IGNOU Project Hard Copy: Binding and Posting Checklist

October 2026. For your own bound report, where your course and session take paper. Checked against IGNOU documents read in October 2026: the July 2026 Common Prospectus, the June 2026 online project portal page, the December 2026 SED fee notice and the MMPP-001, BMPP-001, MLIS (MLIP-002) and MCSP-232 project guidelines. Prepared with AI-assisted drafting; published by BK Sahni under his editorial responsibility. Your own course booklet and session notice always decide.

1. Bound volume, front to back (common practice)

No.	Part	Source of the rule
1	First page: title, name, programme code, enrolment number as on the ID card, Regional Centre code, course code, mobile and email	June 2026 upload page
2	Approved proposal proforma, synopsis and guide bio-data, bound in, not stapled	June 2026 upload page; MMPP-001 and BMPP-001 guidelines
3	Certificate of originality, signed and dated by you and your guide	June 2026 upload page
4	Acknowledgement, contents, lists of tables and figures	Common practice
5	Chapters as your course booklet names them	Common practice
6	References, then annexures with a blank questionnaire	Common practice

2. Print and bind

Check	Done
A-4, typed, double space (MMPP-001, BMPP-001, MLIS)	[ ]
Length your course sets: MMPP-001 about 50 to 60 pages, approx. 18,000 words; BMPP-001 about 60 to 80 pages; MCSP-232 about 100 to 125 pages excluding coding	[ ]
Bound volume, not spiral; approved proposal bound in (MMPP-001, BMPP-001)	[ ]
Title identical to the approval letter; every approval comment worked in	[ ]
Pages numbered and matching the contents page	[ ]

3. Send or upload

Check	Done
Route from your session notice first; June 2026: one PDF per course online, all courses except DECE04	[ ]
Course routes as printed: MMPP-001 and BMPP-001 to the Registrar (SED), Maidan Garhi; MCSP-232 to the Regional Director by registered post	[ ]
Not by email: the June 2026 page said emailed reports are not considered	[ ]
Project fee paid for your session: Rs 300 up to 4 credits, Rs 500 above; December 2026 through Samarth by 30 November 2026	[ ]
Proof kept: postal slip, or a screenshot of any confirmation shown; one bound copy kept for yourself	[ ]