

Read this first

IGNOU MTTM-16 dissertation report: format template, study reference only

What this is. A blank format template that shows the page order and the contents expected in an MTTM-16 dissertation report, built from the MTTM-16 Dissertation Guide (SOTHSSM, IGNOU, March 2017, sections 16.6 and 16.7 and Annexures B and C). It contains no findings and no data. Every table is an empty shell; every result line is a sentence frame for you to complete from your own data. Do not submit this file.

What the Guide fixes. Length between 10,000 and 15,000 words or more depending on the topic; typed or word-processed; pages numbered in sequence at bottom-centre; report in English only; the same title as the approved proposal; the declaration in Annexure C signed by you and your supervisor; the Letter of Approval from the Programme Coordinator, MTTM, attached; the research methodology stated at the beginning of the work; a bibliography with sources listed under separate heads.

What the Guide does not fix. Line spacing, margins and citation style are not prescribed. The Guide calls Times New Roman 'more or less standard', which is a preference, not a rule. The chapter plan on page 5 of this template is a planning aid; the Guide lists the parts of the report but not the chapter names.

MTTMP-119 learners. This template follows the MTTM-16 Guide. As of October 2026 we did not find a separate published MTTMP-119 dissertation guide, so confirm the current format and submission instructions with SOTHSSM.

Assembly order (MTTM-16 Guide, section 16.6.1)

No.	Part	What it is	Source
1	Cover page	Format given in Annexure B	Guide p. 23
2	First page	Annexure C: your declaration and the supervisor's certificate	Guide p. 24
3	Letter of Proposal/Synopsis Approval	Issued by the Programme Coordinator, MTTM, New Delhi	Guide pp. 10, 18
4	Table of Contents	Chapters and sections with page numbers	Guide p. 18
5	List of Figures/Tables	Numbered, with page numbers	Guide p. 18
6	Acknowledgement	Your own words	Guide p. 18
7	Main text	Chapters, bibliography and appendices	Guide p. 18

1. Cover page (fields of Annexure B)

[DISSERTATION TITLE, exactly as approved]

Under the supervision of

[Supervisor's Name]

DISSERTATION REPORT SUBMITTED TO
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
IN PARTIAL FULFILLMENT OF THE REQUIREMENT FOR
THE AWARD OF
MASTERS OF TOURISM & TRAVEL MANAGEMENT (MTTM)

STUDENT NAME	[]
ENROLLMENT NUMBER	[]
STUDY CENTRE	[]
REGIONAL CENTRE	[]

Wording above follows Annexure B of the Guide. Copy the field order from the official Annexure, not from this template.

2. First page (fields of Annexure C)

Use the official Annexure C from the Guide. It has two parts on one page.

Part	Fields	Who signs
Candidate block	Programme Code MTTM; Enrolment No. (9 boxes); Course Code MTTM-16; Study Centre Code (4 boxes); Regional Centre; title of the dissertation; declaration that the work is your original work and has not been submitted or copied from elsewhere; your name, address and date of submission	You
Certificate by the Supervisor	Title (topic); your name; statement that it is your own work done under supervision and is recommended for evaluation; supervisor's name, address, study centre, regional centre and date	Supervisor

The declaration on Annexure C refers to the 'Masters Degree in Tourism Management'. That is the printed wording of the official form; leave it as printed.

3. Letter of Proposal/Synopsis Approval

[Attach the Letter of Approval of your proposal issued by the Programme Coordinator, MTTM. Keep a photocopy with you. The Guide says the University may return a report submitted without this letter.]

4. Table of Contents (frame)

Section	Page
Declaration and Certificate (Annexure C)	[]
Letter of Proposal Approval	[]
List of Tables	[]
List of Figures	[]
Acknowledgement	[]
Chapter 1 Introduction	[]
Chapter 2 Review of Literature	[]
Chapter 3 Research Methodology	[]
Chapter 4 [Profile of the study area or organisation]	[]
Chapter 5 Analysis and Interpretation	[]
Chapter 6 Findings, Suggestions and Conclusion	[]
Bibliography	[]
Appendices	[]

5. List of Tables and List of Figures (frame)

No.	Title	Page
Table [4.1]	[]	[]
Table [5.1]	[]	[]
Figure [5.1]	[]	[]

6. Acknowledgement

[Thank, in your own words, the people and organisations who helped: your supervisor, the authority that gave you access, your respondents. Do not name respondents who were promised anonymity.]

7. Main text: chapter plan (PLANNING-AID)

The Guide asks for the methodology at the beginning, arguments substantiated by your data, properly documented information, photographs where needed and a bibliography under separate heads. The chapter names below are one workable plan, not an IGNOU requirement.

Chapter	What goes in it	Draws on
1 Introduction	Background, rationale, objectives, scope, limitations	Approved proposal
2 Review of Literature	Studies read, what each found (in your words), the research gap	Proposal section 4, updated
3 Research Methodology	Design, data types and sources, tools, sample and how it was drawn, field work dates, analysis methods, ethics	Guide 16.5
4 Study area or organisation	Profile from documents and your own observation	Secondary data, field notes
5 Analysis and Interpretation	Tables and figures from your data, each followed by interpretation; facts kept apart from opinions	Your questionnaires, interviews, observations
6 Findings, Suggestions, Conclusion	Findings per objective, suggestions that follow from them, conclusion	Chapter 5 only

Chapter 3 frame: Research Methodology

This study used a [descriptive / exploratory / case study] design. Primary data were collected through [questionnaire / interviews / observation] from [n] [respondents] at [place] between [dates]. Respondents were selected by [method], because [reason]. Secondary data were taken from [sources]. Data were analysed using [percentages / cross-tabulation / thematic coding].

Chapter 5 frames: empty table shells

Table [5.1]: [Profile of respondents]

Characteristic	Category	Number	Per cent
[]	[]	[]	[]
[]	[]	[]	[]
Total		[]	[]

Source: primary data collected by the researcher, [month year].

Table [5.2]: [Variable A] by [Variable B]

[Variable B]	[Category 1]	[Category 2]	[Category 3]	Total
[]	[]	[]	[]	[]
[]	[]	[]	[]	[]
Total	[]	[]	[]	[]

Sentence frames for interpretation (complete only from your own table):

Table [5.2] shows that [] per cent of respondents who [] reported [], compared with [] per cent of those who [].

Site staff interviewed described [theme] as []; this [agrees / does not agree] with the visitor responses in Table [].

Objective [] is therefore [addressed by / only partly addressed by] the evidence in Tables [] and [].

Bibliography: separate heads (Guide p. 20)

The Guide asks that the bibliography include all your sources, listed under separate heads.

Use the heads that apply to your work:

Head	Example entry format
Books	[Author (year). Title. Place: Publisher.]
Journal articles	[Author (year). Article title. Journal, volume(issue), pages.]
Records and documents	[Issuing body (year). Title of record or document.]
Reports	[Issuing body (year). Title of report.]
Questionnaire format	[Refer to Appendix []]
Interviews	[Designation of person interviewed, place, date]
Group meetings	[Group, place, date]
Newspapers and magazines	[Publication, date, title of item]

Appendices

Appendix	Contents
[A]	Questionnaire used
[B]	Interview schedule
[C]	Permission letter from the organisation or site authority, if any
[D]	Photographs taken during field work

Before you send it

Check	Source
Title is the same as in the approved proposal	Guide p. 19
Annexure C declaration signed by you and your supervisor	Guide p. 19
Letter of Approval of the proposal attached	Guide pp. 10, 19
10,000 to 15,000 words or more; pages numbered at bottom-centre; English only	Guide pp. 6, 18, 25
Two copies prepared; one kept, because the submitted copy is not returned	Guide pp. 18, 19
Posted copy goes to the Registrar, Student Evaluation Division (SED), Block-12, IGNOU, Maidan Garhi, New Delhi 110068, envelope marked MTTM-16 DISSERTATION	Guide p. 19
Last dates in the Guide: 31 May for evaluation with the June TEE, 30 November for the December TEE; a report received later goes to the next TEE	Guide pp. 19, 20
Recent cycles have also used an SED online upload portal; follow the SED notice for your TEE	SED notices
December 2026 TEE: project fee paid on the IGNOU Samarth portal, last date 30 November 2026	SED notification, 18 Sep 2026

The Guide sets a minimum of 40 per cent (Grade D) for the dissertation and states that copied or downloaded material leads to disqualification. This template gives format only; the analysis, findings and conclusions must come from your own data.