

PROJECT REPORT (DISSERTATION) SUBMISSION

After a written communication regarding the **Approval** of synopsis is received, the Project course work may be undertaken.

1) Preparation of Project Report (*dissertation*)

Once you have carried out the study as envisaged in the approved synopsis then a dissertation of the project work done needs to be prepared. The length of the dissertation may be about 60 to 80 double spaced typed pages. However, rational variation is permissible.

2) Structure of Project Report (*dissertation*)

- (i) **Introduction:** Introduce the research work along with the rationale of the study.
- (ii) **Review of literature:** detailed review of the existing studies on the selected topic.
- (iii) **Research Methodology:** It may give details about Rationale, Statement of problem, Objectives of the Project, Scope of the study etc. It should include the Research Design, Nature and Source of data/information collected, Sample and Sampling method with rationale.
Details of the tools:
 - The Questionnaire and other methods used and their purpose
 - Reliability and Validity of the tools used
 - Data collection, Statistical tools used for Data Analysis
- (iv) **Results and Discussion:** This should present the results in tabular or graphical format. The Interpretation of the data and results/findings may be given elaborately.
- (v) **Summary and Conclusion**
- (vi) **Recommendations**
- (vii) **Implications**
- (viii) **Limitations** of the Project, Direction for further research (optional)
- (ix) **References / Bibliography** (the students should follow APA style of referencing)
- (x) **Annexures /Appendices** (Questionnaire used etc.)

The Final Project Report (*dissertation*) must have the following (Checklist):

- **Cover Page** – must have the Code and Title of the course ie., MCOP-001:Project, Title of the Project/Dissertation; the Name and Enrolment No. of the Student; the Name of the Guide, name of the School and name of the University;
- Detailed table of contents with page nos.
- All pages of the Project Report/Dissertation must be numbered as reflected in the table of contents.
- Approved Proposal (i.e., Project Proposal, approved proforma and bio-data of the guide) properly bound in the project and not just stapled. Please note that project with stapled Proposal will not be accepted.
- Certificate of originality (**Annexure-II**)- duly signed by the student and the guide with dates.
- A copy of the Project evaluation Fee Payment Receipt.

3.) Submission of Project Report (*dissertation*)

One typed copy of the Project Report is to be submitted to the **Registrar (SED), IGNOU, Maidan Garhi, New Delhi -110 068**. As soon as, you submit the Project Report (dissertation), a PR. No. would be allotted. Student should quote this **PR No.** while corresponding with Registrar (SED) regarding Project Report thereafter.

M.COM online students can submit their Project Report through LMS Portal.

Project Report can be submitted any time throughout the year.

Note: Project Report is submitted between 1st December to 31st May, the result will be declared along with June Term-end Examinations.

Project Report is submitted between 1st June to 30th November, the result will be declared along with December Term-end Examinations.

The project report has to be submitted within the maximum duration of the programme failing which evaluation of the project shall be rejected.

Further Information

Any query regarding the approval of Project Synopsis/ Proposal should be addressed to :

The Regional Director of your Respective Regional Centre.

For the address of the Regional Center you may refer Program Guide given on our website www.ignou.ac.in

For seeking the status of the project synopsis / proposal you can write to the concerned Regional Centre at www.ignou.ac.in > Regional Network > Regional Centre's (E-mail ID of all RC's are available at <http://www.ignou.ac.in/ignou/aboutignou/regional/website>)

Queries regarding Project Reports / Dissertation should be addressed to The Registrar (SED), IGNOU, Maidan Garhi, New Delhi-110068. Email: projects@ignou.ac.in

4. Plagiarism in Project Reports

The Project Report submitted by the student should be free from plagiarism and his/her original work. In case if the project report is found to be plagiarised, action will be taken as per the policy of the University.

Important Notes While Preparing - Project Proposal (Synopsis)

Send only one copy of the Project synopsis/ Proposal, and retain a copy with you.

ii) “MCOP-001” should be written prominently on the envelope and should be addressed to
The Regional Director (of your Respective Regional Centre)

For the address of the Regional Center you may refer Student Handbook & Prospectus given on our website www.ignou.ac.in or
<http://www.ignou.ac.in/ignou/aboutignou/regional/website>

iii) Ensure the inclusion of the following while submitting the Project synopsis /Proposal:

- a) Ensure that duly filled in Proforma for Approval of Project synopsis Proposal, signed by both, the student and the guide along with date (**Annexure-I**).
- b) Detailed Bio-data of the Guide duly signed by him/her.

M. COM(online) submission of Synopsis through **LMS Portal**.

Important Notes While Preparing Project Report / Dissertation

Send only one copy of the Project Report/ Dissertation and retain a copy with you. The Project Report submitted to the University will **not be returned** to the student after Evaluation.

The Project Report/ Dissertation should be submitted in original in A-4 Size, typed in double space, in a bound volume to ‘**The Registrar (SED), IGNOU, Maidan Garhi, New Delhi-110068**’ by **Registered/Speed Post/by hand**.

Before binding the Project Report / Dissertation, the student should ensure that it contains the cover page with details, the Approved Project Proposal Proforma along with Approved Proposal/ Synopsis, Bio-data of the Guide, Originality Certificate duly signed by the Student & the Guide; and a copy of the Project Evaluation fee payment receipt. Project Report/Dissertation if received without any of these documents, the same will be returned to the students for **compliance**.

Mention on the top of the envelope “**PROJECT REPORT-MCOP-001**”. This will facilitate sorting out Project Reports received in Student Evaluation Division (SED) for various Programmes.

M.Com (online) students may submit Project Report/Dissertation through **LMS Portal**.

Duly filled in Remuneration Bill (Annexure III) for guidance of the project work should be submitted in a separate envelope along with the submission of the Project Report/Dissertation .

Annexure-I



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi – 110068

PROFORMA FOR APPROVAL OF PROJECT PROPOSAL/ SYNOPSIS FOR MCOP – 001: PROJECT

Enrolment No. _____
Study Centre _____
Regional Centre _____

Project Proposal No _____
(To be assigned by the Regional Centre)
Subject Area: _____

Name of the Student :

Address of the Student:

(Complete Postal Address where the synopsis, is to be sent)

Email Address:

Topic of the Project :

Name and Address of the Guide/ Supervisor:

Is the Supervisor an Academic Counselor of Management Programme of IGNOU?
Courses he/ she is counseling for:

No. of Students being guided:

Yes / No If yes, Code of Study Centre _____

Signature of Student

Signature of Supervisor

Date:

Date:

Please do not forget to enclose the synopsis of the project and the Bio-data of the Supervisor. In case the complete and signed Bio-Data of the Supervisor is not enclosed, the proposal will not be entrained.

For Office Use Only

Synopsis	Supervisor
Approved	Approved
Not Approved	Not Approved

Signature of Evaluator

Date:

Comments & Suggestions of the Evaluator

(Use backside of the proforma, if the space for writing the comments is not Sufficient)

Counter Signature of the
Regional Director/ Asst. Regional Director

Annexure-II

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

Place:

Date:

SIGNATURE OF STUDENT

Place:

Date:

Annexure-III

The remuneration bill has to be submitted along-with the submission of the Project Report.



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT REGISTRATION & EVALUATION DIVISION
Maidan Garhi, New Delhi – 110068
REMUNERATION BILL FOR GUIDANCE OF PROJECT WORK**

1. Programme Title : Master of Commerce
2. Name of Supervisor :
3. Residential Address :
4. Designation :
5. Official Address :
6. Telephone No. Off : Res:

S.No.	Project	Enrolment No.	Name of the Student	Amount

Certified that I have guided the student for their Project Work.

Dated:

Signature of the Supervisor

Note: The remuneration payable for guidance of Project Work is 300/- per student.

Certified that the above Project Supervisor was approved and recommended by the concerned school of study and above class may be admitted.

Dr. Registrar/Asstt. Registrar

Section officer

Dealing Assistant

SOMS-IGNOU/P.O. 5T/September, 2012

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