

IGNOU Project Report Structure – Detailed Guide

This guide presents the **standard structure of an IGNOU Project Report**, applicable to most programmes (MBA, MCA, MSW, MA Psychology, BCA, PGDCA, etc.). **Programme-specific handbooks take precedence**, but the framework below reflects IGNOU's commonly accepted evaluation standards.

A. Preliminary Pages (Front Matter)

These pages appear before **Chapter 1** and are numbered in **Roman numerals (i, ii, iii ...)**.

1. Title Page

Includes:

- Title of the Project
- Programme Name
- Course Code
- Enrolment Number
- Name of the Study Centre / Regional Centre
- Month & Year of Submission

(Format strictly as per programme handbook)

2. Student Declaration

- Declaration of originality
- Confirms the project is not submitted elsewhere

Signed and dated by the student.

3. Supervisor / Guide Certificate

- Certification that the work was carried out under approved supervision
- Signed with official seal

4. Acknowledgement (Optional but Recommended)

- Expression of gratitude to supervisor, institution, respondents, etc.

5. Abstract / Executive Summary

- 200–300 words (varies by programme)
- Briefly covers:
 - Problem
 - Objectives
 - Methodology
 - Key findings
 - Conclusions

6. Table of Contents

- Chapter-wise and section-wise listing with page numbers

7. List of Tables / Figures (If Applicable)

B. Main Body of the Report (Core Chapters)

Arabic numerals (1, 2, 3...) begin from Chapter 1.

Chapter 1: Introduction

Purpose: Establishes context and direction.

Includes:

- Background of the study
- Industry / sector overview (if applicable)
- Statement of the problem
- Objectives of the study
- Scope of the study
- Significance of the study
- Structure of the report

Chapter 2: Review of Literature

Purpose: Demonstrates theoretical grounding and prior research.

Includes:

- Review of books, journals, reports, theses
- Conceptual framework (if applicable)
- Research gaps identified

Avoid descriptive summaries only; show analysis and linkage.

Chapter 3: Research Methodology

Purpose: Explains how the study was conducted.

Includes:

- Research design
- Sources of data (primary & secondary)
- Sampling design:
 - Population
 - Sample size
 - Sampling technique
- Tools for data collection
- Reliability / validity (where applicable)
- Methods of data analysis
- Statistical tools / software used

Chapter 4: Data Analysis and Interpretation

Purpose: Presents and interprets findings.

Includes:

- Data classification and tabulation
- Charts, graphs, tables
- Statistical analysis
- Interpretation aligned with objectives

Do not merely present tables—interpret every result.

Chapter 5: Findings, Conclusions & Recommendations

Purpose: Synthesizes results into outcomes.

Includes:

- Major findings (objective-wise)
- Conclusions drawn from findings
- Practical recommendations
- Managerial / policy implications (if relevant)

C. End Matter (Back Matter)

Limitations of the Study

- Constraints faced (sample size, time, access, etc.)

Scope for Future Research (Optional but Valued)

- Suggestions for further studies

References / Bibliography

- Only cited sources
- Follow prescribed style (APA / Harvard / programme-specific)
- Consistency is critical

Appendices / Annexures

May include:

- Questionnaire
- Interview schedule
- Raw data
- Consent forms
- Additional tables

D. Formatting Guidelines (Indicative)

Element	Standard Practice
Paper	A4

Element	Standard Practice
Font	Times New Roman
Font Size	12 (text), 14–16 (headings)
Line Spacing	1.5
Alignment	Justified
Binding	As per programme instructions

E. Evaluation Perspective (What Examiners Look For)

- Clarity of problem definition
- Logical flow between chapters
- Alignment between objectives, methodology, and analysis
- Originality and plagiarism compliance
- Proper formatting and presentation

F. Common Structural Mistakes to Avoid

- Objectives not reflected in analysis
- Copy-paste literature reviews
- Weak methodology description
- No interpretation of data
- Ignoring handbook-specific order