Read this page first

What this file is. A format template for the IGNOU M.Com project report (MCOP-001), with the Research Methodology and Results and Discussion chapters set out in detail: the order of pages, what each chapter holds, empty table shells and sentence frames. It is study reference and must not be submitted in whole or in part.

No results inside. Every table is empty on purpose. Numbers in a report can only come from the data you collect after your synopsis is approved. A template that came with numbers would be invented data, and the guidelines require the report to be your original work.

How it was made. Prepared by the IGNOU MCOM Project Data Desk (ignoumcomproject.net, Shri Chakradhar Publication Pvt. Ltd., New Delhi) in October 2026 from the report structure and the submission checklist in the MCOP-001 guidelines (file dated February 2023), with AI-assisted drafting checked against that document. Table layouts follow common research practice; IGNOU does not prescribe them. Published under the editorial responsibility of BK Sahni.

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Order of pages in the bound report

#	Page or part	Source of the rule
1	Cover page: course code and title (MCOP-001: Project), title of the project, your name and enrolment number, the guide's name, the School and the University	Guidelines checklist
2	Approved proposal: the approved proforma (Annexure-I), the approved synopsis and the guide's bio-data, bound in, not stapled	Guidelines checklist; stapled proposals are not accepted
3	Certificate of originality (Annexure-II), signed and dated by you and the guide	Guidelines checklist
4	Copy of the project evaluation fee payment receipt	Guidelines checklist
5	Acknowledgement (optional)	Common practice
6	Detailed table of contents with page numbers; list of tables; list of figures	Guidelines checklist (contents); lists are common practice
7	Chapters (i) to (viii)	Report structure
8	References in APA style	Report structure (ix)
9	Annexures, including the questionnaire used	Report structure (x)

The guidelines ask for about 60 to 80 double-spaced typed pages on A4 paper, in a bound volume, with every page numbered as the table of contents shows. The report must carry the title the evaluator approved, with no change. The order of items 2 to 4 is our suggestion; the guidelines list them as contents, not as a sequence.

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Chapter 3 (structure item iii): Research Methodology

The guidelines list what this chapter should contain. Each heading below is one of those items, with a frame to complete in your own words.

3.1 Rationale and statement of the problem

This study examines [ ] among [population] in [place], because [reason drawn from your literature review].

3.2 Objectives of the study

Copy the objectives exactly as they appear in your approved synopsis. If the evaluator's comments on the proforma changed any objective, use the changed wording and keep the comment sheet bound in.

3.3 Hypotheses

H0[ ]: There is no significant [relationship between / difference in] [ ] [and / across] [ ].

3.4 Scope of the study

The study covers [population] in [place] during [period], and does not cover [ ].

3.5 Research design

The study follows a [descriptive / correlational / comparative] design, because [ ].

3.6 Nature and source of data

Primary data were collected through [a structured questionnaire / interviews / observation]. Secondary data were taken from [named sources, with years].

3.7 Sample and sampling method, with rationale

[n] respondents were selected by [technique] from [population] at [locations], because [reason]. The planned size was [ ]; [ ] usable responses were received.

3.8 The questionnaire and other methods used, and their purpose

The questionnaire had [ ] sections: [section] measured [construct] for objective [ ]; [section] measured [ ] for objective [ ].

3.9 Reliability and validity of the tools used

Reliability: the pilot with [ ] respondents gave a Cronbach's alpha of [ ] for [scale] and [ ] for [scale]; item [ ] was [revised / dropped] because [ ]. Validity: the items were adapted from [source] and reviewed by [the guide and ( ) subject experts] for content validity.

3.10 Data collection

Data were collected from [date] to [date] by [method], after the written approval of the synopsis dated [ ]. Respondents gave consent; no names or contact details were recorded.

3.11 Statistical tools used for data analysis

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Data were coded and analysed in [software]. [Technique] was used for objective [ ] because [ ].

Chapter 4 (structure item iv): Results and Discussion

The guidelines ask for results in tabular or graphical format, with the interpretation of the data and findings given elaborately. A workable pattern for every table: the table, then two to four sentences that read the main figures, then one sentence that links the figure to the objective or hypothesis.

4.1 Profile of the respondents

Table 4.1: Respondents by [age group]

Age group	Frequency	Percentage
[ ]		
[ ]		
[ ]		
Total		100.0

Source: primary data collected by the researcher, [month and year].

Frame: Of the [n] respondents, [ ] percent were in the [ ] group, followed by [ ] percent in the [ ] group. [What this means for reading the later tables.]

4.2 Reliability of the scales in the main sample

Table 4.2: Cronbach's alpha of the scales (main sample)

Scale	No. of items	Cronbach's alpha
[Scale 1]		
[Scale 2]		
[Scale 3]		

Source: primary data collected by the researcher, [month and year].

Frame: The alpha values ranged from [ ] to [ ]. [State the guidance you follow and cite it, for example Nunnally (1978); IGNOU does not set a threshold.]

4.3 Descriptive statistics of the scales

Table 4.3: Mean and standard deviation of the scales

Scale	Mean	Std. deviation	Interpretation
[Scale 1]			
[Scale 2]			
[Scale 3]			

Source: primary data collected by the researcher, [month and year].

4.4 Testing the hypotheses

Table 4.4: Correlation between [ ] and [ ]

Variables	r	p-value	Decision on H0
[ ] and [ ]			[Rejected / Not rejected]
[ ] and [ ]			

Source: primary data collected by the researcher, [month and year].

Frame: The correlation between [ ] and [ ] is [ ] (p = [ ]). As p is [less / not less] than 0.05, H0[ ] is [rejected / not rejected]: the data [show / do not show] a significant relationship between [ ] and [ ] among the respondents.

Table 4.5: [t-test / ANOVA] of [ ] across [groups]

Group	N	Mean	SD	t / F	p-value
[ ]					
[ ]					

Source: primary data collected by the researcher, [month and year].

Table 4.6: Association between [ ] and [ ] (chi-square)

	[Category 1]	[Category 2]	Total
[Group 1]			
[Group 2]			
Total			

Source: primary data collected by the researcher, [month and year].

Frame: The chi-square value is [ ] with [ ] degrees of freedom (p = [ ]). H0[ ] is [rejected / not rejected]. [If any expected cell count is below 5, say how you handled it.]

4.5 Discussion

Frame: This finding [agrees / does not agree] with [author, year], who reported [ ] among [population]. A likely reason is [ ].

Chapters (v) to (viii)

Chapter	What goes in it
(v) Summary and conclusion	One paragraph per objective: what the data showed. No new tables here.
(vi) Recommendations	Each recommendation traced to a finding in Chapter 4.
(vii) Implications	Who can use the findings and how.
(viii) Limitations and direction for further research	Sample, method and period limits; one or two studies that could follow (optional in the guidelines).

Annexures (structure item x)

- Annexure A: the questionnaire used (a clean, blank copy in its final version).
- Annexure B: [codebook or any other instrument, if your guide wants it].
- Annexure C: [list of organisations or sources of secondary data, if any].

The guidelines name the questionnaire used among the annexures. Filled questionnaires carry respondents' answers and are not needed in the bound report; keep them safely with your own records.

Fit check before binding

- Every objective has at least one table in Chapter 4 and one paragraph in Chapter 5.
- Every hypothesis has a stated decision.
- Reliability and validity are stated in Chapter 3.
- The title on the cover matches the approved title exactly.
- Every reference cited in the text appears in the APA list, and the other way round.

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