MCOP-001 front page format

Read this page, then delete it before you print

This Word file holds two pages you can fill in:

- Page 2: the cover page of your MCOP-001 project report. It carries the seven items the MCOP-001 guidelines list for the cover page: the code and title of the course (MCOP-001: Project), the title of your project, your name, your enrolment number, your guide's name, the name of the School and the name of the University.
- Page 3: an optional title sheet for your synopsis. The guidelines do not ask for one. Your synopsis packet must carry the filled-in Annexure-I proforma signed and dated by you and your guide, the synopsis itself, and your guide's bio-data signed in original and dated.

How to use it

- Replace every [bracket] with your own details, then delete the brackets.
- Type the project title exactly as it appears on your approved Annexure-I. The guidelines do not allow any change to the approved title in the final report.
- Use your enrolment number as printed on your current identity card. After re-admission, approval has to be sought again on the new number.
- The report must be on A-4 paper, typed in double space and in a bound volume. The guidelines set no font, size, margin or border for the cover page; the ones in this file are our choice and you may change them.
- No IGNOU logo is placed on these pages. The guidelines do not ask for one, and this file is not an IGNOU form. The official forms (Annexure-I, II and III) are printed at the end of the MCOP-001 guidelines, issued by the Commerce Discipline, School of Management Studies.

About this file

Prepared by the editorial desk of ignoumcomproject.com (Shri Chakradhar Publication Private Limited, New Delhi) from the MCOP-001 guidelines (file dated February 2023, read in October 2026), drafted with AI assistance and checked line by line against those guidelines. It is a format aid for your own cover page, not an official document. ignoumcomproject.com is an independent website and is not affiliated with or endorsed by IGNOU.

MCOP-001: PROJECT

[TITLE OF THE PROJECT, WORD FOR WORD AS APPROVED]

A project report submitted for the course MCOP-001: Project

Master of Commerce (M.Com)

Submitted by

[Name of the Student]

Enrolment No.: [Enrolment number]

Under the guidance of

[Name of the Guide]

[Designation and institution of the guide] (optional)

School of Management Studies

Indira Gandhi National Open University

Maidan Garhi, New Delhi 110068

Study Centre: [code] Regional Centre: [name] (optional)

[Month and year of submission] (optional)

PROJECT PROPOSAL (SYNOPSIS)

Optional title sheet. The Annexure-I proforma, signed and dated by you and your guide, is the form the guidelines require.

MCOP-001: PROJECT

[Title of the proposed project, exactly as written in the Topic box of Annexure-I]

Submitted by

[Name of the Student]

Enrolment No.: [Enrolment number]

Study Centre: [code] Regional Centre: [name]

Proposed guide

[Name of the Guide]

School of Management Studies

Indira Gandhi National Open University

Maidan Garhi, New Delhi 110068