Cover page and envelope kit

Printable sheets for an IGNOU project, prepared by the ignouproject.in editorial desk in October 2026 with AI assistance from three IGNOU documents: the MMPP-001 Project Course guidelines (School of Management Studies), the June 2026 online project submission notice and the Common Prospectus, July 2026. Published under BK Sahni's editorial responsibility.

How to use it. Retype these sheets on your own pages; do not print a watermarked page as your cover. Pages 2, 4 and 5 carry wording the MMPP-001 guidelines or the portal notice actually require; page 3 is our layout for a synopsis cover, which MMPP-001 does not prescribe. For any other course, open that course's own guidelines first: offices, envelopes and first-page items differ (MCSP-232 of MCA_NEW, for example, sends the report to the Regional Director, not the SED).

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Page	Sheet	Rule behind it
2	Envelope labels: synopsis and report (MMPP-001)	MMPP-001 guidelines
3	Synopsis cover sheet	Our layout
4	Report cover page (four required items)	MMPP-001 guidelines
5	First page of the report PDF (the learner's particulars)	June 2026 portal notice, point 7
6	Fee and packing checklist	Common Prospectus July 2026; portal notice

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SAMPLE FOR STUDY REFERENCE
NOT FOR SUBMISSION

Envelope labels (MMPP-001)

MMPP-001

To
The Regional Director
IGNOU Regional Centre [name and code]
[Full address of your Regional Centre]

From: [Your name], Enrolment No. [ ], [your full address and mobile]

Synopsis envelope. Contents: synopsis, proforma signed and dated by you and your guide, guide's bio-data signed in original (unless an approved counsellor).

PROJECT REPORT-MMPP-001

To
The Registrar (SED)
Indira Gandhi National Open University
Maidan Garhi, New Delhi 110068

From: [Your name], Enrolment No. [ ], [your full address and mobile]

Report envelope. Contents: one bound copy of the report. By registered post, speed post or by hand. Keep a copy and the receipt. MBA (Online) learners use the LMS portal instead.

The superscriptions "MMPP-001" and "PROJECT REPORT-MMPP-001" are the ones the MMPP-001 guidelines ask for. When a cycle's report goes through the online portal instead, the second envelope is not used.

SAMPLE FOR STUDY REFERENCE
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SYNOPSIS OF THE PROPOSED PROJECT

[Title of the proposed project, exactly as on the proforma]

Programme and course code	[ ]
Name of the student	[ ]
Enrolment number	[ ]
Regional Centre and Study Centre	[ ]
Name of the guide	[ ]
Date of sending	[ ]

Our layout. MMPP-001 prescribes the contents of the synopsis and the proforma, not a cover design.

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PROJECT REPORT

[Title of the project, exactly as approved]

Name of the student	[ ]
Enrolment number	[ ]
Name of the guide	[ ]

These four items (student's name, enrolment number, guide's name and the title) are what the MMPP-001 guidelines require on the cover. You may add the programme, course code and Regional Centre.

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First page of the report PDF

For a cycle in which IGNOU takes reports through its online portal, the June 2026 notice (point 7) asks for one PDF per course whose first page carries these particulars (the notice lists mobile number and email on one line).

Particular	Your entry
Title of the project	[ ]
Name of the learner	[ ]
Programme code	[ ]
Enrolment number (as on the ID card)	[ ]
Regional Centre code	[ ]
Course code	[ ]
Mobile number	[ ]
Email ID	[ ]

The same notice says reports sent by email are not considered, a synopsis is not uploaded on its own (the approved proforma, synopsis, guide's bio-data and signed certificate go inside the report PDF, wherever applicable), and an incomplete report is not evaluated. Read the notice for your own cycle; the June 2026 page was onlineproject.ignou.ac.in/PROJECTJUN26/ with the last date 15 June 2026.

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Fee and packing checklist

Check	Source
Project evaluation fee paid to IGNOU with the Term-End Examination form, for learners admitted from the January 2023 cycle: Rs 300 for project work of up to 4 credits, Rs 500 above 4 credits (MMPP-001 has 8 credits)	Common Prospectus July 2026, fee section
A copy of the fee receipt submitted with the report (bound in, or inside the uploaded PDF)	June 2026 portal notice
Title on the cover, proforma, certificate and report identical, and the same as the approved title	MMPP-001 guidelines
Approved proforma, proposal and guide's bio-data bound in, not stapled	MMPP-001 guidelines
Certificate of originality signed and dated by you and your guide	MMPP-001 guidelines
Every page numbered as in the table of contents	MMPP-001 guidelines
A full copy kept with you, and the post office receipt or upload confirmation saved	MMPP-001 guidelines (copy); good practice (receipt)

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