IGNOU project report format template (MMPP-001), with the correction checklist

Read this page first

This is a format template, not a report. It shows the page order and chapter contents that the MMPP-001 Project Course guidelines ask for, with empty table shells and sentence frames. Every number, finding and conclusion in your report must come from your own data.

The MMPP-001 guidelines ask for: about 50 to 60 double-spaced typed pages, not exceeding about 18,000 words excluding appendices and exhibits; A-4 size, typed in double space, submitted as a bound volume. They name no font and no referencing style.

This is study reference. Do not submit it as your own work. The Certificate of Originality is signed by the student and the guide, with dates.

Prepared by the ignouproject.com editorial desk with AI assistance, from the MMPP-001 Project Course guidelines of the School of Management Studies, IGNOU (central copy on ignou.ac.in, read in November 2026), and checked against those guidelines by the desk. Published under the editorial responsibility of BK Sahni. ignouproject.com is run by IGNOU Project (Chakradhar Publication, Proprietor: Bhavya Kumar Sahni) and is not affiliated with IGNOU. No IGNOU logo is used.

SAMPLE FOR STUDY REFERENCE
NOT FOR SUBMISSION

1. Page order

Order	Item	What the MMPP-001 guidelines say
1	Cover page	Student's name, enrolment number, guide's name and the project title
2	Table of contents	Detailed, with page numbers; every page numbered to match
3	Approved synopsis, approved proforma and guide's bio-data	Bound into the report; a stapled proposal is not accepted
4	Certificate of Originality	Signed and dated by the student and the guide
5	Chapters	Introduction; research methodology; results and discussion; summary and conclusion; recommendations; limitations and further research (optional)
6	References or bibliography	Listed as a required section; no style is named
7	Annexures	Including the questionnaire used

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2. Cover page frame

Title: [the title exactly as approved by the evaluator]

Submitted by: [your name], Enrolment No. [number]

Under the guidance of: [guide's name]

Programme: [MBA or MBA specialisation], Course: MMPP-001

Regional Centre: [name and code]

3. Chapter frames

Chapter 1, Introduction: [background, review of literature, details of the organisation or sector studied].

Chapter 2, Research methodology: [design, data, sample and technique, tools, reliability and validity of the tools, statistical tools by objective].

Chapter 3, Results and discussion: one section per objective, tables or graphs with interpretation.

Table shell for one objective (fill with your own data only):

Response category	Number of respondents	Percentage
[category]		
[category]		
Total		

Sentence frames: "Table [ ] shows that [ ] per cent of respondents [ ]." "The correlation between [ ] and [ ] is [value]; it is [significant / not significant] at the [ ] per cent level, so H0[ ] is [rejected / retained]."

Chapter 4, Summary and conclusion: [findings objective by objective, from your tables].

Chapter 5, Recommendations: [drawn from your findings only].

Limitations and further research: [optional].

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4. What an IGNOU project correction checks before binding

Check	Line in the MMPP-001 guidelines
Title on the cover matches the approved title word for word	No change of title is allowed at submission
Every objective has a results section, and every table answers an objective	Methodology and results follow the stated objectives
Methodology chapter names design, data, sample, tools and statistical tools	Methodology elements listed for the synopsis carry into the report
Reliability and validity of the tools are discussed	Listed under research methodology in the report structure
Approved synopsis, proforma and bio-data are bound in, not stapled	A stapled proposal is not accepted
Certificate of Originality carries both signatures and dates	Signed and dated by the student and the guide
Length is about 50 to 60 double-spaced pages, within about 18,000 words	Report length line
Questionnaire is in the annexures	Annexures include the questionnaire
References are complete and in one consistent style	Reference or bibliography section; no style named

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