
READ THIS FIRST

This is a **format template** for the MMPP-001 project report of the IGNOU MBA (Human Resource Management), MBAHM. It shows the page order and the contents of each part as set out in the official MMPP-001 guidelines, with **empty** table shells and sentence frames. It contains **no results**. Findings can only come from your own data, and numbers copied from any sample report would be invented data.

What the official guidelines fix

- Length: about 50 to 60 double-spaced typed pages, not exceeding approximately 18,000 words, excluding appendices and exhibits. A reasonable variation either side is permitted.
- A-4 size, typed in double space, in a bound volume. One copy is sent; keep a copy, because the report is not returned after evaluation.
- The report must carry the exact title approved by the evaluator.
- The approved proposal (project proposal, approved proforma and guide's bio-data) must be properly bound into the report, not stapled. A report with a stapled proposal will not be accepted.
- A Certificate of Originality signed and dated by both the student and the guide.
- Evaluation of MMPP-001 is based only on the project report (MBA Student Handbook, Section 3.9). A viva-voce is held only if the evaluator recommends it.

What the guidelines do not fix

The MMPP-001 guidelines do not specify a font, font size, margin, referencing style, word count per chapter or a minimum length. Choose clear, consistent settings with your guide. Rules circulating on other websites (for example 1.5 line spacing, a particular font, or a similarity percentage) are not in the guidelines.

Source: "MMPP-001: Project Course, Guidelines for Submission of Synopsis and Project Report" (School of Management Studies, IGNOU), read in full on 26 September 2026. Prepared by BK Sahni, ignouproject.com, 26 September 2026. Not an IGNOU document; ignouproject.com is not affiliated with IGNOU.

PAGE ORDER OF THE BOUND REPORT

#	Part	What it contains	Source of the rule
1	Cover page	Title of the project (exactly as approved), name of the student, enrolment number, name of the guide. [Programme MBAHM and course MMPP-001 may also be shown.]	MMPP-001 guidelines, "The Final Project Report must have"
2	Approved proposal	Approved proforma, approved synopsis and guide's bio-data, bound in (not stapled)	MMPP-001 guidelines
3	Certificate of Originality	Official wording (next page), signed and dated by student and guide	MMPP-001 guidelines
4	Acknowledgements	Optional; not listed in the guidelines	Common practice
5	Detailed Table of Contents	Every section with page numbers that match the numbered pages	MMPP-001 guidelines
6	List of tables and figures	Optional; useful when Results carries many tables	Common practice
7	Report sections (i) to (viii)	See the section-by-section frames that follow	MMPP-001 guidelines, "Structure of Project Report"

Ask your guide whether anything else is expected at your Regional Centre. Page 3 onwards may be numbered in Roman numerals and the report sections in Arabic numerals; the guidelines only require that the page numbers match the Table of Contents.

SPECIMEN COVER PAGE

[TITLE OF THE PROJECT, EXACTLY AS APPROVED BY THE EVALUATOR]

Project Report submitted in partial fulfilment of the requirements for the Master of Business
Administration (Human Resource Management) (MBAHM), Indira Gandhi National Open
University

Course: MMPP-001 Project Course

Submitted by	Under the guidance of
[Name of the student] Enrolment No.: [] Regional Centre: [] Study Centre: []	[Name of the guide] [Designation, organisation]

[Month Year]

CERTIFICATE OF ORIGINALITY

Official wording as printed in the MMPP-001 guidelines ("The certificate may be submitted in the same format"):

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: Date:	Place: Date:

Both signatures must be original and dated. A report received without this certificate, the approved proforma, the approved proposal or the guide's bio-data is returned to the student for compliance.

SECTION-BY-SECTION FRAMES

(i) Introduction and Review of Literature

Contents named in the guidelines: introduction to the project, review of literature, brief details of the organisation(s) under study; it may give the rationale, statement of problem, objectives and scope.

Frame: "[Name of Organisation] is a [sector] organisation in [City] that introduced hybrid working in [year] for [] employees. This study examines [restate the approved title in plain words]." Review of literature: summarise only studies you have read, each with author, year and what it found, and end with the gap your study addresses.

(ii) Research Methodology

Contents named in the guidelines: research design; nature and source of data; sample and sampling method with rationale; the questionnaire and other methods used and their purpose; reliability and validity of the tools used; data collection; statistical tools used for data analysis.

Scale or part	No. of items	Reliability coefficient (for example Cronbach's alpha)	Validity step taken
[Part B: role clarity]	[]	[]	[Pilot with [] respondents; review by guide]
[]	[]	[]	[]

Table 2.1 [shell]: Reliability of the tools used. Fill only from your own pilot and final data.

(iii) Results and Discussion

Contents named in the guidelines: results in tabular or graphical form, with elaborate interpretation of the data and findings.

Characteristic	Category	Frequency	Percentage
Department	[]	[]	[]
	[]	[]	[]
Length of service	[]	[]	[]

Characteristic	Category	Frequency	Percentage
Office-attendance pattern	[]	[]	[]
Total		[]	100

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

Item (Part B)	Mean	Standard deviation	Interpretation in words
[Item 1]	[]	[]	[]
[Item 2]	[]	[]	[]
Overall score	[]	[]	[]

Table 3.2 [shell]: Reported role clarity.

Attendance pattern	n	Mean rank	Test statistic, df, p-value
[Group 1]	[]	[]	H = [], df = [], p = []
[Group 2]	[]	[]	
[Group 3]	[]	[]	

Table 3.3 [shell]: Role clarity across office-attendance patterns (Kruskal-Wallis H test).

Department	Low clarity	Moderate clarity	High clarity	Total
[]	[]	[]	[]	[]
[]	[]	[]	[]	[]
Total	[]	[]	[]	[]

Table 3.4 [shell]: Department and role clarity band (chi-square = [], df = [], p = []).

Sentence frames (replace every bracket with your own figures):

- "Of the [] respondents, [] per cent work in the office [] days a week."
- "The overall role clarity score has a mean of [] (SD []) on a five-point scale, which indicates [low / moderate / high] reported clarity."
- "The Kruskal-Wallis H value of [] (df = [], p = []) is [significant / not significant] at the [5 / 1] per cent level; hence H01 is [rejected / retained]."
- "The chi-square value of [] (df = [], p = []) indicates [an / no] association between department and role clarity band; hence H02 is [rejected / retained]."

(iv) Summary and Conclusion

Frame: restate each objective and the finding that answers it, in the order of the objectives.

Do not introduce new data here.

(v) Recommendations

Frame: each recommendation should point back to a finding: "Because [finding from Table 3.x], [Name of Organisation] may consider [action]."

(vi) Limitations of the Project and Direction for Further Research (optional)

Frame: carry forward the limitations stated in the approved synopsis and add any that arose during data collection.

(vii) References / Bibliography

List every source cited in the text, in one consistent style. The guidelines do not name a style.

(viii) Annexures / Appendices

- Annexure 1: Questionnaire (Parts A, B and C) exactly as administered.
- Annexure 2: Interview schedule for HR officials.
- Annexure 3: [Permission letter from the organisation, if obtained.]

BEFORE YOU BIND AND SEND

Check	Done
Title on the cover matches the approved title word for word	☐
Approved proforma, approved synopsis and guide's bio-data bound in, not stapled	☐
Certificate of Originality signed and dated by you and your guide	☐
Table of Contents page numbers match the numbered pages	☐
A-4, typed, double spaced, bound volume; about 50 to 60 pages (appendices excluded)	☐
Project evaluation fee paid with the term-end examination form (Rs 500 for projects above 4 credits, Common Prospectus July 2026, p. 27; confirm the current amount)	☐
Hard copy route: one copy to the Registrar (SED), IGNOU, Maidan Garhi, New Delhi 110068, by registered post, speed post or by hand, envelope marked "PROJECT REPORT-MMPP-001"	☐
Online route, only if a portal is open for your term-end examination cycle: one PDF containing the report and the same enclosures, uploaded as the current SED notice instructs; reports sent by e-mail are not considered	☐
Personal copy kept; PR number noted when allotted	☐

Result windows in the MMPP-001 guidelines: a report submitted between 1 December and 31 May has its result declared with the June term-end examinations; one submitted between 1 June and 30 November, with the December term-end examinations. Report status queries: Assistant Registrar (SED), IGNOU, projects@ignou.ac.in.

Reminder: this template contains no results and no text for submission. Your report must be your own work on your own approved topic.