

Guidelines for preparation and submission of synopsis

Part 1: Synopsis preparation

- The learner has to finalize the synopsis after discussing with the Guide.
- The learner needs to refer to the Project Handbook for synopsis preparation format and other details. Given the current Covid-19 pandemic, the research may be conducted with primary or secondary data. Both online/offline mode can be used.
- Primary data can be collected through online surveys and questionnaires or face-to-face by following all the safety measures as prescribed by the Government of India during Covid-19.
- The final synopsis needs to be sent to the Guide by the learner. And the Guide needs to give his/her consent to guide/supervise the learner in the reply email. It should mention the following:

“I hereby express my consent to guide Mr./Ms.....Enrolment No.of MAPC programme of IGNOU for the Project topic “.....”.

2. Submission of the Project synopsis

You may send the hard copy of the Synopsis to the Regional Centre/Study Centre by post.

If you are submitting the soft copy of the synopsis online, you are informed to follow the guidelines given below, and send the synopsis to the below mentioned email id.

The email id to submit the synopsis is mapcsynopsisrcblr@gmail.com

- The learner needs to send the final synopsis (in MS Word only) along with the guide's consent in the email to the Regional centre in the specific email provided by the RC for this purpose.
- While sending the mail, the subject line should indicate the Enrollment number and the course code (for example:2000001234, MPCE16)

- And the MSWORD file name should indicate the ENROLMENT NUMBER FOLLOWED BY THE COURSE CODE; for example. If your Enrolment no. is 2000001234, and your Course Code is MPCE16 then your filename should be: 2000001234MPCE16
- The first page of the Synopsis should be in the prescribed format appended below.

Programme code: -----

Enrolment number: -----

Name: -----

Course Code: -----

Study Centre Code: -----

Complete Address: -----

Mobile number:-----

- The second page should be the filled in synopsis approval proforma **(found in the project guideline book,Appendix IV)**
- Appendix I, III and IV are compulsory to attach. (Found in the Project guideline book).

Please note that any discussion/email exchange with the guide regarding the synopsis should be done separately. The learner should send only the final synopsis along with the enclosures mentioned in Point no. 9 above, to the Regional Centre.

Please visit IGNOU Website for any updates on the extension of the last dates and other related information or revert to this email.

Hope you feel comfortable in following the procedure submission of your Synopsis. If you find any difficulty or for any further clarification send mail to rcbangalore@ignou.ac.in

-----Best wishes-----