

IGNOU PROJECT FORMAT PDF

Front Page · Certificate · Declaration · Acknowledgement

Prepared by: Academic Team, Shri Chakradhar Publication | **For:** All IGNOU Project-Based Programmes | **Updated:** 2026

How to use this PDF: Take a printout of each page. Fill in your details by hand or type them into the Word version available on our website. Get your supervisor's signature wherever required. Include these pages at the beginning of your project report in the order shown.

Disclaimer: This is a general format template for guidance only. Always verify the exact format required for your programme from your IGNOU programme guide, project manual, or Regional Centre. Programme-specific IGNOU guidelines always prevail.

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FORMAT 1 — FRONT PAGE / COVER PAGE

This is the first page of your project report PDF. All details below must be filled correctly before submission. IGNOU's online upload instructions require project title, learner name, programme code, enrolment number, regional centre code, course code, mobile number and email ID on the first page of the submitted PDF.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

New Delhi — 110068

Title of the Project Report	Enter your full project title here
Programme Code	e.g. MBA / BBA / MCOM / MAEDU etc.
Course Code	e.g. MMPP-001 / BMPP-001 / MCOP-001 etc.
Name of the Student (Learner)	As registered with IGNOU
Enrolment Number	10-digit IGNOU enrolment number
Regional Centre Code	2-digit code of your Regional Centre
Study Centre Code	If applicable
Name of Supervisor / Guide	Full name of your approved guide
Session (Year)	e.g. January 2026 / July 2026
Mobile Number	Active number for IGNOU correspondence
Email ID	Registered email ID

Submitted to Indira Gandhi National Open University in partial fulfilment of the requirements for the
award of the degree / diploma of

(Programme Name)

FORMAT 2 — SUPERVISOR'S / GUIDE'S CERTIFICATE

CERTIFICATE

This is to certify that the project report titled " _____ " submitted by **Mr./Ms./Mrs.** _____, Enrolment No. _____, Programme: _____, Course Code: _____, is a bonafide work carried out under my supervision and guidance.

The project report is based on original research / field work / study conducted by the student and has not been submitted for any other degree, diploma, or examination.

Signature of Supervisor / Guide

Name: _____

Designation: _____

Institution / Address: _____

Date: _____

Signature of Student / Learner

Name: _____

Enrolment No: _____

Date: _____

FORMAT 3 — STUDENT'S DECLARATION / ORIGINALITY CERTIFICATE

DECLARATION BY THE STUDENT

I, _____, Enrolment No. _____,
a student of _____ (**Programme Name**) at Indira Gandhi National Open
University, hereby declare that the project report titled "_____
_____" submitted in partial
fulfilment of the requirements for the above programme is my own original work.

1. The project report is based on my own research / field work / study.
2. I have not copied or reproduced content from any published or unpublished source without proper citation.
3. I have not submitted this project report for any other degree, diploma, or examination.
4. I am aware that plagiarism may lead to action as per IGNOU's policy.
5. All sources used in this project have been duly acknowledged and listed in the bibliography.

Place: _____

Date: _____

Signature of Student: _____

Name: _____ Enrolment No.: _____

FORMAT 4 — ACKNOWLEDGEMENT (SAMPLE TEMPLATE)

ACKNOWLEDGEMENT

I would like to express my sincere gratitude to my supervisor, _____, for providing invaluable guidance, continuous encouragement, and constructive feedback throughout the preparation of this project report.

I am also grateful to the faculty and staff of Indira Gandhi National Open University for their academic support and the learning opportunities provided through the _____ **(Programme Name)** programme.

My sincere thanks to all the respondents / participants who gave their valuable time for this study. Their cooperation made this research possible.

I also thank my family and friends for their constant support and motivation.

Note: Modify this template to reflect your actual guide name, programme, and individuals who helped you. Keep acknowledgements to half a page or one page maximum.

Name: _____

Enrolment No.: _____

Date: _____

FORMAT 5 — TABLE OF CONTENTS (SAMPLE STRUCTURE)

TABLE OF CONTENTS

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Note: Update chapter titles, page numbers, and section names to match your actual report. The structure above is a general guide — your programme guide may specify a different format.

FORMAT 6 — IGNOU PROJECT REPORT STRUCTURE OVERVIEW

#	Section	Purpose	Typical Length
1	Front Page	Project title, student & guide details, codes	1 page
2	Certificate	Signed by supervisor confirming original work	1 page
3	Acknowledgement	Thanks to guide, faculty, respondents	0.5 – 1 page
4	Declaration	Originality + plagiarism declaration	1 page
5	Table of Contents	All chapters and page numbers	1 – 2 pages
6	Introduction	Background, problem, scope, significance	5 – 8 pages
7	Review of Literature	Summary of prior research on the topic	8 – 12 pages
8	Research Methodology	Design, sample, data collection, analysis plan	5 – 8 pages
9	Data Analysis	Tables, charts, graphs with interpretation	15 – 20 pages
10	Findings	Key results from data analysis	3 – 5 pages
11	Conclusion	Overall result; answers to objectives	3 – 5 pages
12	Suggestions	Practical recommendations based on findings	2 – 3 pages
13	References	All sources cited; consistent citation style	2 – 4 pages
14	Appendix	Questionnaire, raw data, consent forms, etc.	As needed

Page length note for MMPP-001 (MBA): IGNOU's MMPP-001 guideline specifies approximately 50 – 60 double-spaced typed pages, not exceeding approximately 18,000 words excluding appendices. Check your programme-specific guide for the exact length requirement.

FORMAT 7 — IGNOU PROJECT SUBMISSION CHECKLIST

Tick each item before uploading or posting your project report. Missing any item may result in the submission being returned or not considered for evaluation.

✓	Item	Notes
■	Approved project proposal proforma	Required wherever applicable
■	Approved synopsis	Synopsis must be approved before report
■	Bio-data of guide / supervisor	In the prescribed IGNOU format
■	Originality / plagiarism certificate	Signed and dated by student
■	Supervisor's / guide's certificate	Signed by guide
■	Final project report	Single clear PDF, properly sequenced
■	Correct front page details	Title, enrolment no., codes, mobile, email
■	Correct enrolment number	Not registration number
■	Correct programme code	e.g. MBA, BBA, MCOM
■	Correct course code	e.g. MMPP-001, BMPP-001, MCOP-001
■	Clear scanned PDF (not blurred)	Min 150 DPI recommended
■	Pages in correct sequence	Front page first, appendix last
■	Student and guide signatures	Wherever required
■	TEE fee receipt	Where applicable — ■300 / ■500 per credit slab
■	Submission before last date	Verify current deadline from official source
■	Correct submission mode	Online portal / hard copy / LMS — verify first

Disclaimer: This checklist is a general academic guidance document. Students should verify final deadlines, submission mode, and programme-specific requirements from the official IGNOU website, Regional Centre, or latest project guidelines. This document is not from the official IGNOU website.

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