Read this first

This is a sample synopsis for study reference, prepared by the ignouproject.in editorial desk in October 2026 with AI assistance. Every heading follows the synopsis contents in IGNOU's MMPP-001 Project Course guidelines (School of Management Studies, read October 2026); the facts about the 2025 profile-update change come from the Employees' Provident Fund Organisation's (EPFO) press release of 19 January 2025, and the list of online services from EPFO's Member e-Sewa portal. It is published under the editorial responsibility of BK Sahni.

It is not a synopsis you can submit. Every item in square brackets is yours to supply: your city, the sector, the sample size, the dates and the studies you have actually read. The file contains no survey results. Findings can only come from data you collect after your synopsis is approved, and the guide who signs your proforma must be one your course allows.

Why this topic. It is a field study, one of the three project types MMPP-001 permits, in the subject area HRM & OB, one of the areas the MMPP-001 guidelines list for the proforma. It is not a topic we have seen circulating. Two students who copy one sample send in the same title, and in our experience duplicate topics are a common reason for a synopsis to come back.

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The five parts MMPP-001 asks for, and where they are in this file

MMPP-001 synopsis content	Where in this sample	What you must change
Introduction (a brief background of the subject)	Part 1	The city and sector; a short review of studies you have read is optional here and required in the report
Rationale	Part 2	Your own reason for the city, sector and organisation(s)
Objectives (begin as the guidelines' examples do: to study, to explore, to analyse, to investigate; state them neutrally)	Part 3	Keep them neutral; no finding assumed
Research methodology: design; nature and source of data; sample and sampling technique with the rationale for the organisation and sample; tools and techniques for data collection; method of data collection; statistical tools with their relevance to the objectives	Part 4	Sample size, organisations, period, language of the questionnaire
Limitations, if any	Part 5	Limits that are true of your study

MMPP-001 lists no hypotheses, no abstract and no chapter plan for the synopsis. Add them only if your guide asks.

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SYNOPSIS OF THE PROPOSED PROJECT (MMPP-001)

Awareness and Use of EPFO Member e-Sewa Services among Private-Sector Employees in [City]: A Field Study

Programme and course	[MBA / MBAHM / other programme that uses MMPP-001], MMPP-001
Type of study	Field study (empirical)
Subject area on the proforma	HRM & OB
Submitted by	[Name of the student], Enrolment No. [ ]
Regional Centre and Study Centre	[ ] and [ ]
Guide	[Name, designation and address of a guide who meets the MMPP-001 eligibility rules]

This cover sheet is our layout. The MMPP-001 guidelines set the contents of the synopsis, not the design of its first page.

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1. Introduction

Members of the Employees' Provident Fund in India are covered under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952, and their accounts are administered by the Employees' Provident Fund Organisation (EPFO) under the Ministry of Labour and Employment. Each member is identified by a Universal Account Number (UAN), and many routine tasks, such as checking the passbook, updating personal details, transferring an account after a change of job and filing claims, can be done online through the EPFO Member e-Sewa portal.

On 19 January 2025 EPFO announced that members whose UAN has been validated through Aadhaar can correct their name, date of birth, gender, nationality, parents' names, marital status, spouse's name and dates of joining and leaving themselves, without uploading documents; in certain cases where the UAN was obtained before 1 October 2017, the change needs only the employer's certification. The same release reports about 8 lakh correction requests received through employers in FY 2024-25 up to the date of the release and says that around 27 percent of member grievances relate to profile or KYC issues (EPFO, 2025).

[Review of literature (optional in the MMPP-001 synopsis, required in the report's introduction): summarise four to six studies you have actually read on employees' awareness of social security benefits, use of e-governance or online financial services by salaried workers, or EPF administration. Give each study's author, year, place, sample and finding, and end with the gap this study fills. Every study named here must appear in your references with the same details.]

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2. Rationale of the study

A self-service change helps only the members who know it exists and can use it. EPFO's own figures describe requests and grievances at the national level; they do not show how far employees in one city and sector know the online services, which ones they use and what stops the rest. [City] and the [sector, for example retail, hospitality or manufacturing] sector

are chosen because [your reason: you work there, the establishments are accessible to you, employees there change jobs often]. The study needs one round of questionnaire data, which fits the eight to nine months of working time the MMPP-001 guidelines assume before the fourth semester ends.

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3. Objectives of the study

• To study the awareness of EPFO Member e-Sewa services among private-sector employees in [City].

• To explore the sources from which employees learnt about these services.

• To analyse the use of selected online services (passbook, profile correction, transfer and claims) by the respondents.

• To investigate the problems respondents report while using the online services, and their association with selected respondent characteristics (age group, education, years of service).

Each objective begins with a verb from the examples in the MMPP-001 guidelines and assumes no finding.

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4. Research methodology

Element (MMPP-001)	Plan for this study	Relevance
Research design	Descriptive field study	The objectives describe awareness, use and problems; nothing is manipulated
Nature and source of data	Primary: questionnaire responses from employees. Secondary: EPFO press releases and the Member e-Sewa portal's list of services	Awareness and use can only be learnt from the members themselves
Population	Employees with an EPF account in [number] private establishments of the [sector] sector in [City]	A defined frame makes sampling possible
Sample and sampling technique	[n] employees; establishments chosen [purposively / by list]; employees within each chosen by [simple random / systematic] selection from the attendance list, with the employer's permission	Rationale for the organisations: [access, size, sector]. Rationale for the sample: [time, cost, coverage]

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Element (MMPP-001)	Plan for this study	Relevance
Tool	Structured questionnaire: A profile; B awareness of [n] services listed on the portal; C sources; D use; E problems (five-point scale). Pilot with [n] respondents	Each section answers one objective; the pilot checks wording
Method of data collection	In person and through a form link, in [language], during [month and year], after approval of the synopsis; voluntary, with consent and no names recorded	Shift workers may not be reachable at one time
Statistical tools	Percentages and mean scores (objectives 1 to 3); chi-square test of association (objective 4); reliability of the problem scale checked with Cronbach's alpha	Each tool is tied to an objective

Chapters of the report, if your guide asks for a plan: as listed in the MMPP-001 report structure (introduction, research methodology, results and discussion, summary and conclusion, recommendations, limitations and scope for further research, references, annexures with the questionnaire).

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5. Limitations

The study covers [n] employees in one sector of one city, so its findings describe that group only. Awareness and use are self-reported. Online services may change during the study; the services listed in the questionnaire will be those shown on the portal in [month and year].

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References

Employees' Provident Fund Organisation. (2025, January 19). *EPFO simplifies online process for member profile updation* [Press release]. Ministry of Labour and Employment, Government of India. https://epfindia.gov.in/site_docs/PDFs/EPFO_PRESS_RELEASES/EPFOSimplifiesOnlineProcessForMemberProfileUpdation_19012025.pdf

Employees' Provident Fund Organisation. (n.d.). *Member e-Sewa portal*. Retrieved [date you consulted it], from https://unifiedportal-mem.epfindia.gov.in/

Government of India. (1952). *The Employees' Provident Funds and Miscellaneous Provisions Act, 1952* (Act No. 19 of 1952).

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Indira Gandhi National Open University, School of Management Studies. (n.d.). *MMPP-001: Project course. Guidelines for submission of synopsis and project report.* https://www.ignou.ac.in/viewFile/soms/profile/MMPP-001-Project-Guidelines.pdf

[Author, A. A. (Year). Title of the study you read. *Journal*, volume(issue), pages.] [Add every study you named in the review.]

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The papers that go in the envelope with this synopsis

Under MMPP-001 the synopsis is sent to the Regional Director of your own Regional Centre in an envelope marked "MMPP-001", with the proforma signed and dated by you and your guide, and the guide's bio-data signed in original, unless the guide is an approved academic counsellor of the Management Programme. MBA (Online) learners submit through the LMS portal instead.

Paper	Who fills or signs	Check before sealing
Synopsis (this file's five parts, with your own content)	You	Title identical to the proforma
Proforma for Approval of Project Proposal (MMPP-001)	You and your guide; the Project Proposal No. and office boxes are left for IGNOU	Every box filled; both signatures with dates; subject area written in
Guide's bio-data (name and date of birth, addresses and contact numbers, qualifications with percentage, chronological experience, other relevant information)	Your guide, signed in original	Not needed if the guide is an approved counsellor
A copy of everything, and the postal or hand-delivery receipt	You	Kept at home, not sent

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