Read this first

This is a **format template** for the IGNOU MBA Project report of course MMPP-001. It shows the order of the bound report, the cover page, the Certificate of Originality, each chapter as an outline with empty table shells and sentence frames, a word budget and the December 2026 upload rules. It holds no findings and no data. Results can only come from your own approved study.

How it was made. Prepared by the editorial desk of Shri Chakradhar Publication Private Limited, New Delhi, with AI assistance, from the MMPP-001 Project Guidelines (SOMS, IGNOU) and IGNOU's OPMS guidelines for the December 2026 term-end examination, read in November 2026. Wording in quotation marks is IGNOU's; everything else is our layout advice.

What IGNOU fixes for the report. About 50 to 60 typed, double-spaced pages on A4, not exceeding about 18,000 words excluding appendices and exhibits, with reasonable variation; a bound volume; the title exactly as approved; the approved proposal, the approved proforma and the guide's bio-data bound inside (not stapled); and a Certificate of Originality signed and dated by you and your guide. A report missing any of these papers can be returned for compliance. The guidelines set no font, margin or referencing style: choose one and keep it consistent.

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A. Order of the bound report

No.	Part	What goes there
1	Cover page	Title, your name, enrolment number and your guide's name (frame B)
2	Certificate of Originality	In IGNOU's format, signed and dated by you and your guide (frame C)
3	Approved papers	Approved proposal, approved proforma and the guide's bio-data, bound in
4	Acknowledgement (common practice)	Short; not required by the guidelines
5	Table of contents	Detailed, with page numbers that match the pages
6	List of tables and figures (common practice)	Numbered as in the chapters
7	Chapters (i) to (vi)	In the order printed in the guidelines (section D)
8	(vii) References / Bibliography	One consistent style
9	(viii) Annexures / Appendices	The questionnaire used, a blank copy; other instruments

Where you place the approved papers and the certificate inside the front matter is not fixed by the guidelines; keep them before the chapters so the evaluator finds them first.

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B. Cover page frame

The guidelines say the cover page "must have the Name and Enrolment No. of the Student and the Name of the Guide, along with the Title of the Project."

PROJECT REPORT (MMPP-001)

[TITLE, EXACTLY AS APPROVED BY THE EVALUATOR]

Submitted to Indira Gandhi National Open University in partial fulfilment of the requirements for the award of the degree of [Master of Business Administration (your programme)]

Submitted by: [Name]
Enrolment No.: [ ]

Under the guidance of: [Guide's name]

School of Management Studies
Indira Gandhi National Open University, Maidan Garhi, New Delhi 110068
[Month, year]

Our advice: print MMPP-001 on the cover, and check the spelling of your name and enrolment number against your identity card. Do not reuse a cover that still shows the old code MS-100.

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C. Certificate of Originality (IGNOU's wording)

CERTIFICATE OF ORIGINALITY

This is to certify that the project titled _____ is an original work of the Student and is being submitted in partial fulfilment for the award of the Master's Degree in Business Administration of Indira Gandhi National Open University. This report has not been submitted earlier either to this University or to any other University/Institution for the fulfilment of the requirement of a course of study.

SIGNATURE OF SUPERVISOR	SIGNATURE OF STUDENT
Place:	Place:
Date:	Date:

Both of you sign and date it yourselves. A report without the signed certificate can be returned.

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D. Chapter outline with empty shells

(i) Introduction: to the Project and Review of Literature

Background of the topic and of the organisation(s) studied; rationale; statement of the problem; objectives as approved; scope. Review of literature arranged by theme, ending with the gap your study addresses. Keep the review up to date to the year of your study.

(ii) Research Methodology

Research design; nature and source of data; universe, sample, sampling method and the reason for choosing the organisation and sample; the questionnaire or other tools and how each relates to an objective; reliability and validity of the tools; method of data collection; statistical tools and why they fit.

Element	As approved in the synopsis	As actually done (explain any difference)
Sample size	[ ]	[ ]
Sampling method	[ ]	[ ]
Data collection period	[ ]	[ ]
Reliability check	[ ]	[ ]

(iii) Results and Discussion

One section per objective. Each table or chart is numbered, titled and followed by its interpretation in words.

Table [x.y]: [Title]	Frequency	Per cent
[Category 1]		
[Category 2]		
[Category 3]		
Total		100.0

Sentence frames (fill only from your own data): "Of the [n] respondents, [ ] per cent [ ]." "The chi-square value of [ ] with [ ] degrees of freedom is [significant / not significant] at the 5 per cent level; hence H_0[ ] is [rejected / retained]." "The correlation coefficient of [ ] indicates a [direction and strength] relationship between [ ] and [ ]."

(iv) Summary and Conclusion

Findings objective by objective, then a conclusion that answers the problem statement. No new data here.

(v) Recommendations

Each recommendation traced to a finding: "Finding [ ] shows [ ]; therefore [ ] may [ ]."

(vi) Limitations of the Project, Direction for further research (optional)

(vii) Reference/Bibliography and (viii) Annexures/Appendices (Questionnaire used etc.)

Every source cited in the chapters appears in the list, and nothing appears in the list that the chapters do not use. Attach a blank copy of the questionnaire.

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E. Word budget for about 18,000 words (our planning aid, not an IGNOU split)

Part	Share	Approx. words	Approx. pages (about 300 words per double-spaced page)
(i) Introduction and review	20 per cent	3,600	12
(ii) Research methodology	12 per cent	2,160	7
(iii) Results and discussion	45 per cent	8,100	27
(iv) Summary and conclusion	10 per cent	1,800	6
(v) Recommendations	8 per cent	1,440	5
(vi) Limitations and further research	5 per cent	900	3
Total (excluding front matter, references and annexures)	100 per cent	18,000	60

Tables and charts take page space without adding many words, so a report near 50 to 60 pages often carries fewer than 18,000 words. Stay within the guidelines' range rather than filling to a number.

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F. December 2026 submission through OPMS (read in November 2026)

For the December 2026 term-end examination, IGNOU's Online Project Management System (OPMS) guidelines ask learners to pay the project fee on Samarth first and then upload the report as one PDF per course by 30 November 2026, 11:59 pm. They say not to send a hard copy to SED or the Regional Centre after uploading, and that reports sent by e-mail are not considered. The MMPP-001 guidelines' postal route (Registrar, SED, IGNOU, Maidan Garhi, New Delhi 110068, envelope marked "PROJECT REPORT-MMPP-001") is by registered or speed post or by hand. For the December 2026 cycle the OPMS guidelines replace it: upload, and do not send a hard copy after uploading. MBA (Online) learners follow the LMS route their guidelines name.

Upload item	Maximum size
Complete project report with all declarations	40 MB
Signed bio-data of the supervisor	5 MB
Copy of the approval	5 MB
Copy of the project proposal or synopsis	10 MB
First page of the PDF: title of the project, your name, programme code, enrolment number as shown on your identity card (not the control or registration number), Regional Centre code and course code (MMPP-001).	

Project fee: Rs 500 for a project of more than 4 credits (IGNOU Common Prospectus, July 2026, p. 27); MMPP-001 carries 8 credits. Result windows in the MMPP-001 guidelines: reports received 1 December to 31 May are declared with the June term-end results; 1 June to 30 November with the December results.

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G. Last checks before binding or upload

[ ] Title on the cover matches the approved title word for word.

[ ] Approved proposal, approved proforma and the guide's bio-data are bound in, not stapled, or included in the upload as asked.

[ ] Certificate of Originality signed and dated by you and your guide.

[ ] Every page numbered; numbers match the table of contents.

[ ] Each objective has its own results section and at least one finding.

[ ] Blank questionnaire attached as an annexure.

[ ] Reference list matches the citations in the chapters, in one style.

[ ] Keep a copy of everything, and the upload acknowledgement or postal receipt.

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