GUIDELINES FOR SUBMISSION OF PROJECT/DISSERTATION/INTERNSHIP ETC FOR TEE DECEMBER 2026 THROUGH ONLINE PROJECT MANAGEMENT SYSTEM (OPMS)

1. **Check eligibility first**
    - Ensure your course registration is valid and not time-barred.
    - Confirm that the Project/Internship/Dissertation/internship etc is applicable to you.
    - If you have already passed the above component in an earlier term End Examination (TEE), do **not** resubmit.
    - You may RESUBMIT in case you are failed in the above component or your case is under Un fair means.
2. **Pay the applicable fee**
    - Pay the required fee for **all courses/components related to the Project/Internship/Dissertation**.
    - The project-upload link in OPMS becomes available only after the fees is submitted in the Samarth portal.
3. **Prepare the Project Report**
    - Prepare the report according to the guidelines given in the project/dissertations/practicum/internship guide/manual
    - Obtain the required Guide/Supervisor approval, if applicable.
    - Where applicable, include:
        - Duly approved original proposal proforma
        - Synopsis
        - Project Guide's bio-data
        - Originality Certificate signed and dated by **both student and Project Guide**.
4. **Arrange the report in the correct sequence**
    - Follow the prescribed project guidelines as mentioned in the course manual.
    - An incorrectly ordered report may **not be considered**, and the learner will be responsible for the lapse. No information will be sent in this regards.
5. **Prepare the PDF**
    - Scan the **original Project Report**.
    - Make **one single PDF** for each course/ project report.
    - Pages must be:

- clear and not blurred
- in the correct sequence
- consistently oriented (portrait/landscape should not keep changing).

6. **PDF Document Size:**

    - Signed Biodata of the Supervisor – Maximum 5 MB
    - Copy of the Approval of the Synopsis/ Project Proposal by School/ Regional Centre/ Supervisor - Maximum 5 MB
    - Copy of project proposal/synopsis - Maximum 10 MB
    - Complete Project Report along with the all Declaration - Maximum 40 MB

7. **The First page**

The first page of the project report must contain:

- Title of Project Report / Dissertation / Internship / Practicum
- Name of Learner
- Programme Code
- **Enrolment Number** as shown on the ID card, **not** the control/registration number
- Regional Centre Code
- Course Code(s)

8. **Upload through OPMS**

    - Log in using your **Samarth Login**.
    - Upload the completed Project/Internship/Dissertation through the Online Project Management System.
    - Do **not** send the hard copy of the project report to SED/RC after submission;
    - Reports received by email will not be considered.

9. If any field is NOT APPLICABLE in the Online Project Management System (OPMS), Please mention **NA.**
10. Wherever the proposal/ synopsis is approved by the supervisor/ Regional Centre/ School (HQ), please upload the following in separate link:

    - Signed Biodata of the Supervisor
    - Copy of the Approval of the Synopsis/ Project Proposal by School (HQ)/ Regional Centre/ Supervisor
    - Copy of project proposal/synopsis

11. **Check the submission before the deadline**

    - Incomplete submissions will not be evaluated.

- Incomplete submissions will not be evaluated after the last date and would have to be uploaded again in the next session subject to validity of the registration.
- **Final online submission deadline: 30 November 2026.**
- **No further extension will be given**.

12. **After submission**

- Keep a copy of the fee receipt and submission records (all uploaded documents and project report) safely.
- Viva-voce, where applicable, will be conducted under the concerned Regional Centre's. Contact the Regional Centre regarding the viva-voce schedule.

13. **For queries**

- Project-related queries: **projects@ignou.ac.in**
- For submission related technical queries: **preexamcs@ignou.ac.in** or the concerned regional centre email id.
- For projects/ internship/ dissertation have viva voce component, please contact your respective Regional Centre.

Declaration:

I hereby declare that I have gone through all the above instructions carefully and have followed due procedure while submitting the project/ dissertations/ practicum/internship etc . If any of my information is found to be false in future, I will have no right to claim for declaration of results and refund of fee. I shall abide by the rules and regulations of the University. I assure that I will not indulge myself in any Unfair means. In case found to be indulged in any unfair means activities at any stage, action under Statute 20(2) of the IGNOU Act may be taken.