Read this first

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It contains no results. Every table is an empty shell and every sentence about findings is a frame with blanks. Numbers in a report can only come from the data you collected; a report built on assumed figures is not your work and is not an IGNOU project.

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What the MMPP-001 guidelines fix for the report

Rule	What the MMPP-001 guidelines say
Length	About 50 to 60 double-spaced typed pages, not exceeding about 18,000 words, excluding appendices and exhibits
Paper and binding	In original, A-4 size, typed in double space, in a bound volume
Cover page	Name and enrolment number of the student, name of the guide, title of the project
Bound in, not stapled	The approved proposal: project proposal, approved proforma and the guide's bio-data
Certificate of originality	Signed and dated by the student and the guide, in the format the guidelines print
Contents	A detailed table of contents; all pages numbered as shown in it
Copies and address	One copy, by registered post, speed post or by hand, to the Registrar (SED), IGNOU, Maidan Garhi, New Delhi 110068; envelope marked PROJECT REPORT-MMPP-001; keep a copy
Title	Exactly the title the evaluator approved

When IGNOU opens its online project portal for a cycle, the report is uploaded there instead, as one PDF per course with the learner's particulars on its first page (June 2026 portal notice). MBA (Online) learners use the LMS portal. Check the current notice.

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The bound file, in order

No.	Page or section	Source of the rule
1	Cover page (four items)	MMPP-001 guidelines
2	Certificate of originality, signed and dated by student and guide	MMPP-001 guidelines
3	Approved project proposal, approved proforma and guide's bio-data, bound in	MMPP-001 guidelines (their place in the order is our convention)
4	Acknowledgement	Common practice
5	Table of contents, with page numbers	MMPP-001 guidelines
6	List of tables and list of figures	Common practice
7	Chapter 1 Introduction (with review of literature and details of the organisation)	MMPP-001 report structure
8	Chapter 2 Research methodology (with reliability and validity of the tools)	MMPP-001 report structure
9	Chapter 3 Results and discussion (tables or graphs, with interpretation)	MMPP-001 report structure
10	Chapter 4 Summary and conclusion	MMPP-001 report structure
11	Chapter 5 Recommendations	MMPP-001 report structure
12	Chapter 6 Limitations of the project, and direction for further research (the further-research part is optional)	MMPP-001 report structure
13	References and bibliography	MMPP-001 report structure
14	Annexures, including the blank questionnaire	MMPP-001 report structure
15	Copy of the project fee receipt, submitted with the report	June 2026 portal notice

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PROJECT REPORT

[Title of the project, exactly as approved]

Submitted in partial fulfilment of the requirements for the Master's Degree in Business Administration of Indira Gandhi National Open University

Name of the student	[ ]
Enrolment number	[ ]
Name of the guide	[ ]
Course	MMPP-001
Regional Centre	[ ]

Cover page: the four items the guidelines require (student's name and enrolment number, guide's name, title) plus a purpose line and two convenience lines. Layout, font and colour are your choice; no IGNOU logo is required.

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CERTIFICATE OF ORIGINALITY

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

Place:

Date:

SIGNATURE OF STUDENT

Place:

Date:

Wording as printed in the MMPP-001 guidelines, which say the certificate may be submitted in the same format. It is true only when the work is yours; both signatures and dates are needed.

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Chapter by chapter

Chapter 1 Introduction

Background of the topic; review of literature organised by theme, each study with author, year, place, sample and finding; profile of the organisation(s) studied; the gap your study addresses. Every source cited here appears in the references.

Chapter 2 Research methodology

Objectives (copied from the approved synopsis); research design; nature and source of data; population, sample and sampling technique with the reasons; the questionnaire or other tool, with how its reliability and validity were checked; how and when data were collected; the statistical tools and the objective each one serves.

Chapter 3 Results and discussion

One part per objective. Each table has a number, a title and a source line, and is followed by its interpretation in words. Graphs only where they add something the table does not.

Chapter 4 Summary and conclusion

Findings objective by objective, in the order of the objectives; the conclusion they support and nothing beyond it.

Chapter 5 Recommendations

Each recommendation traced to a finding.

Chapter 6 Limitations of the project, and direction for further research

Limitations of the project; the guidelines mark direction for further research as optional.

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A table shell and its sentence frame

Table [3.1]: [What the table shows] (n = [ ])		
Response	Number of respondents	Percentage
[Category 1]	[ ]	[ ]
[Category 2]	[ ]	[ ]
[Category 3]	[ ]	[ ]
Total	[ ]	100

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

Interpretation frame: Table [3.1] shows that [ ] percent of the respondents [ ], while [ ] percent [ ]. This suggests that [ ], which [agrees / does not agree] with [author, year] who found [ ] in [place].

Test frame: The chi-square value of [ ] with [ ] degrees of freedom is [significant / not significant] at the [ ] percent level; hence the null hypothesis H0[ ] is [rejected / retained], and [variable A] [is / is not] associated with [variable B] among the respondents.

Fill these frames only with your own results. If a test was not run on your data, the sentence does not go in your report.

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