

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE MUMBAI

Guidelines for synopsis submission

Date: 13th March 2024

Dear Learners,

Those who have successfully re-registered in second year of MAPC, MAEDU, MSCFSQM, MCOM Revised and fifth semester of MCA and BCA and third semester of MCA_New and MBA and who are registered in the programme PGDEMA and PGDFSQM for the academic cycle January 2024 or previous sessions (subject to programme validity) are eligible to submit the soft copy of project synopsis (project proposal) through Google form. **Last date for submission of synopsis is 15th May 2024 and results of synopsis will be announced/uploaded in our website tentatively by June 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 (you can download this from the manual egyankosh.ac.in)
 - 3. Third page:** Third page contains **signed consent of your guide**. It can either be scanned copy of original consent given by your guide (with signature) OR email copy with digital signature. 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, your 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/DVTt3R1gBFHEiu8H7>**
- **NOTE : NO SEPARATE SUBMISSION THROUGH EMAIL IS ACCPETED.**

Dr. Rahul Mishra
Regional Director