

IGNOU SYNOPSIS PACKET CHECKLIST, 2026

Tick each line before the envelope is sealed or the email is sent. Part 1 follows the MMPP-001 guidelines; Part 2 shows where other courses send the synopsis, from the course documents we read in October 2026.

Part 1. MMPP-001 (MBA) synopsis packet

Check	What to look for	Done
Proposal complete	Introduction, rationale, objectives, research methodology, limitations	[]
Objectives	Neutral, in behavioural terms (to study, to explore, to analyse, to investigate)	[]
Methodology	Design, nature and source of data, sample and technique, tools, collection method, analysis	[]
Proforma for Approval of Synopsis	Signed and dated by you and your guide; title box filled exactly as on the front page	[]
Guide's bio-data	Detailed and signed in original; not needed if the guide is an approved academic counsellor	[]
Guide's load	Your guide is not already supervising five students	[]
Timing	Sent after registering for MMPP-001, well within six months of registration	[]
Address	Regional Director of your own Regional Centre (MBA Online: LMS portal)	[]
Proof	Dated receipt or postal slip kept with a copy of the whole packet	[]

Part 2. Where other synopses go

Office	Courses (as their documents say)
Regional Director of your Regional Centre	MMPP-001 (MBA), BMPP-001 (BBA), MCSP-232 (MCA_NEW; never to SOCIS; proposal windows 1 April to 30 June and 1 October to 31 December)
Programme Coordinator at the School, Maidan Garhi	MLIP-002 (MLIS): Programme Coordinator, MLIS, Faculty of Library and Information Science, SOSS
Course email address	MANE 106: mane106@ignou.ac.in; MANP 101: manp101@ignou.ac.in (MAANY Programme Guide)
Supervisor only	MRDP-001 (MARD): proposal of about 10 pages to the supervisor
Online portal	MBA (Online): LMS portal
No synopsis	MESP135 (PGDET): guide and synopsis not required; follow the project manual

If the synopsis comes back (MMPP-001)

- Revised proposal.
- Fresh project proposal proforma.
- Copy of the rejected proposal and proforma bearing the evaluator's comments.
- The Project Proposal Number (PP No.) allotted by the Regional Centre.

Do not upload the synopsis on the final project upload portal; IGNOU's June 2026 online project page said candidates should not upload a synopsis there.

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