

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE MUMBAI**

**Guidelines for synopsis submission –
MCA/BCA/MCA_NEW**

Date: 24th March 2023

Dear Students,

The Regional Centre has decided to collect the soft copy of project synopsis (project proposal) for **MCA/MCA_NEW/BCA (MCSP060/MCSP232/BCSP064)** through Google form.

You are advised to read the instructions carefully before submitting the soft copy of your synopsis:

- The synopsis should be in **PDF format** only and the size should be **less than 100 MB**.
- The order of documents should be as below:
 - 1. First page:** First page is for basic information namely:
 - a) Student Name
 - b) Enrollment no.
 - c) Programme Code
 - d) Course Code
 - e) Study Centre Code
 - f) Title of your project
 - 2. Second page:** Second page contains the filled in proforma of your project synopsis duly filled and signed by both student and project guide with date. (you can download this from the manual)
 - 3. Third page:** Third page contains **Bio-data of your guide with his/her signature and date**. You are advised to use approved counselor of IGNOU as a guide. (approved guide list under RC Mumbai is available on <http://rcmumbai.ignou.ac.in/studentcorner/19>) If your guide is not from the list of approved academic counselor then you can identify your own guide as per the eligibility criteria. External guide has to submit his/her bio-data through online portal- <https://eportal.ignou.ac.in/oace/OACEHome.aspx>
 - 4. Fourth page** onwards main body of synopsis.
- Write your enrolment Number on every page of your synopsis (use header) along with your digital signature.
- The learners whose synopsis is ready in hard copy with all above requirements may scan their synopsis and submit it in PDF format through google link
- The learner has to produce hard copy of synopsis whenever asked by the Regional Centre failing which the synopsis will not be considered to submit final project.
- Please **do not submit your synopsis twice**.
- The scanned copies being uploaded (if any) should be clear, no intimation will be given to submit again and evaluation will be done accordingly.
- **The link for submission of synopsis is** <https://forms.gle/Ke7pmu6u1mtdkNhy6>
- Last date of synopsis submission is 30th April 2023
- **NOTE: NO SEPARATE SUBMISSION THROUGH EMAIL / HARD COPY IS ACCPETED.**

Dr. E. Krishna Rao
Regional Director (I/c)