MMPP-001 DATA CODEBOOK KIT

Blank sheets for the data stage of an IGNOU MBA project

The MMPP-001 guidelines ask your synopsis to describe "data handling and analysis" and your report to state the tools, their reliability and validity, and the statistical tools used. These sheets help you organise that work. Every sheet is blank: the data, codes and numbers must come from your own study.

How it was made. Prepared by the ignoumbaproject.net editorial desk of Shri Chakradhar Publication Private Limited in November 2026, with AI-assisted drafting, checked against the MMPP-001 guidelines, and published under BK Sahni's editorial responsibility. The coding conventions below are common research practice, not IGNOU rules. Not affiliated with IGNOU.

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Sheet 1. Codebook

One row for every question in your questionnaire. Keep the codebook as an annexure-ready page.

Var. name	Question (short)	Obj.	Scale type	Codes	Missing	Reverse

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Sheet 2. Coding conventions (common practice)

Question type	Convention
Five-point agreement statement	Strongly agree 5, agree 4, neutral 3, disagree 2, strongly disagree 1
Negatively worded statement	Reverse before averaging: new code = 6 minus the old code
Published scale (for example a 0 to 6 frequency scale)	Keep the scale exactly as its authors print it; do not convert it to five points
Single choice (role, gender, city)	One number per category; write the list in the codebook
Multiple choice (tick all that apply)	One column per option: 1 if ticked, 0 if not
Numbers (age, years of service, km)	Enter the number as given; group into classes later, never at entry
No answer	Leave blank or use one missing code (for example 99) and declare it
Open answers	Copy the text; code themes later in a separate column

Sheet 3. Data-entry layout

One row per respondent, one column per variable name from Sheet 1, the first column a respondent ID such as R001. Never enter names, phone numbers or emails in the data sheet.

ID	[var 1]	[var 2]	[var 3]	[var 4]	[var 5]	[var 6]	...
R001							
R002							
R003							
R004							
R005							

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Sheet 4. Pilot log

Record what the pilot changed. Your report's methodology chapter cites this log when it states how the tool was tested.

Date	Respondents (n)	Question	Problem seen	Change made	Guide agreed?

Sheet 5. Data cleaning checklist

Check	Done
Every value lies inside its code range	
Duplicate responses removed and counted	
Negative statements reverse-coded once, not twice	
Missing values declared, not entered as zero	
Respondents who failed a screening question removed and counted	
Final n written on every table	

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Sheet 6. Objective-to-table plan

Plan the results chapter before you collect data: each objective in your approved synopsis gets at least one table and one statistic. The guidelines ask that the statistical tools be relevant to the objectives.

Objective (as approved)	Variables	Statistic	Table no.	Chart?

Sheet 7. Table numbering

Number tables and figures by chapter (Table 3.1, Figure 3.1), list them after the contents page, and place each interpretation directly under its table. Write "Source: primary data" or the secondary source under every table.

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SAMPLE FOR STUDY REFERENCE NOT FOR SUBMISSION ignoumbaproject.net