

IGNOU SYNOPSIS FORMAT TEMPLATE

Editable headings in the order evaluators read them. The five core parts follow the MMPP-001 guidelines (introduction, rationale, objectives, research methodology, limitations); the other headings are common additions. Replace each grey line with your own text, and follow your own course booklet wherever it differs.

Front page

Title (same as the proforma), course code, programme, your name, enrolment number, Regional Centre and study centre, guide's name, month and year. A separate front page format file is available on the same page.

1. Introduction

A brief background about the subject chosen for study: the setting, the organisation or area, and the problem in two or three paragraphs.

2. Rationale of the Study

Why this topic, why now, and who can use the findings. Keep it specific to your place and organisation.

3. Review of Literature

Short summaries of studies you have actually read, recent ones included, each ending with what it means for your study. Every study named here must appear in the references at the end.

4. Objectives of the Study

Three to five neutral objectives in behavioural terms, beginning with verbs such as To study, To explore, To analyse, To investigate. They must not assume the findings.

5. Hypotheses (only where your design tests one)

Null hypotheses matched to the objectives they test, for example: H01: There is no significant relationship between ____ and ____.

6. Research Methodology

6.1 Research design (descriptive, exploratory, case study or other). 6.2 Nature and source of data (primary, secondary or both, and from where). 6.3 Population, sample size and sampling technique, with the reason for each choice. 6.4 Tools of data collection (questionnaire, interview schedule, records) and how each serves the objectives. 6.5 Method of data collection. 6.6 Data handling and analysis: the statistical tools and software, and which objective each tool serves.

7. Period of the Study

When data will be collected and when the report will be written, counted from the date of approval.

8. Chapter Scheme

The planned chapters of the report, for example: Introduction; Review of Literature; Research Methodology; Data Analysis and Interpretation; Findings, Conclusion and Recommendations; plus Bibliography and Annexures.

9. Limitations of the Study

Honest limits of time, sample, place or data. Write only what is true of your study.

10. References

One consistent style for every entry (the MMPP-001 guidelines set none, so choose one and keep to it).

Annexure: Questionnaire or interview schedule

A blank copy of the tool you will use, with questions grouped by objective.

Before you post it

- Proforma signed and dated by you and your guide, with the title box filled.

- Guide's bio-data signed in original where your course asks for it (MMPP-001 waives it for approved academic counsellors).
- Sent to the office your course names, with a dated receipt or postal slip kept.

Free study reference from Shri Chakradhar Publication (shrichakradhar.com). Your own course booklet decides the format; IGNOU's evaluator decides approval.