

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

**HANDBOOK ON PROJECT
(MPCE-016/026/036)**



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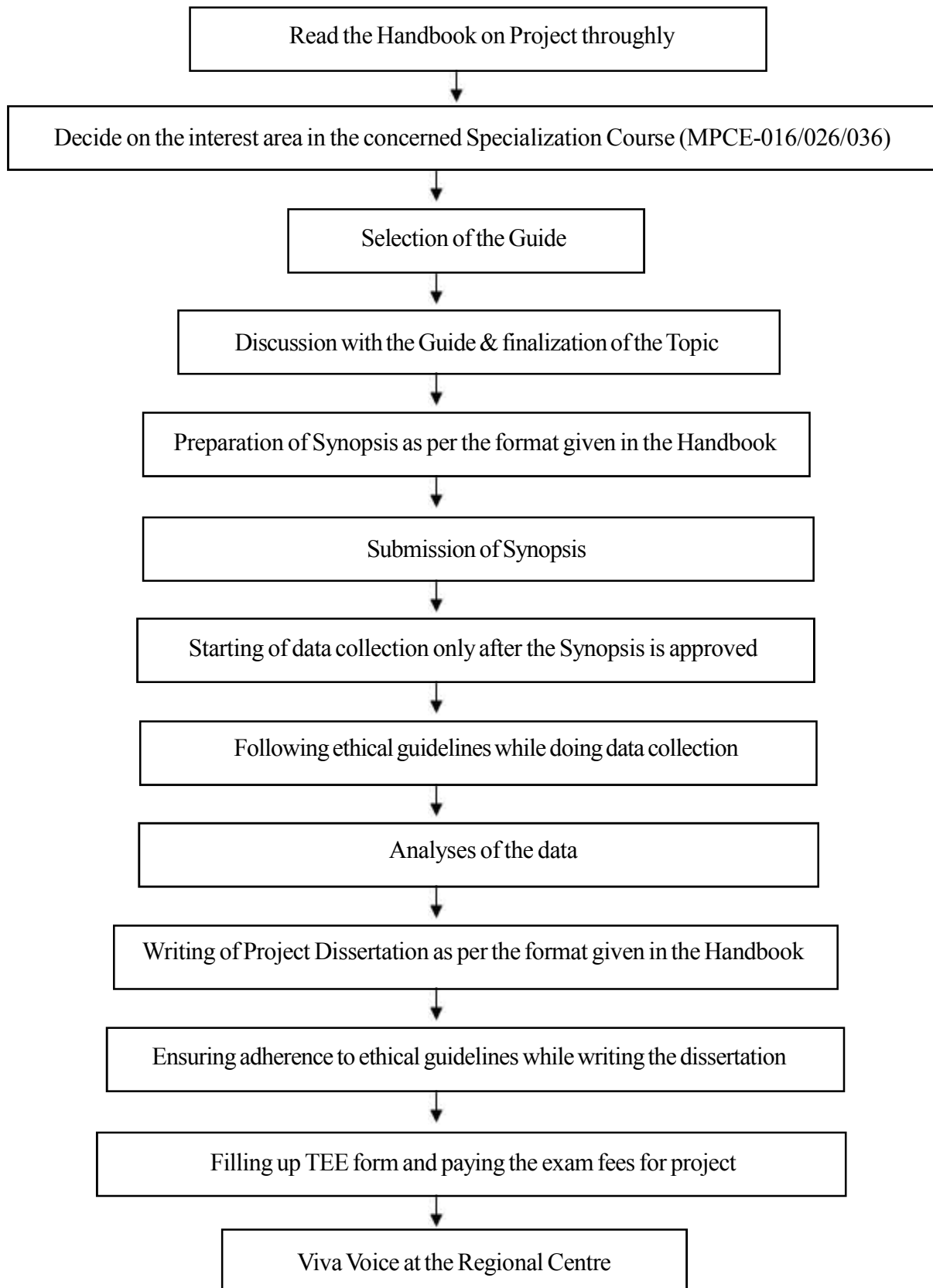
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Flow Chart
(Synopsis Preparation to Project Dissertation Submission and Viva)



1.0 INTRODUCTION TO PROJECT

M.A. IInd year has a course on Project which is of 6 credits. You have to undertake a Project work on any topic of your interest based on the specialisation group such as Clinical Psychology, Counselling Psychology or Industrial and Organisational Psychology that you have chosen. Since the Project is of 6 credit, you have 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. You will be supervised by a guide/supervisor during your project work.

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

It is to be noted that you need to read the entire Project Handbook thoroughly so that you have clear understanding of the procedure involved and can complete the project in time.

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 you 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?

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

The eligibility criteria for Guide/Supervisor is as follows:

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

Or

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

Or

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

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

The bio-data of the supervisor, duly signed by the supervisor (Refer to Appendix-I) should also be submitted along with the synopsis. The supervisor will be approved by the Discipline of Psychology, SOSS, IGNOU. However, if you are 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 point of time, so that s/he can provide sufficient time for guiding the learners.

You will submit the synopsis along with the bio-data of the supervisor (wherever 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. S/he 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 her/him 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 authorisation which would help her/him to collect data for research study in different agencies, hospitals, schools or organisation pertaining to her/his area. The authorisation 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 undertaken 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. 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 specific and focused so that it can be completed within the time limit. 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 needs to be submitted at the Regional Centre for evaluation.

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 number, study centre, regional centre, year and name of the guide.

Introduction: This section should introduce the topic selected by the learner. It can also give a brief description of the variables taken.

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 organised manner.

The review of related studies will primarily focus on author, year, objectives, sample, tools used and findings. This should not be copied verbatim from the source. The review of literature should be written in a flow and organized manner, not in bullet points. The purpose here is that you are discussing the related studies, not just mentioning these.

Rationale of the Study: The rationale for carrying out the particular project is explained here. It focuses on why do you want to do this study taking these variables.

Methodology: Methodology includes Research problem, Objectives, Hypothesis/es, Operational definition, Sample, Research design, Tests/Tools for data collection, and data 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.
- **Operational definition** refers to the way you have defined the variable(s) in your research.
- **Sample** represents the population. 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. Appropriate research design also needs to be specified.
- **Research design** needs to be decided and specified here. It should be appropriate as per the objectives of the study.
- **Tests/tools** for data collection are to be selected based on the objectives of the research. Standardized tools need to be used. 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.
- **Data analysis** technique is then used to analyse the data obtained with the help of the tests/tools. Specific tools for data analysis should be mentioned. Appropriate data analysis techniques need to be used.

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. Please see below how to cite studies taken from different sources.

Text taken from Books

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

Article taken from Journal

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

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

Hernandez M. & Barrioc (2016, October 1). Families and Medication use and adherence among Latinos with schizophrenia. *Journal of Mental Health*, 1-7, Retrieved from <http://dx.doi.org/10.1080/09638237.2016.122206>, accessed on 25.10.16

Please visit www.apa.org for information regarding citation from different sources and further clarification.

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

2. Do not begin data collection until your project synopsis is approved.
3. You can have access to Central library, IGNOU, New Delhi. Remote access facility is also available. For further details, you may contact, Central Library, IGNOU, New Delhi.

You are advised to refer to MPC-005 in MAPC First Year for more information on research methods. This will help you to prepare your synopsis in an appropriate manner so that it gets approved and you are able to complete your project in time.

Please read the sample synopsis given at the end of this handbook for your reference while preparing synopsis. The sample synopsis is not to be copied.

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)
- d) Copy of Grade Card regarding completion of MPC-005 and MPC-006

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. The original synopsis also needs to be submitted alongwith the revised synopsis.

In case you want to change your guide, you can do so by giving an application to the Discipline of Psychology, stating the reason for change and no objection from the approved guide. A fresh approval proforma, the evaluated approval proforma and synopsis should also be attached with the application and sent to the Discipline of Psychology, IGNOU, New Delhi.

6.4 Schedule of Dates

	Project Synopsis Submission	Project Report/ Dissertation Submission
July Batch	15 th October	31 st May
January Batch	15 th April	30 th November

If you have submitted Project Report by 31st May, it will be considered for Term-End Examination (TEE) during 1st July to 15th August. If you submit the Project Report by 30th November, it will be considered for TEE during 1st January to 15th February.

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. However, it is preferable to use a standardized tool.

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), organisation(s) for data collection in the format as given in Appendix-V.

8.0 FORMAT OF THE 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 dissertation. Remember to be in regular contact with your guide for guidance and help in carrying out project work and writing the dissertation.

The size of the dissertation depends on the nature of the theme of the project. However, it is desirable that the dissertation 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 dissertation should be in the following format.

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

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

Acknowledgement

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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. It can also give a brief description of the variables taken.

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 help in highlighting rationale/significance of the study.

The review of related studies will primarily focus on author, year, objectives, sample, tools used and findings. This should not be copied verbatim from the source. The review of literature should be written in a flow and organised manner, **not in bullet points**. Ensure that you also include recent studies (within last ten years).

Rationale of the study: The rationale for carrying out the particular project is explained here. You will have to justify here why do you want to do this study taking these particular variables.

Methodology: Methodology includes Research problem, Objectives, Hypothesis/es, Operational definition, Sample, Research design, Tests/Tools for data collection and Data 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 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.
- **Operational definition** refers to the way you have defined the variables in your research.
- **Sample** represents the population. 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.
- **Research Design** needs to be decided and specified here. It should be appropriate as per the objectives of the study.
- **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. 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.
- **Data analysis techniques** are then used to analyse the data obtained with the help of the tests/tools. Appropriate data analysis techniques need to be used. Specific tools for data analysis should be mentioned.

Results and Discussion: The findings of the research after data analysis 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.

Implications: Implications of the findings need to be pointed out in this section.

Delimitations and Limitations: Delimitations refers to the scope within which the researcher has conducted the study. Limitations refer to the factors that could not be controlled by the researcher in the study.

Suggestions for further research: Based on research findings, you will provide here suggestions for further research.

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

Examples of references when taken from different sources are given below:

Text taken from Books

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

Article taken from Journal

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

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

Hernandez M. & Barrioc (2016, October 1). Families and Medication use and adherence among Latinos with schizophrenia. *Journal of Mental Health*, 1-7, Retrieved from <http://dx.doi.org/10.1080/09638237.2016.122206>, accessed on 25.10.16

Please visit www.apa.org for information regarding citation from other sources and further clarification.

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

The Dissertation 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 (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 dissertation should not be plagiarized.

3) You 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.

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

Title Page

Certificates of originality and completion

Acknowledgement

Table of Contents

Chapter 1 : Introduction

Chapter 2 : Review of Literature

Chapter 3 : Rationale of the study

Chapter 4 : Methodology

Chapter 5 : Results and Discussion

Chapter 6 : Conclusion and Implications

Chapter 7 : Delimitations, Limitations and Future Suggestions

References

Appendices

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 Experiment, Milgram's Experiment on obedience to authority, etc.

However, awareness is growing and 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 than 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 see the following references 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 (TEE)

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% that includes both Project report and viva voce.

The Evaluation scheme for the project work is given in Appendix-VIII. This scheme is sent to the external examiner at the time of evaluation.

The Term End Examiantion (TEE) in terms of viva voce 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 Cycle	1 st July – 15 th August
January Cycle	1 st January – 15 th February

The learner has to pay exam fee of Rs. 120/- to appear for TEE in project. The learner has to carry her/his Identify card and proof of payment of TEE fees for project on the day of project viva voce.

The Regional Centre will make appropriate arrangements 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 Reevaluation of Project Report/Dissertation

There is no provision of reevaluation for project. A learner who fails to secure a minimum of 40% will have to follow the same procedure again from the beginning, that is, from submission of project synopsis afresh to preparing of project report/dissertation and appear for the vice-voce in the next term.

11.2 Exemption from Project Report/Dissertation

Project/Dissertation is an essential component of MAPC Programme and as such no learner is exempted from this course.

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 her/him (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 her/him, as the Project Report/ Dissertation will not be returned to the learner.

13.0 FAQ'S (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 November; and if you have taken admission in July, then you need to submit the Dissertation by 31st May.

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 be 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. 120/- as exam fees for appearing in TEE of project.

Q. What is the validity period of my approved synopsis?

A. Once the synopsis is approved, your synopsis will be valid till the validity of your admission.

Note: It may be noted that a revised Handbook will be applicable for the learners of January 2018 admission batch and onwards

APPENDIX I

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
DISCIPLINE OF PSYCHOLOGY
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):

Sl. No.	Qualification (with subject)	University	Month/Year	Area of Specialisation

7. Teaching Experience:

Sl. No.	Job Position	Name of the Organisation	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:

Contd....

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 submitted.
- b) Approved after modifications as suggested – indicating that the synopsis is approved subject to the incorporation of the specific modifications. The synopsis need not be submitted again.
- 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, original 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.
4. Appendix IV should be filled up completely.

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 provide her/him with permission to carry out reference work/data collection
in your esteemed organisation.

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

Name:

Enrollment Number:

Place:

Date:

Signature of the Supervisor

Name:

Designation:

Name of Institution/ Organisation:

Date:

Appendix-VIII

EVALUATION SCHEME FOR PROJECT (To be filled by the External Examiner)

Name of the Programme: MAPC

Course Code:

Study Centre:

Regional Centre:

Name of the Learner:

Enrollment No.:

Sl.No.	Components	Maximum Marks	Marks Obtained
1.	Review of Literature	5	
2.	Significance of the Study	5	
3.	Methodology	15	
4.	Data Analysis	20	
5.	Results and Discussion	20	
6.	References	5	
7.	Viva voce	30	
	Total Marks	100	

Observation and Comments: _____

Signature _____

Name & Address of External Examiner

Date:

Note:

1. Minimum pass marks is 40 out of 100.
2. Marks are to be given for each of the components.
3. The external examiner is required to write observation and comments regarding the project report and viva voce.

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:

ACKNOWLEDGEMENT

This is to acknowledge that Ms./Mr.

Enrollment No. of MAPC (2nd Year) has submitted the

Project Report at the study centre Regional

Centre

Date:

Signature (with stamp)
Received by

SAMPLE SYNOPSIS

SYNOPSIS

Relationship between Forgiveness, Gratitude and Life Satisfaction among the Elderly in Cochin

Master of Arts (Psychology)
(MPCE 026)

Submitted by

Name:

Enrolment No.:

Regional Centre:

Guide:



Discipline of Psychology

School of Social Sciences (SOSS)

Indira Gandhi National Open University (IGNOU)

Maidan garhi, New Delhi - 110068

Relationship between Forgiveness, Gratitude and Life Satisfaction among the Elderly in Cochin

Introduction

Forgiveness and gratitude are important character strengths (Peterson & Seligman, 2004; McCullough, 2000) that affect life satisfaction of the individual. **Gratitude** refers to a general state of thankfulness and appreciation towards what is valuable and meaningful to oneself (McCullough, Emmons, & Tsang, 2002). It refers to acknowledging whatever is good and positive in one's life. It comes from the Latin word 'gratus', meaning pleasing or thankful. It refers to the quality of being thankful, showing appreciation and returning kindness. Robert Emmons, the world's leading expert on gratitude, points out two key aspects of gratitude: the first is, it is an affirmation of goodness; and second, we recognize that the sources of this goodness are outside of ourselves. Emmons and other researchers view the social dimension as being especially important to gratitude. In the words of Emmons, it is a relationship-strengthening emotion because it requires us to see how we've been supported and affirmed by other people. The sociologist Georg Simmel called it as "the moral memory of mankind" because gratitude encourages us not only to appreciate gifts but to repay them (or pay them forward).

According to Friedman (1989, 2000), gratitude is being thankful for: (a) people, situations, and circumstances in life, (b) what you have received, experienced and learned, (c) spiritual source/resources within, (d) abundance within, (e) what you give and forgive, (f) your inner qualities, and (g) future positive experiences, prosperity, and blessings. Emmons and McCullough (2003b) have proposed a broader conceptualizations of gratitude as "an emotion, an attitude, a moral principle, a habit, a personality trait, or a coping response" (p. 377). They point out that gratitude has both cognitive and emotional components. We respond to the good deeds, words of other people with a sense of gratefulness and positive emotions. Gratitude is a positive emotional reaction in response to the receiving something in the form of a gift, benefit or favour from others. Watkins et al. (2003) put it, gratefulness is a feeling of thankful appreciation for favors received" (p. 52). They further identify four key characteristics of grateful persons. First, grateful individuals feel a sense of abundance. Second, grateful individuals appreciate contributions of others to their well-being. Third, grateful individuals appreciate the simple pleasures of life, those that are readily available to most people. Fourth, grateful individuals recognize the importance of experiencing and expressing gratitude.

Friedman and Toussaint (2002) have emphasized the inner emotional experience and the cognitive-attitudinal belief set while explaining gratitude. Gratitude has also been conceptualized both as a state phenomenon (i.e., an emotional reaction to a present event or experience) as well as a dispositional characteristic or trait phenomenon.

Forgiveness is a positive psychological characteristic that is linked to enhanced sense of well-being. It refers to let go of the things and move ahead in life. The effect of forgiveness has been empirically studied leading to physical and psychological well being. Forgiveness is a process by which a person forgives mistakes of others, thereby reducing the tendency of person to seek revenge (McCullough & Worthington, 2002).

Jam-polsky (1979, 1996) and Friedman (1989, 2000) use seven criteria for defining forgiveness: (a) a shift in perceptual and vision, (b) a shift in beliefs and attitudes, (c) a shift in affects, (d) a shift in self-empowerment and self-responsibility, (e) a shift in choice, decision and intention, (f) a shift from duality consciousness to oneness consciousness, and (g) a shift in the recognition of the core qualities of a

person. Thus forgiveness includes letting go of emotionally backed judgments and grievances. It focuses on perceiving the goodness, worth, magnificence, innocence, love, and peace in both themselves and another person simultaneously. Moreover, from this point of view the forgiveness process is activated when a person makes a conscious choice/decision to forgive (see things differently) and then turns the forgiveness process over to a higher power/Self (e.g. the God). During this process projections are owned and released and peace and love are set as goals.

Life Satisfaction refers to a overall sense of happiness and feeling of satisfaction. Pavot and Diener (1993) talk about assessing satisfaction of the person's life as a whole. It does not refer to satisfaction in different life domains, but they talk about life satisfaction in terms of integrating the various domains and deriving an overall sense of life satisfaction.

Life satisfaction (LS) is a part of the broader construct of Subjective well being (SWB). According to Diener (1984), SWB consists of high life satisfaction, high level of positive affect (e.g., happy, pleased, joy), and lack of negative affect (e.g., angry, depressed). The cognitive dimension of SWB consists of life satisfaction and refers to the individual's global evaluation of their own lives. The affective dimension refers to the negative and positive mood in one's immediate experience.

Review of Literature

Gratitude, forgiveness and life satisfaction are constructs under positive psychology. These have been found to be related to physical and psychological well being. Various studies have been done on these variables which highlight their significance as stressor variables having implication for clinical as well as non-clinical population.

Roberts (2004) has provided a conceptual analysis of gratitude and pointed out its benefits. Emmons & McCullough (2003a) in their study have also found that gratitude and subjective wellbeing are positively related. Various other studies have shown a positive relationship between forgiveness, gratitude and well being. (Bohn and McCullough, 2006; Friedman & Toussaint, 2006b; Toussaint & Webb, 2005).

Studies on adolescents have also found positive association between gratitude and well being and life satisfaction. For instance, Chen and Lee (2008) reported that gratitude positively predicted life satisfaction among Taiwanese high school athletes. Froh et al (2009) also reported positive association between gratitude and life satisfaction among the adolescents. They assigned 221 adolescents to either a gratitude exercise (i.e., counting one's blessings), a hassles condition, or a control condition. It was found that the gratitude condition was associated with greater life satisfaction. Another study by Tseng (2008) studied gratitude and well being among college students and found an association between gratitude and well being. Sood and Gupta (2012) had also studied gratitude and well being among Indian adolescents. Safaria (2014) in his study on undergraduate students also found that gratitude is an important factor contributing to happiness.

Kamdan et al (2008) studied gender differences in gratitude and the results demonstrated that men were less likely to feel and express gratitude, made more critical evaluations of gratitude, and derived fewer benefits. Wood et al (2009) determined that higher levels of gratitude predicted better subjective sleep quality and sleep duration. Studies have found that gratitude can predict 8% of individual differences in satisfaction with life (equivalent to $r = .28$) after controlling for the 30 facets of the Big Five (Wood, Joseph et al., 2008), and between 2% and 6% (equivalent to r s between .16 and .25) in personal growth, positive relationships with others, purpose in life,

and self-acceptance (Wood, Joseph, & Maltby, 2009). Froh, Yurkewicz, & Kashdan (2008) found gratitude has a significant positive correlation with positive affect, life satisfaction, optimism, social support, and pro-social behavior.

Research also points out some conflicting data (e.g., Kirgiz, 2008; & Henrie, 2007) which found that gratitude did not show a relationship with well being or satisfaction with life. Hence more studies need to be done in the area. Even though a few conflicting studies do exist, based on the majority of findings, it can be said that experiencing gratitude, thankfulness, and appreciation tends to foster positive feelings, which in turn, contribute to one's overall sense of well being.

Forgiveness has also been associated with mental and physical health in various psychological research (McCullough, 2000; Thoresen, Harris, & Luskin, 2000). Empirical studies suggest that forgiveness have potential benefits for mental health (Toussaint & Webb, 2005), and well-being (Karuse & Ellison, 2003). McFarland, Smith, Toussaint and Thoresen (2012) examined the relationship between interpersonal forgiveness and health for older Blacks and Whites on elderly sample of 436 Blacks and 500 Whites. Results found forgiveness was positively associated with self-reported health over time among Blacks.

Kirmani (2015) studied relationship between gratitude, forgiveness and subjective wellbeing among college going students and found a positive relationship among these. Sastre et al (2003) examined the relationship between forgiveness and satisfaction with life. Toussaint and Friedman (2009) found that forgiveness and gratitude were both positively and strongly associated with well-being and largely, though not completely, mediated by respect and belief. Forgiveness was also studied in the context of commitment in relationship (Tsang, McCullough, & Fincham, 2006). Forgiveness as a trait is generally more strongly correlated with some aspects or components of psychological well-being and other mental health variables than state forgiveness (McCullough & Witvliet, 2002).

Bono, G., & McCullough, M. E. (2004) studied forgiveness and adjustment in older adults in the context of religion. Many studies have examined the relationship between forgiveness and religiosity/spirituality (Krause & Ellison, 2003). Toussaint, Williams, Musick, & Everson, (2001) examined age differences in the association between forgiveness, religiousness/spirituality, and respondent reports of mental and physical health.

Studies have also been conducted on the interplay of biology, characteristics of the transgressor and forgiveness response (Tabak & McCullough, 2011; Tabak et al. 2011). Tabak et al (2012) have also studied the role of conciliatory gestures in facilitating forgiveness and feelings of friendship.

Thus various studies have pointed out the relationship between forgiveness, gratitude, life satisfaction and well being; and examined it in the context of personality characteristics, religion, and other demographic and psychological aspects.

Rationale of the Study

Forgiveness, gratitude are the strengths of human behavior. Research has started documenting the new aspects of these strengths that are there within us which can be capitalized to deal with negativity in life and promote physical and psychological well being. Instead of articulating the positive experiences that improve quality of life, many theories in psychology have focused mainly on curbing aggression, reducing psychopathologies, and controlling vices (McCullough & Snyder, 2000; Myers & Diener, 1995; Seligman & Csikszentmihalyi, 2001). Hence there is a need to highlight the significance of the character strengths and positive emotions in enhancing

our well being and satisfaction.

The present study has taken up for study the three variables of gratitude, forgiveness and satisfaction with life. The relationship among the three variables holds significance especially in the population of the elderly. The elderly, having reached a stage where they might be suffering from physical illness, mental disorders and fluctuating mood changes may exhibit less satisfaction with life. Financial dependence and lack of support system also affect their well being negatively. On the other hand, an attitude of gratitude and forgiveness may help enhance their life satisfaction.

According to the World Health Organization (WHO, 2015), the world's population aged over 60 years will have increased from the current 841 million to 2 billion by 2050, making the well-being of seniors a new challenge in global public health. In 2020 for the first time in history, the number of people over 60 years old will be higher than that of children up to 5 years old (WHO, 2015). The world's population is aging but are they also having quality of life? Advancement in economic condition and health care also need to be accompanied by enhanced psychological well being for the elderly.

Hence an attempt has been made to assess the level of gratitude, forgiveness and life satisfaction among the elderly and examine the relationship among them. This will help design appropriate intervention measures to enhance their sense of life satisfaction.

Methodology

Research Problem

The present research aims to study the relationship between forgiveness, gratitude and life satisfaction among the elderly in Cochin.

Objectives

- To assess the level of gratitude, forgiveness, and life satisfaction among the elderly in Cochin.
- To examine the relationship between gratitude, forgiveness and life satisfaction among the elderly in Cochin.
- To find out the effect of demographic variables such as gender, type of family, and marital status on gratitude, forgiveness and life satisfaction among the elderly in Cochin.

Hypotheses

- There will be significant relationship between gratitude and forgiveness among the elderly in Cochin.
- There will be significant relationship between gratitude and life satisfaction among the elderly in Cochin.
- There will be significant relationship between forgiveness and life satisfaction among the elderly in Cochin.
- There will be significant gender difference in gratitude, forgiveness, and life satisfaction among the elderly in Cochin.
- There will be significant difference in gratitude, forgiveness and life satisfaction among the elderly in Cochin with regard to type of family.

- There will be significant difference in gratitude, forgiveness and life satisfaction among the elderly in Cochin with regard to marital status.

Operational Definition

- *Gratitude*: It refers to a general state of thankfulness and appreciation towards what is valuable and meaningful to oneself (McCullough, Emmons, & Tsang, 2002).
- *Forgiveness*: Forgiveness is the framing of a perceived transgression such that the responses to the transgressor, transgression, and sequelae of the transgression are transformed from negative to neutral or positive. The source of a transgression, and therefore the object of forgiveness, may be oneself, another person or persons, or a situation that one views as being beyond anyone's control (e.g., an illness, "fate," or a natural disaster (Thompson, et al., 2005). So it refers to people's dispositional forgiveness of self, others and situations.
- *Life Satisfaction*: It refers to the individual's global evaluation of their own lives (Diener, Emmons, Larsen & Griffin, 1985).
- *Type of Family*: It refers to nuclear family and joint family.
- *Marital Status*: It refers to living with the spouse, separated and divorced from the spouse, and spouse is expired.

Sample

The sample is selected to represent the population which is to be studied. Since it is difficult to study the entire population, a sample is selected following a convenient procedure. The sample selection process depends on the objectives and the nature of the study.

Non probability sampling method will be used in the present study. In this, the purposive sampling will be used. Those individuals who were 60 years of age and above residing in the same locality will be taken. The researcher will contact them through the neighbourhood, parks and senior citizen clubs of the societies. A total of 200 elderly persons with age 60 years and above will be taken for the present study. Out of this, 100 will be male and 100 will be female.

Research Design

Research design is the blue print for the collection, measurement and analysis of data. It answers the what, where, when and how of the research study. It is an outline of the research objectives, sample selection to analysis of the data. In the present study, an attempt is made to find out the relationship among gratitude, forgiveness and life satisfaction among the elderly in Cochin, thus following a correlational research design.

Tools

The following tools will be used to assess gratitude, forgiveness and satisfaction with life of the elderly.

Gratitude Questionnaire – Six Item (McCullough et al., 2002):

The Gratitude Questionnaire-Six-Item Form (GQ-6) is a six-item self-report questionnaire. The respondent has to rate himself/herself on a 7-point Likert-type scale ranging from 1 (strongly disagree) to 7 (strongly agree). The scale is designed to assess individual differences in the proneness to experience gratitude in daily life. Higher scores on GQ-6 signify higher levels of grateful disposition. GQ-6 has strong psychometric properties with high internal consistency and a robust one-factor structure.

Heartland Forgiveness Scale (Thompson, et al., 2005):

The Heartland Forgiveness Scale (HFS) is an 18-item self-report scale which aims to measure people's dispositional forgiveness of self, others and situations. Respondents rate their levels of forgiveness on a 7-point Likert scale, with 1 referring to 'Almost always false of me' and 7 referring to 'Almost always true of me'. Score on the Total Heartland Forgiveness scale indicates how forgiving one is, in general, of oneself, others, and negative uncontrollable circumstances. Higher scores indicate higher levels of forgiveness and vice versa. In HFS, a score of 93 is average, the maximum score being 126. HFS demonstrates desirable psychometric properties with adequate internal consistency reliability, test-retest reliability, and convergent validity. The test-retest reliability is .82 and the range of alpha coefficient is .84 to .87 for the total HFS scores (Thompson, et al., 2005).

Satisfaction with Life Scale (Diener, Emmons, Larsen & Grifflin, 1985):

It consists of five items to be rated using a 1 – 7 scale where 1 stands for strongly disagree and 7 stands for strongly agree. Low score indicates dissatisfaction whereas high score indicates satisfaction with life.

Demographic Information Sheet:

Demographic information sheet will be used to collect various demographic information about the sample including age, gender, type of family, and marital status.

Statistical Techniques

Descriptive and inferential statistics will be used. The data will be analyzed using SPSS software. Correlation, 't' test and one-way ANOVA will be used to analyze the data.

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Appendix

Appendix 1: Gratitude Questionnaire – Six Item

Appendix 2: Heartland Forgiveness Scale

Appendix 3: Satisfaction with Life Scale

Appendix 4: Demographic Information Sheet

* The sample synopsis is based on the research work carried out by Prof. Swati Patra, SOSS, IGNOU, New Delhi.