

Quick checklist before final upload/post

- PDF searchable (text selectable)
- Guide signature visible on Certificate of Originality
- Fee receipt included (₹500) and screenshot saved
- Filename follows convention
- Save LMS confirmation / postal tracking

How to upload (online LMS)

1. Convert your final document to a **single searchable PDF**.
2. File name: ENROLLMENT_Project_MMPP-001_2025.pdf (example: 12345678_Project_MMPP-001_2025.pdf).
3. Ensure the **Certificate of Originality** (signed by student & guide) is a page near the front.
4. Upload to the IGNOU LMS; wait for the upload confirmation screen and **save a screenshot/email receipt**.
5. Attach the scanned **fee receipt (₹500)** inside the PDF or upload as a supporting file.

How to submit (offline / ODL)

Print on A4, bind (spiral/hard as required), include the submission proforma and approved synopsis copy.

Address package to: Registrar, SED, IGNOU, Block-12, New Delhi — 110068 and send by Registered/Speed Post; keep tracking number.

Common Mistakes & Quick Fixes

- **Wrong format (margins/fonts):** Reapply IGNOU specs (Times New Roman, 12pt body, 1" margins) and re-export PDF.
- **Non-searchable PDF:** Re-save from DOCX to PDF (not scanned); run a quick text-select test.
- **Missing Certificate/guide signature:** Scan signed page, insert as page 2 before TOC.
- **Poor file name:** Rename to ENROLLMENT_Project_MMPP-001_YYYY.pdf before upload.
- **Late submission:** Set calendar reminders; upload 48–72 hrs early.
- **High plagiarism score:** Reword, add original analysis, cite sources; re-run Turnitin before resubmitting.
- **Unreadable charts/figures:** Replace tiny images with clear PNGs and add captions.
- **Incomplete annexures:** Attach questionnaire, consent, raw data as appendices.
- **Incorrect page numbering:** Start numbers from Chapter 1; exclude front matter.
- **No fee proof:** Scan receipt, include inside PDF or upload as a supporting file.

Report format & Chapter Breakdown

Keep the final report strict, clean and predictable — IGNOU penalizes format errors. Core formatting rules: **12,000–15,000 words (~50–60 pages), Times New Roman, body 12pt, headings 14pt bold, 1.5" margins all around, A4 paper, page numbers starting from**

Chapter 1. Deliver a single searchable PDF with the guide's signed Certificate of Originality up front.

Chapter-by-chapter (what to put — 1 line each)

- **Front matter:** Cover page (no page#), Certificate of Originality, Acknowledgement, TOC, List of Tables/Figures.
- **Ch 1 — Introduction:** Context, problem statement, objectives, scope & limitations.
(*Example: Problem + 3 clear objectives.*)
- **Ch 2 — Literature Review:** Short synthesis, key gaps, conceptual framework.
(*Example: 8–12 papers summarized in 2 pages.*)
- **Ch 3 — Methodology:** Design, sample, instruments, data sources, analysis plan.
(*Example: Survey $n=150$; SPSS tests.*)
- **Ch 4 — Data Analysis & Interpretation:** Tables, charts, statistical tests, narrative findings. (*Example: Table 4.1 — Demographics; Chart 4.2 — Response distribution.*)
- **Ch 5 — Conclusions & Recommendations:** Answer objectives, managerial takeaways, limitations, future research.
- **References & Annexures:** Full bibliography (APA/MLA) + questionnaire, raw data, consent letters.

Micro-rules

- Label figures/tables: Figure 1: Title / Table 1: Title and cite in text.
- No watermarks; keep all visuals legible.
- Filename: ENROLLMENT_Project_MMPP-001_YYYY.pdf.