Read this first

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What this file is. A format template for the IGNOU MBA project report (MMPP-001): the page order, what each chapter carries, empty table shells and sentence frames for findings. It contains no results and no data. This is also a preview of our Rs 19 project format guides, which follow the same plan for each course code.

How it was prepared. Built from the MMPP-001 Project Guidelines of the School of Management Studies, IGNOU (report specification, front matter, structure and return triggers). Drafting was AI-assisted; every rule stated was checked against the documents named, and the file is published under the editorial responsibility of BK Sahni, founder. Prepared November 2026.

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MMPP-001 project report: format template

What the guidelines set

Item	MMPP-001 position
Length	About 50 to 60 typed pages, double spaced; not exceeding roughly 18,000 words excluding appendices and exhibits (rational variation allowed)
Paper and binding	A-4 size, double space, bound volume
Font, margin, citation style	Not set in the guidelines; choose one style and keep it consistent
Title	Must be the title approved by the evaluator; no change at submission
Viva	Only if the evaluator recommends it

Page order of the bound report

No.	Page or part	What goes in it
1	Cover page	Student name, enrolment number, guide name, title of the study
2	Certificate of originality	Signed and dated by the student and the guide
3	Approved synopsis	Bound in, not stapled
4	Approved proforma	Bound in, not stapled
5	Guide bio-data	Bound in (not needed where the guide is an approved counsellor at the synopsis stage; follow your approval letter)
6	Acknowledgement	Optional; one page
7	Table of contents	Detailed, with page numbers that match the pages
8	List of tables and figures	Numbered as in the chapters
9	Chapter 1: Introduction	Background, review of literature, profile of the organisation or industry
10	Chapter 2: Research methodology	Objectives, hypotheses, design, data sources, sample, tools, reliability and validity of tools, statistical tools
11	Chapter 3: Results and discussion	Tables and graphs with full interpretation after each
12	Chapter 4: Summary and conclusion	Findings objective by objective

No.	Page or part	What goes in it
13	Chapter 5: Recommendations	Tied to findings
14	Limitations and further research	Optional chapter
15	References and bibliography	Only works you read; one consistent style
16	Annexures	Blank copy of the questionnaire, other exhibits

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Table shells for Chapter 3 (fill with your own data only)

Table 3.1: Profile of respondents (n = [ ])

Variable	Category	Frequency	Percentage
Age	[ ]	[ ]	[ ]
	[ ]	[ ]	[ ]
Order frequency	[ ]	[ ]	[ ]
	[ ]	[ ]	[ ]

Table 3.2: Mean scores on [construct] (five-point scale)

Statement	Mean	S.D.	Rank
[Item 1]	[ ]	[ ]	[ ]
[Item 2]	[ ]	[ ]	[ ]
[Item 3]	[ ]	[ ]	[ ]

Table 3.3: Test of H0[ ]

Variables	Test	Statistic	p-value	Decision
[X] and [Y]	[correlation / t / ANOVA / chi-square]	[ ]	[ ]	[rejected / retained]

Sentence frames for the interpretation

- Table [ ] shows that [ ] percent of respondents [ ], while [ ] percent [ ].
- The mean score for [item] is [ ], the highest among the [ ] items, which indicates that [ ].
- The [test] value of [ ] is [significant / not significant] at the [5] percent level (p = [ ]); hence H0[ ] is [rejected / retained].
- This finding [agrees with / differs from] [author, year], who reported [ ].

Checks before binding

- Title on the cover is word for word the approved title.
- Certificate of originality signed and dated by you and your guide.
- Approved synopsis, proforma and bio-data bound in, not stapled.
- Every page number in the contents matches the page.
- Every study in the literature review appears in the references, and every reference is cited.
- Questionnaire attached as an annexure.

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Return triggers named in the MMPP-001 guidelines include: a missing or unsigned bio-data, a proforma not signed and dated by both parties, any of the required documents missing from the report, the proposal stapled instead of bound, and a title that differs from the approved title.

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