Indira Gandhi National Open University
Student Evaluation Division (SED)

F.No. IG/SED/2026/9396
Dated: 16th October, 2026

Notification

Subject: Online Submission of Projects/Dissertations/Internships/ Field Work/ Practicum etc Report/ Work through Online Project Management System (OPMS) - Term-End Examination (TEE) December 2026

All eligible learners enrolled in IGNOU's Open and Distance Learning (ODL) and Online Programmes are hereby informed that the University has launched the Online Project Management System (OPMS) for the online submission of Project/Dissertation/Internship/Field Work/Practicum reports/work.

Eligible learners are advised to log in through their IGNOU Samarth account using the following link and submit their complete reports:

Samarth Login Portal: https://ignou.samarth.edu.in/index.php/site/login

Learners who have already submitted the hard copies of their reports to their respective Regional Centres or the Student Evaluation Division (SED), IGNOU Headquarters, New Delhi, are not required to upload the soft copies again through the above link.

All learners are advised to carefully read the detailed guidelines and instructions before proceeding with the online submission to ensure compliance with the prescribed requirements.

The last date for online submission is **30 November 2026.**

Learners are strongly advised to complete the submission process well before the deadline to avoid any last-minute inconvenience.

16.10.2026

Registrar (SED)

ignou THE PEOPLE'S UNIVERSITY

Indira Gandhi National Open University (IGNOU)
Regional Centre Cochin

Learn | Grow | Empower

OPMS

Online Project Management System

Submit Your Project / Internship / Fieldwork Report Online

For TEE December 2026

1 Check Your Eligibility First

Ensure your registration is valid and not time-barred.

- Confirm that the project / internship / fieldwork is applicable to your programme.

2 Pay the Applicable Fee

- Pay the required fee for all relevant components through the **Samarth portal.**
- The project upload link in OPMS will be available only after successful payment.

3 Prepare Your Report

- Follow the guidelines in your course manual.
- Include all required documents (e.g., synopsis, approval, biodata, declaration).
- Use the prescribed format and sequence.

4 Arrange in the Correct Order

- Arrange all pages and documents in the prescribed sequence.
- Ensure that the report is complete as per your course manual.
- Incorrectly ordered reports may not be considered.

5 Prepare the PDF

- Scan all pages clearly.
- Make one PDF for each course.
- Ensure all pages are clear and readable.
- Use portrait or landscape as applicable.

6 Check the PDF File Size

Ensure each file is within the limit.

Document	Maximum Size
Supervisor biodata	5 MB
Approval / synopsis	5 MB
Project proposal	10 MB
Complete report (with all declarations)	40 MB

7 Prepare the First Page

The first page must contain:

- Title of the project / internship / fieldwork
- Name of the learner
- Programme code
- Enrolment number (as on ID card)
- Regional Centre code
- Course code(s)

8 Upload Through OPMS

- Login using your Samarth credentials.
- Upload the PDF and all supporting documents in the designated sections.
- Do not send hard copies to SED/RC after submission.
- Reports sent by email will not be considered.

9 If Any Field Is Not Applicable

- Enter **NA** in that field.
- **Do not** leave the field blank.
- Use **NA** only when the information genuinely does not apply to you.

10 Upload the Approved Documents

Upload in separate sections (wherever applicable):

- Signed biodata of the Supervisor
- Approval of synopsis / project proposal
- Copy of project proposal / synopsis

11 Submit Before the Deadline

- Submit your complete report within the prescribed time.
- Incomplete submissions will not be evaluated.

12 Keep Your Records After Submission

- Keep the fee receipt.
- Keep the submission confirmation and other records safely.
- Final uploaded report and all supporting documents for future reference.

13 For Queries

- Project-related queries: **projects@ignou.ac.in**
- Technical queries: **preexamcs@ignou.ac.in**
- For viva-voce related queries: Contact Regional Centre Cochin.

Final Submission Deadline
30 November 2026

IGNOU Regional Centre Cochin
Kaloor, Kochi – 682 017, Kerala