IGNOU Project Guidelines – Overview

Indira Gandhi National Open University (IGNOU) mandates project work for several programmes (e.g., MBA, MCA, MSW, MA Psychology, PGDCA, BCA). While **programme-specific handbooks always prevail**, the following is a consolidated, high-level overview of the standard project guidelines applied across most IGNOU programmes.

Project Proposal No._____
(To be assigned by the School)

ignou
THE PEOPLE'S
UNIVERSITY

MBA

School of Management Studies
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Proforma for Approval of Project Proposal (MS-100)

Enrolment No. _____   Study Centre Code_____

Semester & Year of Registration for MS-100 _____   Regional Centre Code_____

Name of the Student   : _____

Address of the Student : _____

_____

E-mail Address   : _____

Title of the Project   : _____

_____

Subject Area   : HRM / Finance / Operations / Marketing / General Management

Name of the Guide   : _____

Address of the Guide   : _____

_____

Is the Guide an Academic Counsellor of Management Programme of IGNOU?   Yes/No

If Yes, Name and Code of Study   : _____
Centre, the courses s/he is   _____
counselling, and period   _____

No. of Students currently working :   _____
under the guide for MS-100

Signature of Student   Signature of Guide

Date: Date :

Please do not forget to enclose the Project Proposal and signed Bio-data of the guide.

For Office Use only

Proposal	Guide
Approved	Approved
Not Approved	Not Approved

(SIGNATURE OF MANAGEMENT FACULTY)

Date ....

PROJECT SYNOPSIS (MS100)

TRAINING AS A HRD TOOLS

A STUDY IN VARDHMAN TEXTILES LIMITED BADDI (SOLAN)

SUBMITTED TO

INDIRA GANDHI NATIONAL OPEN UNIVERSITY, DELHI

In the partial fulfillment of the requirements for qualifying Master of Business Administration (MBA)

SUBMITTED BY: _____

ENROLLMENT NO: _____

COURSE: _____

UNDER THE GUIDANCE OF: _____

_____

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1. Purpose of the Project

- To assess the learner's ability to apply theoretical concepts to real-world or research-oriented problems
- To develop skills in research design, data collection, analysis, and academic writing
- To evaluate independent work through a written report and, in many cases, a viva-voce

2. Project Proposal / Synopsis

Most programmes require **prior approval** of a project synopsis.

Typical requirements

- Title of the project
- Background and problem statement
- Objectives
- Research methodology (design, sample, tools, data sources)
- Chapter scheme / work plan
- Expected outcomes
- Supervisor details and consent

Important

- Work **must not begin before synopsis approval** (where mandated)
- One student → one unique project (no duplication)

3. Supervisor / Guide

- Must meet IGNOU's **eligibility criteria** (qualification + experience)
- Often requires:
  - Postgraduate degree in the relevant discipline
  - Minimum teaching/research/industry experience
- Supervisor approval form must be submitted with the synopsis

4. Project Report Structure (Standard)

Although formats vary slightly by programme, a typical IGNOU project report includes:

1. Title Page
2. Student Declaration
3. Supervisor Certificate
4. Acknowledgement
5. Abstract / Executive Summary
6. Table of Contents

7. List of Tables / Figures (if applicable)
8. **Chapters**, usually:
   - Introduction
   - Literature Review
   - Research Methodology
   - Data Analysis / Findings
   - Discussion
   - Conclusions & Recommendations
9. Limitations and Scope for Future Work
10. References / Bibliography
11. Appendices (questionnaires, raw data, etc.)

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5. Formatting Guidelines (Indicative)

- Paper: A4
- Font: Times New Roman
- Font size: 12 (text), 14–16 (headings)
- Line spacing: 1.5
- Margin: As specified in programme handbook
- Binding: Soft or hard binding as instructed

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6. Plagiarism & Originality

- The project must be **original work**
- Proper citation and referencing are mandatory
- High similarity or copied projects can result in **rejection or cancellation of results**

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7. Submission Process

- Submission may be:
  - Through **Study Centre / Regional Centre**, or
  - **Online upload** (for some programmes)
- Components usually submitted:
  - Final project report
  - Approved synopsis (copy)
  - Supervisor certificate

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8. Evaluation & Viva-Voce

- Assessment generally includes:
  - Written project report evaluation

- o Viva-voce / oral defense (programme-dependent)
- Both components must be cleared to pass the course

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9. Key Compliance Points

- Follow **programme-specific project handbook** strictly
- Adhere to deadlines announced by IGNOU
- Use the correct **course code** and **enrolment number** on all documents
- Retain copies of synopsis approval and submission receipts

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10. Programme-Specific Variation

Guidelines differ for:

- MBA (MS-100 / MMPC-001, etc.)
- MCA / BCA
- MSW / MA Psychology
- PG Diploma programmes\
- MCOM (MCOP-001)

Always consult:

- Programme Guide
- Project Handbook
- Notifications from your Regional Centre