

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



Final Submission Deadline

30 November 2026



IGNOU Regional Centre Siliguri