MCOP-001 project report: format template

Read this page first. It is not part of the sample.

What this file is

A format template for the IGNOU M.Com project report (MCOP-001): the page order, the chapters, what each chapter holds, empty table shells and sentence frames for writing up results.

It contains no results and no data. Every number in your report must come from your own survey or your own reading of the published statements; a template with filled-in findings would be invented data.

It is study reference, not a report. Do not submit it.

How to use it

- Lay your report out in this order, then replace every frame with your own text.
- Use one table numbering scheme (4.1, 4.2 ...) and list every table in the list of tables.
- Keep this file beside the MCOP-001 guidelines: everything the guidelines require (the ten report parts and the six checklist items) is marked "Required" below; the page order, chapter split and page budget are our arrangement, which you may change with your guide.

Who made it, and how

Prepared in October 2026 by the editorial desk of ignoumcomproject.com from the MCOP-001 guidelines of the Commerce Discipline, School of Management Studies, IGNOU (file dated February 2023, read in full in October 2026). Drafted with AI assistance, every rule checked against those guidelines, and published under BK Sahni's editorial responsibility. Where this file gives an order, a chapter split or a page budget that the guidelines do not fix, it says so.

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MCOP-001 Project Report: Format Template

Page order, chapters, table shells and sentence frames

A. What the MCOP-001 guidelines fix

- Length: "about 60 to 80 double spaced typed pages. However, rational variation is permissible." No word count and no font or margin is set.
- Paper and binding: one copy, in original, A-4 size, typed in double space, in a bound volume.
- Structure, ten parts: introduction; review of literature; research methodology; results and discussion; summary and conclusion; recommendations; implications; limitations and direction for further research (optional); references or bibliography in APA style; annexures or appendices (questionnaire used etc.).
- Checklist, six items: (1) cover page with the course code and title (MCOP-001: Project), the project title, your name and enrolment number, your guide's name, the School and the University; (2) a detailed table of contents with page numbers; (3) every page numbered as shown in the table of contents; (4) the approved proposal (synopsis, approved proforma and guide's bio-data) bound in, not stapled; (5) the Certificate of Originality (Annexure-II) signed and dated by you and your guide; (6) a copy of the project evaluation fee receipt.
- Sending: to the Registrar (SED), IGNOU, Maidan Garhi, New Delhi 110068, by registered post, speed post or by hand, with "PROJECT REPORT-MCOP-001" on top of the envelope (online students use the LMS portal). Annexure-III, the guide's remuneration bill, goes in a separate envelope with the report. The report is not returned after evaluation, so keep a copy.

B. Page order of the bound report

#	Page	Numbering	Status
1	Cover page (seven items)	counted, number not printed (our arrangement)	Required

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#	Page	Numbering	Status
2	Approved Annexure-I proforma	i	Required (approved proposal)
3	Approved synopsis	ii onwards	Required (approved proposal)
4	Guide's bio-data	continues	Required (approved proposal)
5	Certificate of Originality (Annexure-II), signed and dated	continues	Required
6	Copy of the project evaluation fee receipt	continues	Required
7	Acknowledgement	continues	Optional
8	Table of contents with page numbers	continues	Required
9	List of tables and list of figures	continues	Optional, useful
10	Chapter 1 to Chapter 5	1 onwards	Required parts (see C)
11	References (APA)	continues	Required
12	Appendices (the guidelines' annexures): A, blank questionnaire; B, data sheet	continues	Required where used

The guidelines list what must be bound in, not the sequence. The order above, with Roman numbers for the opening pages and Arabic numbers from Chapter 1, is our arrangement. Annexure-II prints "Master's Degree in Business Administration"; it is IGNOU's form, so use it as printed and do not change its wording yourself (our advice; the guidelines are silent on this). The guidelines say all pages must be numbered as in the table of contents; if your guide prefers, print the number on the cover too. If you are unsure, ask the Registrar (SED) at projects@ignou.ac.in.

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C. Chapters and what each holds

The ten parts in the guidelines fit naturally into five chapters, plus the references and annexures. The chapter split is our arrangement; the parts are the guidelines'.

Chapter 1: Introduction

- 1.1 Background of the study
- 1.2 Rationale of the study
- 1.3 About the organisation or industry (if relevant)
- 1.4 Chapter scheme

> Sentence frame: This study examines [topic] among [population] in [place] during [period]. It was taken up because [rationale in one sentence].

Chapter 2: Review of Literature

- 2.1 Theoretical background
- 2.2 Studies in India
- 2.3 Studies elsewhere
- 2.4 Research gap

> Sentence frame: [Author (Year)] studied [ ] among [ ] in [ ] using [method] and found that [ ]. Unlike these studies, the present study [gap].

Chapter 3: Research Methodology

- 3.1 Statement of the problem
- 3.2 Objectives (word for word from the approved synopsis)
- 3.3 Hypotheses (if any)
- 3.4 Scope of the study
- 3.5 Research design
- 3.6 Nature and source of data
- 3.7 Population, sample size and sampling technique, with rationale
- 3.8 Tools: the questionnaire or measures and their purpose
- 3.9 Reliability and validity of the tools
- 3.10 Data collection

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- 3.11 Statistical tools used

> Sentence frame: Data were collected from [n] respondents between [month] and [month year] using [tool]. The reliability of the [scale] was checked with Cronbach's alpha, which was [ ].

Chapter 4: Results and Discussion

- One section per objective, in the order of the objectives
- Each table or chart followed by its interpretation
- Each hypothesis followed by its decision

> Sentence frame: Table 4.[ ] shows that [ ] percent of respondents [ ]. The chi-square value of [ ] (df = [ ], p = [ ]) is [significant / not significant] at the 5 percent level; hence H0[ ] is [rejected / retained].

Chapter 5: Summary, Conclusion, Recommendations, Implications and Limitations

- 5.1 Summary of findings, objective by objective
- 5.2 Conclusion
- 5.3 Recommendations
- 5.4 Implications
- 5.5 Limitations and direction for further research

> Sentence frame: The first objective was to [ ]. The study found that [ ]. On this basis, it is recommended that [who] [should do what].

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D. Empty table shells

Survey design (for example, the UPI AutoPay sample synopsis)

Table 4.1: Profile of respondents (n = [ ])

Characteristic	Category	Number	Percent
Age group	[21-30]	[ ]	[ ]
	[31-40]	[ ]	[ ]
Gender	[ ]	[ ]	[ ]
Sector	[ ]	[ ]	[ ]
Total		[ ]	100

Table 4.2: Reliability of the scales

Scale	Number of items	Cronbach's alpha
[Perceived usefulness]	[ ]	[ ]
[Trust]	[ ]	[ ]
[Satisfaction]	[ ]	[ ]

Table 4.3: Association between [variable] and [variable] (chi-square test)

[Variable 1]	[Category 1]	[Category 2]	Total
[Group A]	[ ]	[ ]	[ ]
[Group B]	[ ]	[ ]	[ ]

Below the table: Chi-square = [ ]; df = [ ]; p = [ ]; decision on H0[ ]: [rejected / retained].

Annual-report design (for example, the free cash flow sample synopsis)

Table 4.[ ]: Free cash flow of [Company A], FY 2020-21 to FY 2024-25 (Rs crore)

Year	Net cash from operating activities	Capital expenditure	Free cash flow	Source page
2020-21	[ ]	[ ]	[ ]	[AR p.]
2021-22	[ ]	[ ]	[ ]	[ ]
2022-23	[ ]	[ ]	[ ]	[ ]
2023-24	[ ]	[ ]	[ ]	[ ]
2024-25	[ ]	[ ]	[ ]	[ ]

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Year	Net cash from operating activities	Capital expenditure	Free cash flow	Source page
CAGR	[ ]	[ ]	[ ]	

Table 4.[ ]: Dividend payout and dividends to free cash flow

Year	Payout ratio (%) [Company A]	Payout ratio (%) [Company B]	Dividends to FCF (%) [A]	Dividends to FCF (%) [B]
2020-21	[ ]	[ ]	[ ]	[ ]
...				
2024-25	[ ]	[ ]	[ ]	[ ]

Every cell stays empty until you have your own figures. Write the source page of each annual-report figure in the data sheet, so your guide and the evaluator can check it.

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E. A page budget (planning estimate)

The guidelines set about 60 to 80 double-spaced pages and no split by chapter. The split below is our estimate for a 70-page report, counting the five chapters and the references; the opening pages and the annexures are counted separately. Move pages towards Chapter 4 if you have more objectives.

Part	Pages (of 70)	What decides it
Chapter 1: Introduction	8	Background and rationale
Chapter 2: Review of Literature	12	Number of studies reviewed
Chapter 3: Research Methodology	10	Design, sample, tools, reliability
Chapter 4: Results and Discussion	26	Number of objectives and tables
Chapter 5: Summary to Limitations	10	Findings by objective, recommendations
References (APA)	4	Number of sources
Total	70	

F. References in APA style (format examples)

The guidelines ask for APA style. The entries below are real sources, formatted as examples.

Journal article: Davis, F. D. (1989). Perceived usefulness, perceived ease of use, and user acceptance of information technology. *MIS Quarterly, 13*(3), 319-340.

Journal article: Lintner, J. (1956). Distribution of incomes of corporations among dividends, retained earnings, and taxes. *American Economic Review, 46*(2), 97-113.

Official document: Reserve Bank of India. (2026, April 21). *Digital Payments: E-mandate Framework, 2026* (RBI/DPSS/2026-27/396). https://www.rbi.org.in/Scripts/BS_ViewMasDirections.aspx?id=13374

Press release: National Payments Corporation of India. (2020, July 22). *NPCI introduces AutoPay facility on UPI for recurring payments* [Press release]. https://www.npci.org.in/PDF/npci/press-releases/2020/NPCI_Press_Release-NPCI_introduces_AutoPay_facility_on_UPI_for_recurring_payments.pdf

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Annual report: [Company name]. ([Year]). *Annual report [year]*. [URL]

G. Annexures

- Appendix A: the questionnaire used, as a blank copy (the guidelines say "Questionnaire used etc."; attaching a blank copy rather than filled forms is common practice).
- Appendix B: the data sheet with the source of each figure (annual-report studies).
- (Lettered appendices keep them apart from IGNOU's Annexure-I, II and III, which are also bound in.)
- Other material your guide asks for.

H. Before you bind

- The title on the cover, the proforma, the synopsis and Annexure-II is word for word the approved title.
- The approved proforma, synopsis and bio-data are bound in, not stapled.
- Annexure-II carries both signatures with dates; the fee receipt copy is inside.
- Every page number matches the table of contents.
- The enrolment number is the current one; after re-admission, approval is sought again on the new number.
- Annexure-III, filled and signed by your guide, is ready in a separate envelope.
- Appendices A and B are lettered, so they cannot be confused with IGNOU's Annexures.

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