

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

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

Date: 29th October 2020

Dear Learners,

The project synopsis submission link of [MCA/MCA_NEW/BCA](#) for the academic cycle July 2023 and guidelines given in the below paragraphs. **Last date for submission of synopsis is 15th October 2023 and results of synopsis will be announced/uploaded in our website by 15th December 2023. Your final project submission in May 2024**

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 available at <https://egyankosh.ac.in/>)
 - 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 have to submit his/her bio-data through online portal- <http://rsd.ignou.ac.in/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
- You will have to produce hard copy of synopsis whenever asked by the Regional Centre failing which you will not be allowed 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/NBA4PC18RhUovUuu5>
- **NOTE: NO SEPARATE SUBMISSION THROUGH EMAIL IS ACCPETED.**

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