



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**REGIONAL CENTRE, KARNAL**  
**06, Subhash Colony, Karnal – 132001, Haryana**  
**Website: [www.rckarnal.ignou.ac.in](http://www.rckarnal.ignou.ac.in)**

**REVISED GUIDELINES FOR MAPC PROJECT and SYNOPSIS**  
**(MPCE 016/026/036)**  
**(Discipline of Psychology, SOSS, IGNOU)**  
**Dated 25<sup>th</sup> May 2020**

The following guidelines need to be followed by the learners regarding submission of MAPC Project and Synopsis in the current Covid-19 situation.

- Guidelines for Synopsis submission
- Guidelines for Project submission for those who are eligible for June TEE

**GUIDELINES FOR ONLINE SYNOPSIS SUBMISSION**

1. The revised guidelines regarding online synopsis submission are applicable for MAPC Learners **re-registered for Second year till the session January 2020.**
2. The learner will 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.

3. 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 “.....”.**

4. The learner needs to send the **final synopsis (in MS Word only)** along with the guide's consent to the Regional centre on [assignmenttrckarnal@ignou.ac.in](mailto:assignmenttrckarnal@ignou.ac.in) as per university schedule.

5. **Subject of the e-mail** written clearly with Name of the learner, Enrollment No. Programme Code, Course code as well as Study centre Code

Name of the Learner- IGNOU  
Enrollment Number- 123456789  
Prog Code- MAPC  
Course Code- MPCE016  
Study Centre- Code 1031R

**Synopsis IGNOU\_12456789\_MAPC\_MPCE016\_1031**

6. Name of the Learner, Enrollment Number, Study Centre Code, Programme Code (Registration Status as available IGNOU Website) and Course Code should be mentioned clearly in the Soft copy of Synopsis.
7. Don't submit/forward soft copies of the Synopsis to any other e-mail/s **EXCEPT** [assignmenttrckarnal@ignou.ac.in](mailto:assignmenttrckarnal@ignou.ac.in)
8. The learner needs to enclose the copy of grade card regarding completion of MPC 005 and 006.

9. The RC will then forward the entire thing to the synopsis evaluator for evaluation. The RC can check that the following have been enclosed before sending the synopsis for evaluation:
- (a) Synopsis copy,
  - (b) Guide's consent in the email,
  - (c) Grade card copy regarding completion of MPC 005 and 006,
  - (d) Category of Guide – academic counselor or from the approved list – need to be mentioned by the learner in the email along with approval details of guide.
10. The evaluator can evaluate the synopsis as per the criteria for evaluation given to them and write down the suggestions in the reply email by numbering 1, 2, 3, etc.. **And at the end write Synopsis – Approved, or Not Approved, or Approved with modifications suggested.** They can also evaluate the synopsis in the review track mode by writing comments on the synopsis itself.
11. The comments of the evaluator will be forwarded to the learner by the RC.
12. In case of any modifications suggested, the learner can do the changes and accordingly resubmit the same to the RC. The RC can send it again to the same evaluator along with earlier synopsis who had evaluated it earlier.
13. In case the learner takes a Guide other than approved academic counselor or from the approved list, he/she needs to first take approval for the Guide from the Discipline of Psychology by sending the bio-data to [swatipatra@ignou.ac.in](mailto:swatipatra@ignou.ac.in) or [projectpsychology@ignou.ac.in](mailto:projectpsychology@ignou.ac.in) after getting the approval only the learner can submit the synopsis to the RC.
14. **Refer to the Project Handbook for eligibility criteria regarding Guide.**

15. The learner needs to note that any discussion/email exchange with the guide regarding the synopsis should be done separately. The learner should send only the final synopsis and the modified synopsis along with the enclosures as mentioned in Point no. 06 above, to the RC.
16. The last date for online submission of synopsis is extended till 30<sup>th</sup> June 2020. This applies to the Jan 2020 Second year batch and earlier batches who have not yet submitted their synopsis.

### ***GUIDELINES FOR PROJECT SUBMISSION FOR THOSE WHO ARE ELIGIBLE FOR***

#### ***JUNE TEE 2020***

1. **Last date for submission of Project dissertation is 15th June 2020.**
2. It can be submitted online. Refer to IGNOU website Homepage – Alerts for Online submission of Project (<https://projectupload.ignou.ac.in>)
3. The learners may ensure that the Project Dissertation is to be scanned in a single pdf format file, so as to enable the Regional Centre to download the same in a single pdf format file for further action.
4. The learners are required to obtain digitally approval in prescribed proforma of the Guide/Supervisor through e-mail before submitting the project through online.
5. The first page of the pdf file must carry the correct particulars of the learner as given below:
  - Title of Project Dissertation
  - Name of the Learner
  - Programme Code
  - Enrolment Number

- Regional Centre Code
  - Course Code of attached Project Dissertation
  - Mobile No. and E-mail ID of the learner.
6. In case the project dissertation/report is not found in order, it shall be returned to the learner for resubmission after correction/completion.
  7. The viva-voce of the project report will be conducted under certain guidelines by the concerned Faculties under Regional Centre. The students are advised to contact to the Regional Centre concerned.