

# ✓ Final Submission & Plagiarism Checklist – IGNOU MCOM Project (MCOP-001)

Use this before submitting your report (offline or online).

## ◆ A. Formatting & Structural Checklist

Item	✓
Report title matches the approved synopsis	
Project is within 60–80 pages (approx. 15,000–20,000 words)	
Typed in Times New Roman, 12 pt, 1.5 spacing	
Pages numbered; proper margins (1 inch on all sides)	
Chapters arranged in proper order (1–5)	
Cover page includes: title, student name, enrollment number, course code (MCOP-001), program (MCOM), guide's name, RC/SC	

## ◆ B. Mandatory Enclosures (Offline or Inside Final PDF)

Document	✓
Approved Project Synopsis (Annexure I)	
Guide's signed bio-data (if not previously submitted)	
Certificate of Originality (Annexure II) – signed by student and guide	
Declaration by student	
Evaluation fee receipt (₹500 paid with exam form)	
Spiral or hard bound (for offline submission)	
Submission mode followed correctly (ODL: physical copy / Online: uploaded PDF)	

## ◆ C. Chapter-Wise Inclusions

Chapter	Must Contain
Chapter 1	Introduction, Objectives, Scope, Rationale
Chapter 2	Literature Review with 10–15 references
Chapter 3	Research Methodology (sample size, tools, method)
Chapter 4	Data analysis, interpretation, tables, graphs
Chapter 5	Findings, Conclusion, Recommendations, Limitations
	Final Section Bibliography (APA style), Appendices (if used)

## ◆ D. Plagiarism & Academic Integrity

**Checkpoint**

✓

Report checked using plagiarism detection tool (Turnitin, Grammarly, etc.)

Similarity index is under 15% (best practice: <10%)

Proper APA citations for all quotes, paraphrases, tables, graphs

No copy-pasted content from past IGNOU projects or websites

Certificate of originality is signed and included

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◆ **E. Technical Checks (For Online Upload)**

**Requirement**

✓

Final document converted into **single, merged PDF** ( $\leq 100$  MB)

Scanned pages (Annexures, signatures) are **clear and upright**

File is named properly: EnrollmentNo\_MCOP001.pdf

Uploaded to correct portal or emailed as per RC instructions

Backup of final PDF saved in email/cloud/USB

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