

Read this page first

This file is a **report format template** for the IGNOU BBA project, BMPP-001. It gives the page order, what each part should contain and empty table shells. It contains no findings and no data, because findings can only come from your own survey. It is study reference, not a report to submit.

Rules taken from the BBA Project Guidelines (School of Management Studies), read on 21 October 2026: about 60 to 80 double-spaced typed pages, with reasonable variation; A4, typed in double space, in a bound volume; the approved proposal, approved proforma and guide's bio-data properly bound in, not stapled ("project with stapled Proposal will not be accepted"); a certificate of originality signed and dated by you and your guide; APA referencing; the title must be the one the evaluator approved. Send one copy to The Registrar (SED), IGNOU, Maidan Garhi, New Delhi 110068, by registered or speed post or by hand, with "PROJECT REPORT-BMPP-001" written at the top of the envelope. The guide's remuneration bill (Rs 300) goes in a separate envelope, not inside the report.

If IGNOU opens an online upload for your cycle, follow that notice instead: the June 2026 upload page asked for one PDF per course with the approved proforma, synopsis and guide bio-data, and the signed originality certificate, inside it.

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Page order of a BMPP-001 report

No.	Part	What goes in it	Source of the rule
1	Cover page	Title (exactly as approved), your name and enrolment number, guide's name, programme and course code	BBA guidelines checklist
2	Approved proposal bundle	Approved synopsis, approved proforma, guide's bio-data, bound in	BBA guidelines checklist
3	Certificate of originality	IGNOU's printed wording, signed and dated by you and your guide	BBA guidelines annexure
4	Acknowledgement	Optional; short	Common practice
5	Table of contents	Every heading with page numbers that match the pages	BBA guidelines checklist
6	List of tables and figures	Numbered as in the text	Common practice
7	Chapter 1	Introduction and rationale	BBA guidelines report contents
8	Chapter 2	Review of literature	BBA guidelines report contents
9	Chapter 3	Research methodology (see the checklist on the next page)	BBA guidelines report contents
10	Chapter 4	Results and discussion with tables or graphs and detailed interpretation	BBA guidelines report contents
11	Chapter 5	Summary and conclusion; recommendations; implications; limitations and further research (optional)	BBA guidelines report contents
12	References	APA style; every source cited in the text	BBA guidelines
13	Annexures	Blank questionnaire and other tools	BBA guidelines report contents

Where to put the project evaluation fee receipt: the BBA guidelines list the receipt in their checklist without saying where it sits. IGNOU's June 2026 upload page asked students to submit a copy of the receipt along with the report. Confirm the current notice before you post.

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Chapter 3 checklist: research methodology

The BBA guidelines list these items for the methodology chapter. Tick each one in your own draft.

Item	Written in my draft?
Rationale of the study	
Statement of the problem	
Objectives (neutral, as approved)	
Scope of the study	
Research design	
Nature and sources of data	
Sample and sampling method, with the rationale	
Questionnaire and other methods, with their purpose	
Reliability and validity of the tools	
Method of data collection	
Statistical tools used, linked to each objective	

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Chapter 4 shells: results and discussion

Use one table per objective or hypothesis. Fill the cells only with your own data. The sentence frames below show the shape of an interpretation; replace every bracket.

Table 4.[x]: [Title that names the variable and the sample]

Category	Frequency	Per cent
[]		
[]		
[]		
Total	[n]	100

Frame: "[] per cent of the [n] respondents reported [], while [] per cent reported []. This suggests [your reading, linked to objective ()]."

Table 4.[y]: Test of H0[]

Variables	Test used	Statistic	p-value	Decision on H0
[] and []	[]	[]	[]	[Rejected / Not rejected]

Frame: "The [test] value of [] with a p-value of [] is [significant / not significant] at the [] per cent level; hence H0[] is [rejected / not rejected]."

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Before you post the report

Check	Done
Title on the cover matches the approved proforma word for word	
Approved proposal, proforma and guide bio-data are bound in, not stapled	
Originality certificate signed and dated by you and your guide	
Page numbers match the table of contents	
Every table is interpreted in the text	
References in APA style and all cited in the text	
Blank questionnaire in the annexure	
"PROJECT REPORT-BMPP-001" on the envelope; addressed to The Registrar (SED)	
Remuneration bill (Rs 300) in a separate envelope	
Report sent within the maximum duration of your programme	

Result timing printed in the BBA guidelines: a report submitted between 1 December and 31 May is declared with the June term-end results; one submitted between 1 June and 30 November is declared with the December term-end results. The report can be submitted at any time in the year.

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