

IGNOU Project Submission Checklist

Updated October 2026. Replaces our January 2026 checklist, 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 the June 2026 portal asked for

Check	Done
Original report scanned as a single PDF file for one course	[]
Pages clear, well lit, in correct sequence, one orientation throughout	[]
Proposal proforma duly approved, in original, with the synopsis and the guide's bio-data	[]
Originality certificate signed and dated by student and guide (wherever applicable)	[]
First page: title, name, programme code, enrolment number as on the ID card (not control or registration number), Regional Centre code, course code, mobile and email	[]
Copy of the fee receipt with the report	[]
Not sent by email: emailed reports are not considered	[]
No synopsis or assignment uploaded on the final project portal	[]

2. Fee

Rs 300 for project work up to 4 credits, Rs 500 above 4 credits (Common Prospectus, from the January 2023 admission cycle). For December 2026 the SED notice says: online fee submission through your own IGNOU Samarth Portal login; last date 30 November 2026; no fee accepted after it. A report whose fee was not paid is not considered for evaluation.

3. Route and date

Use the route your course and session give. The June 2026 portal took final reports for all courses except DECE04 (separate link), last date 15-Jun-2026. Course guidelines print their own routes: MMPP-001 and BMPP-001 to the Registrar (SED), Maidan Garhi; MCSP-232 to the Regional Director by registered post; MBA Online through the LMS. Keep a postal receipt or a screenshot of any confirmation the portal shows.

4. Incomplete submissions

The June 2026 portal said incomplete submissions are not considered, are removed once the last date is over, and must be uploaded again for the next session. Report queries: projects@ignou.ac.in. Viva, where held, through your Regional Centre.