

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.

2.13 STEPS IN CONDUCTING RESEARCH PROJECT

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: 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.

2.14 FIELD- BASED RESEARCH REPORT

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.

2.15 SUBMISSION OF RESEARCH PROJECT

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.

2.16 METHODOLOGY FOR EVALUATING INTERNSHIP/ FIELD- BASED RESEARCH PROJECT

In the Internship/Field-Based Research Project Course 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.

2.17 CONCLUSION

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 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. The Annexure in handbook for MGSP-001 would be useful.

