Method, Types of Research, Methods of Research, Elements of Research Design, Survey method, Survey Design, Survey Instrumentation, Survey Execution and Data Analysis, Sampling Methods, Measures of central Tendency, Measures of Dispersion and Variability, Statistical Inference: Test of Hypothesis, Correlation and Regression, Reliability Validity and Triangulation, Qualitative Data Formatting and Processing, Writing Up Qualitative Data, Using Internet and Word Processing Tool, Using SPSS for Data Analysis Content, Using SPSS in Report Writing, Tabulation and Graphic Presentation, Case Studies, Guidelines to Research Project Assignments and Choosing of Methods and Methodologies for Gender and Development Studies. Apart from this, it also covers field- based research in Units 24 and 25. As explained earlier, the objective of the course MGSP- 001 Internship I/Field Based Research Project I and MGSP- 002 Internship II/Field Based Research Project II is to train the learners to analyze organizations from a gender perspective as well as guide you to do internship/field- based research to examine the policy, programme and project formulation and implementation (Policy, Programme and Project are explained in MGS-004).

With regard to field-based research, all attempts have to be made to ensure that social research is scientifically valid by using scientific methods and techniques. Statistical tools and techniques are also explained in MGS-005. The method of SPSS to analyze the data have also clearly been given in the Course MGS-005. This involves the learner's clarity of perspectives or orientations that guide one's quest for collection of facts. With this clarity, the learners could develop research proposals to do field-based research and they could use scientific methods and techniques of collecting and analyzing/interpreting facts. Then comes the documentation and presentation of one's analysis in technical summaries and reports or research publications.

Having completed your reading of the Units in MGS-005, you are now fully sensitized to the need of critically looking at different perspectives, methods and techniques of social research. You have reached the stage when you can receive exposure to fieldwork that would inculcate the spirit of inquiry through real life experience of research in gender and development studies.

## Part 1 Internship

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### 1.6 SELECTION OF ORGANIZATION FOR INTERNSHIP

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Learners can choose their organization for internship with intimation to the Programme Coordinators (MAGD) School of Gender and Development Studies, Block 15 B, New Academic Building, Maidan Garhi, New Delhi-110 068 or by email at [athomas@ignou.ac.in](mailto:athomas@ignou.ac.in), and [guma@ignou.ac.in](mailto:guma@ignou.ac.in) as Internship Coordinators. They can choose from organizations active in gender and development work or organizations attempting to become active in gender and development work or receptive to inculcating or developing a gender- sensitive organizational culture.

#### **Facilitator**

The head of the organization or any body who is nominated by the head of the organization can facilitate the learner as an Internship Counsellor. Faculty/experts designated by faculty will provide support in case they need any academic advice /input.

#### **Qualifications for Internship Counsellor**

##### **Essential**

M.A with 2-3 years experience

##### **Desirable**

Professional experience with an organization specialized in Gender and Development work or M.Phil degree.

#### **Essential Tasks**

- Facilitate the learners in identifying the organization;
- Clearing the doubts of the learners' whenever they need clarification;
- Helping the learners to identify the area/ subject theme to work with in the organization/institution; and
- Facilitating the learners finalizing the report to submit in time.

The CV of the proposed internship counsellor should be sent by the learner to the Director, School of Gender and Development Studies and Programme Coordinator, MA(GD), School of Gender and Development Studies, Maidan Garhi, IGNOU, New Delhi-110 068 for approval.

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### **1.7 INTERNSHIP PROPOSAL**

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**The following details need to be sent along with objectives of doing the internship**

Name of the Organization
Address
Name of the head of the organization
Name of the person designated as Internship Counsellor
Objectives of the Organization
Year of Registration
Registration Number
Nature of Work with women and girls/Gender and Development sphere

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### **1.7 TIME FRAME FOR INTERNSHIP**

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In case Internship option is chosen, Internship-I and Internship-II worth would be worth 4 credits each. As per IGNOU norms, one Credit is equal to 30 study hours including counselling, reading material and writing reports.

Learners should spend 120 hours for completing internship in an organization/institute which includes working in an organization, meeting counsellors for clarifying doubts and writing an internship report.

For example, if a learner spends 4 hrs in an organization/institute, she/he has to undertake internship at least for 25 days which comes to 100 hrs. The rest of the 20 hrs, learner can use for referring to secondary material, meeting the counsellor and writing the internship report.

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### **1.7 ORGANIZATION OF THE INTERNSHIP REPORT**

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The Internship report (4000-5000 words) could be organized as follows:

- ▶ Cover Page- Name; Enrollment Number; Name of the Regional Centre; Name of the Study Centre; Name of the Internship Counsellor
- ▶ Certificate of Bonafide Work
- ▶ Certificate of Satisfactory completion of Internship
- ▶ Introduction
- ▶ Organizational Profile
- ▶ Organizational Gender Policy or Gender Sensitivity
- ▶ Aspects Learned /Analyzed
- ▶ Organizational Projects and programmes; Formulation and Implementation
- ▶ Integration of Gender Components in Organizational Projects and programmes
- ▶ Conclusions and Recommendations
- ▶ Summary

### Part II Field- based Research Projects

In case you wish to opt for field- based research work, you can choose the theme and locale. In consultation with the Project Counsellor, you should proceed with the field work.

#### **Qualification for the Counsellor**

The Project Counsellor should have the following qualifications:

#### **Essential**

M.A with 2-3 years experience in research

#### **Desirable**

- Research experience on themes/areas related to Gender and Development work
- M.Phil degree.

The CV of the selected Project Counsellor should be sent to the Director, School of Gender and Development Studies and Programme Coordinator, MAGD, School of Gender and Development Studies, Maidan Garhi, IGNOU, New Delhi-110 068 for approval.

#### **Essential tasks**

- Facilitating the learners to finalize the research area;
- Helping them to write research proposal;

- Clarifying the doubts whenever needed; and
- Finalizing the research report.

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## **1.9 RESEARCH PROJECT OBJECTIVES**

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The objective of the Research Project is to provide you with an opportunity to utilize the knowledge and apply the skills gained from MGS-005 and other courses of the MA in Gender and Development Studies. You would be able to use social science research methodologies and methods in the world of work during the course of pursuing research degrees like M. Phil. and Ph. D. in the social sciences and gender and development studies. The contents of MGS-005 will facilitate you in conducting field-based research projects. The other courses in the programme like MGS-003 Gender Analysis, MGS-004 Gender-Sensitive Planning and Policy Making, MGSE-002 Gender Auditing and Budgeting, MGSE-003 Gender Mainstreaming, MGSE-007 Gender, Organization and Leadership and MGSE-013 Gender Training and Empowerment and MGSE-020 Gender and Financial Inclusion will help you understand the concepts as well as orient you to details while you undertake the field-based research. This subject knowledge can be applied to the field-based research to examine the policies /programmes of government and organizations from formulation to implementation. You would study in depth the relevant theoretical foundations, appropriate methods and techniques for carrying out field research in order to generate your own data. In the process, you may come across constraints at any stage of your research project. You would need to overcome these and present the results of your research in about 4000-5000 words. This discussion would take us to salient features of preparing for the research project.

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## **1.10 TIME FRAME FOR FIELD- BASED PROJECT**

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Field-based Research Project-I and Field-Based Research Project-II are worth 4 credits each. As per IGNOU norms, one credit equals 30 study hours including counselling, reading material and writing reports.

Learners should spend 120 hrs for each field-based research project. They can develop a time frame by consulting the project counsellor. This 120 hours for each field-based research includes developing research proposals, discussing research proposal with research



counsellors, finalizing research proposal, review of literature, collection of primary and secondary data, data analysis, data interpretation and writing research report.

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### **1.11 PREPARATION FOR RESEARCH PROJECT**

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Here we give, in brief, the main stages of the research project.

#### **The Planning Stage**

This stage begins as soon as you enroll for MA in Gender and Development Studies. The effort you put into your research project would be optimum if you work systematically. Some of the steps that you need to follow are listed here:

- a) Start a diary or a logbook to systematically record the process and activities you undertake throughout the research project.
- b) Identify and determine the theme for your research project within six to ten weeks of receiving your learning material of MA in Gender and Development Studies by browsing through all the course material.
- c) Start making entries in your diary/ logbook. This will help you in the later stages of your research.
- d) Consult the project counsellor and discuss with her/ him the feasibility of carrying out your research.
- e) Give yourself some degree of flexibility for changing your research topic. This should, of course, be done keeping in mind the time and resources available at your end.
- f) Visit the libraries close to the place of your residence for consulting the books in the reading list suggested by the project counsellor and the experts/functionaries you had spoken to.

At the planning stage, you will need to accomplish the following four tasks in a careful manner.

- a) You would need to explore options for an appropriate topic from the courses of M.A in Gender and Development Studies. Because of the time constraints and demands on you other than study responsibilities, like a job, family obligations etc., it would be most appropriate if you select a research topic that is contextualized in the

area of your work or residence. For this, please go through the course material to decide your area of interest, for example, environment, ecology, natural resources, education, minority communities, socially marginalized groups, girl child, working women, family, marriage and kinship etc and develop proposals with gender perspective with selected area of interest. (The list can be a really long one).

- b) After selecting the theme or an area of your interest, you can proceed to determine the nature and location of your research. We need to remember that field research should be conducted in a manner that the learner must know how to allocate time for the field research. At the same time the learner should be able to perform other tasks as well.

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### **1.12 RESEARCH PROJECT PROPOSAL**

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Once you have identified the area of interest and topic/theme, the research proposal can be prepared.

The research proposal should be organized as follows:

- a) Title of the Research Project
- b) Introduction to the Topic/Theme
- c) Research Questions
- d) Purpose and Objectives of the Research
- e) Appropriate Research Techniques/Tools
- f) Time Frame

You can discuss the research proposal with your Project Counsellor and finalize the research proposal as well as feasibility. Make modifications, if any, at this stage and once you have begun working on it, make efforts to stick to your plan. If you keep making changes again and again, you will waste time, energy and resources without achieving much. The evaluation of the project report will focus on process and outcome of the work.

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### **1.13 STEPS IN CONDUCTING RESEARCH PROJECT**

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The above steps would be adequate to get going with your research project. You would now be ready for the second stage of your research.

### **Working on the Research Project**

- a) Get an overview of your research project through a review of secondary data;
- b) Contextualize general observations with the objectives of your research project;
- c) Collect appropriate data: Based on the methods chosen for your research project, data collection varies. Before you proceed for data collection, you need to select tool such as interview schedule or questionnaire. Design it, pretest it and finalize it.
- d) Identify the key actors/ informants/ participants and their social networks
- e) Analyze the data;
- g) Draw conclusions; and
- h) Make suggestions for further research.

After working on your research project will come the stage of putting it down on paper. Let us say that this is the stage of writing up your material.

### **Research Project Report**

The major steps of preparation include:

- a) Selecting the format of the report;
- b) Writing or typing the report according to the format selected; and
- c) Organizing the presentation of the data and its analysis.

Going through the above three stages of the research project will see you build a capacity for conducting research in gender and development studies. We will now discuss in detail all stages of research including the above three mentioned in this section.

The details of the following depend mostly on the type of research you undertake. Here are the five steps you can follow in order to execute your research plans.

#### **i) Determine data requirements**

The data you will require will relate to:

- a) Relevant Acts and Policies, if any, existing about the topic of your research;
- b) Maps and other visual materials;
- c) Census enumeration of the general/particular area of research;
- d) Socio-economic survey of sample population to prepare a profile of the people;
- e) Socio-cultural, economic and political issues identified through participatory methods;

- f) Institutional structure, procedures and processes; and
- g) Case-study or extended method report to reflect social change and/ or conflict.

**ii) Prepare for data collection**

You need to find out if there is existing data available on the topic of your research. For example, if you are specializing in gender and financial inclusion, you may go to the Block Development Officer of your Block to know the total number of self help groups in the Block. You may also go to the lead bank of your area to find out the sanctioned loan amount for the self help groups. These types of information will give you more understanding of the particular course. The information collected could be used when you interpret the collected data. For example, suppose the topic you have chosen is women entrepreneurs, the following information is useful: topic loan details, how many women availed of the loan, how many women are running small/ medium enterprises? Based on the details, you can choose your respondents for the research using case study method or some other methods. You need to remember that every source of information you collected should be quoted in your final research report. The sources can be include:

- a) Full title of the document, book, journal, map, etc.
- b) Author, department, agency that has prepared the document, book, journal, map etc.
- c) Date/ year when the document, map, etc., was prepared
- d) Date/ year when the document, book, journal, map was published
- e) Edition, place of publication and publisher for books and articles

After this initial exercise, determine the specific requirements for additional data that may pertain to both primary and secondary data for achieving the objectives of your research.

**iii ) Identify secondary data sources**

Sources can range from newspapers, books, and articles to specialists in the area of your research in public life, administrative bureaucracy. The Internet search options also provide a wealth of data.

**iv) Data collection and methods**

Before you begin data collection, discuss with the project counsellor about the primary data. Clearly define what you need and for what objectives. Then determine the most appropriate data collection method. It is necessary to go through the following steps in order to ensure that the data analysis presented in your research report is reliable. For this purpose you need to explain and justify:

- a) The design of the survey questionnaire form or the appropriateness and selection of participatory technique or tools used for specific data collection;
- b) Method of field work including how persons helping in your research were identified and how they were briefed/ trained to help you with the survey control;
- c) Process followed for field supervision and/or recording, verification and quality control; and
- d) How data was processed, including use of any computer software packages and how it was analyzed.

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### **1.14 FIELD- BASED RESEARCH REPORT**

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Once you have collected and analyzed data, you will need to prepare the report by systematically reporting your work by going through the following steps.

#### **Report format and organization**

The format of report and documentation needs to follow the structure given below.

- a) Cover page: Title of the Research Project, Name of the School, Enrollment Number, Which Degree, Name of the Research Counsellor, Year of Submission, Name of the University, Name of the Regional Centre.
- b) Preface- Explains the research project in 100 words briefly.
- c) Acknowledgement- Give credit to everyone who facilitated you to complete the research project successfully.
- d) Table of Contents- This included page -wise contents like Introduction, Methodology, Review of Literature, Data Collection, Data Interpretation, Conclusion, Bibliography
- e) Body of the Research Report
  - Introduction
  - Review of Literature
  - Methodology of the Study
  - Data Collection
  - Data Interpretation
  - Conclusion
  - Bibliography

Appendix (includes government orders related to your study, photographs and other secondary information which you would like to submit along with your research)

With regard to references, you need to give a list of references in the manner you find it in the Course MGS-005. This means that the list should be arranged alphabetically by the author's surname followed by initials or forename(s) and the year of publication of the particular book/article/other document, full title of the document, which has to be italicized. This should be followed by the name of the publishing firm and place of publication. You need to take care to mention the sources of data or quotations, whether from books, journals, other published and unpublished documents and websites referred to in the research project report. Please note that this is an important aspect of your research project assignment and you should take care to pay attention to this in order to obtain better grades.

- k) Please keep in mind that when abbreviating names of organizations, terms etc. in the written text, provide the name in full form when you mention it for the first time with the abbreviated form in brackets. Subsequently, use the abbreviated form. All abbreviations in the text should be listed on the fourth page of your report along with their full forms stated.

### **iii) Language and editing**

The research project report is to be written in English or Hindi depending on the medium you have selected. All the report material like photographs, films, etc, should have the same language scripts. It is a very good idea to write the first draft and then edit it both in terms of its content and language. You may also like to give it to your co-learners of MAGD for their comments and suggestions for modifications and you may extend a similar gesture to them. This will help you to refine the presentation of your report.

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## **1.15 SUBMISSION OF RESEARCH PROJECT**

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The written report should be submitted on A4 paper size format, typed in double spacing in a bound volume. The length of the report should be five thousand words, including appendices, other documents.

The report should be submitted at the Student Evaluation Division (SED). Do not forget to retain a copy of the report with you. Obtain an acknowledgement receipt after submission of the report at the SED.

If you allow your research work report to be copied by your co-learners for submission as their reports, you and those who submit such copies would be disqualified and you and others will have to work all over again and produce another piece of work.

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### **1.16 METHODOLOGY FOR EVALUATING INTERNSHIP/ FIELD- BASED RESEARCH PROJECT**

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In the Internship/Field-Based Research Project Course (MGSP-001 and MGSP-002), 100% weightage would be accorded to the Internship Report/Research Project Report submitted. Both courses carry a credit weightage of 4 credits.

Prerequisites for Evaluation of the Internship Report are as follows: Certificate of Bonafide Work, Certificate of Satisfactory Completion of Internship (certificates would be issued by the organization/institution and attached with internship report).

Evaluation of the internship Report by approved evaluators would be based on criteria including relevance, scope, current literature review, attention to detail in setting and fulfilling objectives, use of statistics (where appropriate), and organizational analysis and delivering relevant meaningful conclusions, implications and recommendations.

Pre-requisites for evaluation of the Research Project Report are as follows: Certificate of Bonafide Work, Certificate of Satisfactory Completion of Research Project (Certificates would be issued by the project counsellors and attached with the project report)

Evaluation of the Research Report by approved evaluators would be based on criteria including relevance and scope; current literature review; attention to detail in setting and fulfilling project objectives; adopting suitable research design, methodologies, methods, tools and techniques; use of statistics(where appropriate), and deriving relevant meaningful conclusions, implications and recommendations.

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### **1.17 CONCLUSION**

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This Hand Book has provided you guidelines to undertake internship or field-based research projects as part of the programme M.A in Gender and Development Studies. The inputs in this Hand Book serve to highlight the need for carrying out a fieldwork-based research or to work as an interns in an organization/institution.

In case, you face problems in completing the courses, it is recommended that you consult your Internship Counsellor or Project Counsellor and/or Programme Coordinators of the MA in Gender and Development Studies at headquarters in IGNOU, Maidan Garhi, New Delhi.



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