

IGNOU Project Report Structure Guide

Updated October 2026. Replaces our January 2026 structure guide, which printed 1.5 spacing and Times New Roman. 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. What your course sets

Course	Length	Format
MMPP-001 (MBA)	About 50 to 60 double-spaced typed pages, not exceeding approx. 18,000 words excluding appendices and exhibits	A-4, double space, original, bound; approved proposal bound in, not stapled; report on the title approved by the evaluator
BMPP-001 (BBA)	About 60 to 80 double-spaced typed pages	A-4, double space, bound volume
MLIP-002 (MLIS)	Not stated in the programme guide	Double space, A4, bound form
MCSP-232 (MCA_NEW)	About 100 to 125 pages excluding coding	As the MCSP-232 guidelines set

2. A common page order (practice, not an IGNOU rule)

No.	Part	What goes in it
1	Cover page	Title (as approved), your name, enrolment number, programme code, course code, Regional Centre, study centre
2	Approval papers	Approved proposal proforma, synopsis and guide bio-data, where your course requires them
3	Certificate of originality	Signed and dated by you and your guide
4	Acknowledgement and contents	Table of contents with page numbers; lists of tables and figures
5	Chapter 1: Introduction	Problem, background, need for the study, objectives
6	Chapter 2: Review of literature	Recent studies on your question; each one also listed in the references
7	Chapter 3: Research methodology	Design, sample and sampling, tools for data collection, analysis plan
8	Chapter 4: Data analysis and interpretation	Tables and charts with interpretation that answers each objective
9	Chapter 5: Findings, suggestions and conclusion	What the data showed, suggestions, limitations
10	References and annexures	One consistent referencing format; a blank copy of the questionnaire

3. Checks before you print or scan

Title identical to the approval letter. Approval comments worked into the chapters. Literature review brought up to date. Data from your own fieldwork or named sources. Page numbers match the contents page. Both signatures and the date on the originality certificate.