IGNOU Project Submission Checklist (Final Verification Guide)

Use this **step-by-step checklist** to ensure your project submission complies with **Indira Gandhi National Open University (IGNOU)** requirements. This is a **generic master checklist**; always cross-check with your **programme-specific project handbook**.

A. Before Writing the Final Project

☐ Project topic approved (where synopsis approval is mandatory)
☐ Approved synopsis copy available
☐ Supervisor/Guide eligibility verified as per IGNOU norms
☐ Supervisor consent form submitted and acknowledged
☐ Project work started **only after approval** (if applicable)

B. Project Report Content Checklist

1. Front Matter (Mandatory)

☐ Title Page (as per prescribed format)
☐ Student Declaration (signed & dated)
☐ Supervisor / Guide Certificate (signed with seal)
☐ Acknowledgement (if included)
☐ Abstract / Executive Summary
☐ Table of Contents
☐ List of Tables / Figures (if applicable)

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2. Main Chapters

☐ Chapter 1: Introduction
☐ Chapter 2: Review of Literature
☐ Chapter 3: Research Methodology
☐ Chapter 4: Data Analysis & Interpretation
☐ Chapter 5: Findings, Conclusions & Recommendations

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3. End Matter

☐ Limitations of the Study
☐ Scope for Future Research (if included)
☐ References / Bibliography (only cited sources)
☐ Appendices / Annexures (questionnaire, tools, raw data)

C. Formatting & Presentation Checklist

☐ Paper size: A4
☐ Font: Times New Roman
☐ Font size: 12 (text), appropriate for headings
☐ Line spacing: 1.5
☐ Page numbering:

- Roman numerals for preliminary pages
- Arabic numerals from Chapter 1 onwards

☐ Proper margins as per handbook
☐ Tables & figures numbered and titled
☐ Language is clear, formal, and academic
☐ No spelling or grammatical errors

D. Academic Integrity Checklist

☐ Project is original work
☐ Plagiarism within acceptable limits (as per IGNOU norms)
☐ Proper in-text citations provided
☐ Reference style consistent throughout
☐ No copied content from previous IGNOU projects

E. Supervisor & Administrative Requirements

☐ Supervisor signature on:

- Synopsis (if required)
- Final project report

☐ Supervisor details correctly mentioned
☐ Correct course code printed on report
☐ Enrolment number accurate on all pages where required

F. Submission-Specific Checklist

☐ Correct number of hard copies (if offline submission)
☐ Soft copy prepared in required format (PDF/CD/online upload)
☐ Approved synopsis copy attached (if required)
☐ Project submission form filled (if applicable)
☐ Submission before deadline
☐ Receipt / acknowledgement obtained and preserved

G. Viva-Voce (If Applicable)

☐ Viva-voce scheduled / attended
☐ Project report copy carried to viva
☐ All chapters clearly understood
☐ Data and findings well defended

H. Common Last-Minute Mistakes to Avoid

✗ Missing supervisor signature or seal
✗ Wrong programme or course code
✗ Topic mismatch with approved synopsis
✗ Incomplete chapters or weak analysis
✗ Late submission
✗ Ignoring programme handbook instructions

Final Recommendation

Before submission, **compare this checklist line-by-line** with:

- Your **programme guide**
- Your **project handbook**
- Regional Centre instructions (if any)