
MCOP-001: PROJECT COURSE

Guidelines for Submission of Synopsis and Project Report

Submission of Synopsis

- ❖ ODL Students of Master of commerce (M.COM) Programmes
 - **To, The Regional Director,
of your Respective Regional Centre.**

For the address of the Regional Centre you may refer Programme Guide & Prospectus given on our website www.ignou.ac.in

- ❖ MCOM Online (MCOMOL) will submit it **through [LMS Portal](#)**
- ❖ Payment of Project Evaluation Fee.

Submission of Project Report

- ❖ ODL Students of ODL Students of Master of commerce (M.COM) Programmes
 - **To the Registrar (SED),
IGNOU, Maidan Garhi,
New Delhi -110 068.**
- ❖ MCOM Online (MCOMOL) students can submit it through **[LMS Portal](#)**.

**Commerce Discipline
School of Management Studies**

Guidelines for the Course MCOP-001: Project in Masters of Commerce (M.COM) and M.COM Online (MCOMOL) Programmes

The course “MCOP-001: Project” is a six credit course in 4th semester of M.Com and M.Com online Programmes. **For this course no additional study material is provided only guidance by the Guide/Supervisor.**

The course aims at developing research skills and applied tools and techniques to analyse and validate the proposition related to the business issues and also explore multi-disciplinary issues as well as logical approach related to the areas of the commerce and business. The Project should be on a topic preferably from your area of interest such as Marketing, Finance, Human Resource, International Business, Accounting & Taxation and other related and emerging areas.

Process for Preparation and Submission of Project Synopsis

In order to proceed with your project course, the approval of the project synopsis is necessary. Only on the approval of the synopsis, the project work can be taken up. The process for preparation and submission of the project synopsis is to be done as follows:

Selection of topic

You can select any topic of your choice, preferably in your area of interest (as mentioned above). The title should be communicating main theme of the dissertation. It should convey the subject matter being covered in the project.

It could be either:

- i) Survey Based Field study (empirical study).
- ii) Comprehensive case study (covering single organisation/multifunctional area problem formulation, analysis and recommendations).
- iii) Inter-organisational study aimed at inter-organisational comparison/validation of theory/survey of management practices, and;
- iv) Any other research based work.

Note: You are advised to start preparation of the Synopsis of the Course MCOP 001: Project, from 3rd Semester onwards.

1) Selection of Guide

Once you are clear about the field in which the project work is to be taken up, then contact a person who has experience in that area and is interested in guiding, provided s/he fulfils the specified eligibility criteria.

The Eligibility Criteria for guide/ supervisor is:

- (i) Commerce Faculty in the School of Management Studies at Headquarters.

- (ii) All approved academic counsellors of the M.Com Programme having 5 year teaching experiences at the study centres are recognized as supervisors for guiding project.
- (iii) Commerce/Management Faculty having 5 years of PG teaching experience/ Professionals holding Masters' degree in Commerce or allied disciplines having a minimum of 5 years of experience in the relevant area. However, if you choose to identify your own guide, then the bio-data of proposed guide is to be attached along with synopsis for approval.

Note: Students are advised to select the guides who are interested to guide in the relevant area of the selected topic as per the laid down eligibility criterion. The Project guides are also requested to restrict guiding in their respective areas only.

2) Preparation of Project Synopsis

After selection of the guide and finalising the topic, the Project Synopsis should be prepared in consultation with the guide. The Synopsis of the proposed project should essentially have the following:

- (i) **Introduction:** A brief background about the subject chosen for study.
- (ii) **Rationale:** Why a particular topic has been chosen for the project work 2.
- (iii) **Literature Review:** Review of the existing literature related to your topic of project work
- (iv) **Objectives:** This is the most important aspect of any project. It should mention clearly and precisely the things which you hope will be able to know/achieve at the end of the study. These may be clearly stated in behavioural terms. Objectives need to be expressed in neutral manner, without any implicit assumptions about the findings of the research.

Sample Objectives of the Project Synopsis

The objectives of this study are to:

examine the financial performance _____

explore the _____

analyse the factors affecting _____

investigate the influence _____

(v) **Research Methodology:**

- Research Design
- Nature and source of data/information to be collected.
- Sample and sampling techniques. Rationale of chosen issues and the sample.
- Tools and Techniques to be used for data collection – details of the tools/questionnaire to be used and its relevance with the objectives of the project.
- Method/s to be used for data collection.

- Data handling and analysis- organisation and analysis of data. Statistical tools to be used for analysis. Relevance of statistical tools with the objectives of the project.

(vi) **Implications** of the Study

(vii) **Limitations** of the proposed project, if any.

3) Submission of Project Synopsis

Project Synopsis should be prepared in consultation with the guide. It must have the following components:

- Filled in proforma of Project Proposal /Synopsis (**Annexure-I**) duly signed by the student and the guide with the date.
- Bio-data of the Guide- A detailed bio-data of the guide duly signed, in original, by the guide along with date.

The **bio-data of the guide** must have the following information:

- Name and Date of Birth of the guide.
- Full Address and contact numbers of residence and current work place.
- Detailed Educational Qualifications – clearly mentioning the Degrees (with specialisation), name and address of the University/Institution and the year of award of degree/qualification, along with percentage of marks obtained.
- Detailed work experience, stated clearly in chronological order having details of the designation, period, name and contactable address of the organisations.
- Any other information relevant for assessment of the eligibility of the guide. You may also attach current business card of the proposed guide.

Once the synopsis is ready in the prescribed format, you should send the Project Synopsis along with the Bio-data of the guide to

The Regional Director (of your Respective Regional Centre / designated RC)

For the address of the Regional Center you may refer Program Guide given on our website www.ignou.ac.in .

You may submit hardcopy by hand or by Registered post / Courier or soft copy at LMS portal (for online students).

E-mail ID of all RC's are available at:

<http://www.ignou.ac.in/ignou/aboutignou/regional/website>

Instructions for filling up the Proforma for Approval of Synopsis (Annexure-1):

Enrolment No: Mention the enrolment number assigned to you by the university. If your maximum duration of the programme (i.e 4 years) is over ,you need to seek Re-admission, before sending the synopsis. In case your synopsis was Approved on the earlier Enrolment Number, then the same has to be sought for the New Enrolment Number again, if you fail to do so the Project Report may not be accepted.

Subject Area: The broad subject area on which you intend to carry out your project work should be mentioned (example: if you are doing your project on 'Financial Performance of XYZ Ltd' then the Subject Area would be Finance). Similarly based on the topic selected, the

subject areas could be HRM & OB/Accounting & Finance /Operations Management & Information System/ Marketing/ Corporate Management / Any Other (you may specify as per the topic selected).

Topic of the Project: this is the final topic on which you will be carrying on the Project Work. It should be concise indicating clearly the work being taken up for study. The Final Project Report should necessarily be on the title approved by the evaluator, no changes could be made while submitting the Final Project Report.

Name and Address of the Guide/ Supervisor: The name and address of the guide/supervisor, (preferably his/her official address) may be clearly mentioned on the Proforma. If the supervisor is an Academic Counsellor, S/he should give the details of the study centre and the courses for which the counselling is provided, to the learners.

Students being Guided for MCOP-001: The number of students that are being guided by the supervisor for the Project Course as on that date. The supervisors may restrict the number of students being guided by him/her to **five** only, at any given point of time.

In case if the student fails to submit the duly signed (original signature) Bio-data and Proforma for Approval, the synopsis shall be rejected.

***Note:** Project synopsis incomplete in any respect shall be rejected. You are advised to retain a copy of the Synopsis. Project Synopsis not containing a complete and signed Bio-Data of guide shall not be considered.

A Project Proposal Number is assigned to the project synopsis, which is **unique** for each learner. This Project Proposal (PP) number can be used for further correspondence with the RC.

4) Feedback / Communication to the Learner

After the project synopsis is evaluated by the evaluator a written communication regarding the **Approval / Non-approval** of the project proposal will be sent to the learner along with the Project Proposal Number within two/three months of the receipt of the proposal in the regional center.

In case the proposed guide is not approved, the student is advised to change the guide by ensuring the load down eligibility criteria and submit the project proposal afresh with the signature of the new guide, as it will be considered as a new proposal.

Similarly, if a student wants to change his/her guide for any reason, s/he would be required to submit the project proposal along with the signature of the new guide on a new project synopsis proposal proforma. It would be considered as a new proposal.

5) Resubmission of Project Synopsis

In case of **Non-Approval** of the synopsis, the comments/suggestions for reformulating the project Synopsis will be communicated to the student.

In such case, the revised project synopsis should be submitted along with fresh project Synopsis proforma and a copy of the rejected proposal synopsis bearing the comments of the evaluator and Project Proposal Number (PP. No) allotted by the Regional Center.

PROJECT REPORT (DISSERTATION) SUBMISSION

After a written communication regarding the **Approval** of synopsis is received, the Project course work may be undertaken.

1) Preparation of Project Report (*dissertation*)

Once you have carried out the study as envisaged in the approved synopsis then a dissertation of the project work done needs to be prepared. The length of the dissertation may be about 60 to 80 double spaced typed pages. However, rational variation is permissible.

2) Structure of Project Report (*dissertation*)

- (i) **Introduction:** Introduce the research work along with the rationale of the study.
- (ii) **Review of literature:** detailed review of the existing studies on the selected topic.
- (iii) **Research Methodology:** It may give details about Rationale, Statement of problem, Objectives of the Project, Scope of the study etc. It should include the Research Design, Nature and Source of data/information collected, Sample and Sampling method with rationale.
Details of the tools:
 - The Questionnaire and other methods used and their purpose
 - Reliability and Validity of the tools used
 - Data collection, Statistical tools used for Data Analysis
- (iv) **Results and Discussion:** This should present the results in tabular or graphical format. The Interpretation of the data and results/findings may be given elaborately.
- (v) **Summary and Conclusion**
- (vi) **Recommendations**
- (vii) **Implications**
- (viii) **Limitations** of the Project, Direction for further research (optional)
- (ix) **References / Bibliography** (the students should follow APA style of referencing)
- (x) **Annexures /Appendices** (Questionnaire used etc.)

The Final Project Report (*dissertation*) must have the following (Checklist):

- **Cover Page** – must have the Code and Title of the course ie., MCOP-001:Project, Title of the Project/Dissertation; the Name and Enrolment No. of the Student; the Name of the Guide, name of the School and name of the University;
- Detailed table of contents with page nos.
- All pages of the Project Report/Dissertation must be numbered as reflected in the table of contents.
- Approved Proposal (i.e., Project Proposal, approved proforma and bio-data of the guide) properly bound in the project and not just stapled. Please note that project with stapled Proposal will not be accepted.
- Certificate of originality (**Annexure-II**)- duly signed by the student and the guide with dates.
- A copy of the Project evaluation Fee Payment Receipt.

3.) Submission of Project Report (*dissertation*)

One typed copy of the Project Report is to be submitted to the **Registrar (SED), IGNOU, Maidan Garhi, New Delhi -110 068**. As soon as, you submit the Project Report (dissertation), a PR. No. would be allotted. Student should quote this **PR No.** while corresponding with Registrar (SED) regarding Project Report thereafter.

M.COM online students can submit their Project Report through LMS Portal.

Project Report can be submitted any time throughout the year.

Note: Project Report is submitted between 1st December to 31st May, the result will be declared along with June Term-end Examinations.

Project Report is submitted between 1st June to 30th November, the result will be declared along with December Term-end Examinations.

The project report has to be submitted within the maximum duration of the programme failing which evaluation of the project shall be rejected.

Further Information

Any query regarding the approval of Project Synopsis/ Proposal should be addressed to :

The Regional Director of your Respective Regional Centre.

For the address of the Regional Center you may refer Program Guide given on our website www.ignou.ac.in

For seeking the status of the project synopsis / proposal you can write to the concerned Regional Centre at www.ignou.ac.in > Regional Network > Regional Centre's (E-mail ID of all RC's are available at <http://www.ignou.ac.in/ignou/aboutignou/regional/website>)

Queries regarding Project Reports / Dissertation should be addressed to The Registrar (SED), IGNOU, Maidan Garhi, New Delhi-110068. Email: projects@ignou.ac.in

4. Plagiarism in Project Reports

The Project Report submitted by the student should be free from plagiarism and his/her original work. In case if the project report is found to be plagiarised, action will be taken as per the policy of the University.

Important Notes While Preparing - Project Proposal (Synopsis)

Send only one copy of the Project synopsis/ Proposal, and retain a copy with you.

ii) “MCOP-001” should be written prominently on the envelope and should be addressed to
The Regional Director (of your Respective Regional Centre)

For the address of the Regional Center you may refer Student Handbook & Prospectus given on our website www.ignou.ac.in or
<http://www.ignou.ac.in/ignou/aboutignou/regional/website>

iii) Ensure the inclusion of the following while submitting the Project synopsis /Proposal:

- a) Ensure that duly filled in Proforma for Approval of Project synopsis Proposal, signed by both, the student and the guide along with date (**Annexure-I**).
- b) Detailed Bio-data of the Guide duly signed by him/her.

M. COM(online) submission of Synopsis through **LMS Portal**.

Important Notes While Preparing Project Report / Dissertation

Send only one copy of the Project Report/ Dissertation and retain a copy with you. The Project Report submitted to the University will **not be returned** to the student after Evaluation.

The Project Report/ Dissertation should be submitted in original in A-4 Size, typed in double space, in a bound volume to **‘The Registrar (SED), IGNOU, Maidan Garhi, New Delhi-110068’** by **Registered/Speed Post/by hand**.

Before binding the Project Report / Dissertation, the student should ensure that it contains the cover page with details, the Approved Project Proposal Proforma along with Approved Proposal/ Synopsis, Bio-data of the Guide, Originality Certificate duly signed by the Student & the Guide; and a copy of the Project Evaluation fee payment receipt. Project Report/Dissertation if received without any of these documents, the same will be returned to the students for **compliance**.

Mention on the top of the envelope **“PROJECT REPORT-MCOP-001”**. This will facilitate sorting out Project Reports received in Student Evaluation Division (SED) for various Programmes.

M.Com (online) students may submit Project Report/Dissertation through **LMS Portal**.

Duly filled in Remuneration Bill (Annexure III) for guidance of the project work should be submitted in a separate envelope along with the submission of the Project Report/Dissertation .

Annexure-II

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:

Annexure-III

The remuneration bill has to be submitted along-with the submission of the Project Report.



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT REGISTRATION & EVALUATION DIVISION
Maidan Garhi, New Delhi – 110068
REMUNERATION BILL FOR GUIDANCE OF PROJECT WORK**

1. Programme Title : Master of Commerce
2. Name of Supervisor :
3. Residential Address :
4. Designation :
5. Official Address :
6. Telephone No. Off : Res:

S.No.	Project	Enrolment No.	Name of the Student	Amount

Certified that I have guided the student for their Project Work.

Dated:

Signature of the Supervisor

Note: The remuneration payable for guidance of Project Work is 300/- per student.

Certified that the above Project Supervisor was approved and recommended by the concerned school of study and above class may be admitted.

Dr. Registrar/Asstt. Registrar

Section officer

Dealing Assistant

SOMS-IGNOU/P.O. 5T/September, 2012

Printed at : Akashdeep Printers, 20-Ansari Road, Darya Ganj, New Delhi-110002