

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

Date: 22nd May 2020

Synopsis submission for PGDEMA/MAEDU/PGDET/MED

Dear Students,

Keeping in view of COVID-19 pandemic, the University has decided to collect the soft copy of project synopsis (project proposal) for PGDEMA/MAEDU/PGDET/MED through google form.

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

- 1) The synopsis should be in **PDF format** only and the size should be **less than 100 MB**.
- 2) The order of documents should be as below:
 - **First page:** First page is for basic information namely:
a) Name b) Enrollment no. c) Programme Code d) Course Code e) Study Centre Code f) Title of your project
 - **Second page:** It contains the filled in proforma of your project synopsis (you can download this from the manual)
 - **Third page:** It 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. This page is mandatory for the student who are unable to take the signature on the main proforma as mentioned in the second page.
 - You are advised to use approved counselor of IGNOU as a guide. If your guide is not from the list of approved academic counsellor, he/she have to submit biodata through online portal- rsd.ignou.ac.in (Refer manual for the eligibility criteria of guide)
 - **Fourth page** onwards main body of synopsis.
- 3) Write your **enrolment Number** on every page of your synopsis (**in header**) alongwith your **digital signature**
- 4) 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
- 5) 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.
- 6) Last date to accept the synopsis is **31st May 2020**, the link for receipt of the synopsis will be closed after 31st May 2020.
- 7) Please **do not submit your synopsis twice**.
- 8) The soft/scanned copies being uploaded (if any) should be clear, no intimation will be given to submit again and evaluation will be done accordingly.
- 9) **link for submission of synopsis** is <https://forms.gle/gfPpQ4uXe9QEB9Lq8>
- 10) Check your email for the receipt of the submission.

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