

READ THIS FIRST

What this file is. A format template for the IGNOU MLIS project report, course MLIP-002. It shows the page order, what each part holds, empty table shells and sentence frames. It contains no results, because results can only come from your own data. It is not a report you can submit.

What it is built on. Annexure III of the MLIS Programme Guide (Faculty of Library and Information Science, SOSS, July 2022): typed in double space on A4 paper, bound, with a certificate from the guide, in a 13-part order. The MLIP-002 Project/Dissertation Work Handbook (2007-08) adds the bound-in originals and states a length of about 80 to 120 double-spaced pages, not exceeding about 20,000 words excluding appendices, with 10 per cent variation permitted. The SED online upload page for the June 2026 TEE adds the single-PDF and first-page rules. Confirm current instructions with the Programme Coordinator, MLIS, and the current SED notice.

Academic integrity. You are the author. The data, analysis, findings and the signed Certificate of Originality must be your own and your guide's. Never fill these shells with numbers you did not collect.

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A. What goes into the bound report, in order

#	Item	Source and what to watch
1	Cover page	Title exactly as approved on the proforma; your name, enrolment number, programme MLIS, course MLIP-002, guide's name, Regional Centre, month and year
2	Approved Project Proposal Proforma (Appendix II), in original	Handbook 4.2 and 6.0; SED upload page asks for the proforma "duly approved in original"
3	Approved Project Synopsis	Handbook 6.0; SED upload page
4	Guide's bio-data	SED upload page lists it with the proforma and synopsis
5	Certificate of Originality (Appendix IV), signed and dated by you and your guide	Handbook 4.2 and Appendix IV; SED upload page
6	Fee receipt (Rs 300 for a 4-credit project, paid with the TEE form)	Common Prospectus July 2026 p. 27; SED upload page asks for the receipt with the report
7+	The 13 parts of the report (section B)	MLIS Programme Guide July 2022, Annexure III

The Handbook (2007-08) lists a 12-part order. The July 2022 Programme Guide lists 13 parts, adding Review of Literature and placing Objectives after it. This template follows the newer 2022 order.

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B. The 13 parts, as printed in Annexure III (July 2022)

#	Part	What it holds
1	Certificate	Guide's certificate that the work was carried out under her or his supervision and guidance
2	Acknowledgements	Short, factual thanks: guide, libraries visited, respondents
3	Table of Contents	Every part and chapter with page numbers that match the pages
4	Preface	Why you took up the study and how the report is arranged; different from the Introduction
5	Introduction	Background, statement of problem, scope, definitions of terms
6	Review of Literature	Studies you have read, grouped by theme, ending with the gap your study addresses
7	Objectives	The approved objectives, unchanged from the synopsis
8	Methodology	Design, population and its size, sample or complete enumeration, tools, procedure, analysis plan

#	Part	What it holds
9	Findings	Tables and interpretation, objective by objective, from your data only
10	Conclusion	What the findings mean, points for consideration, limitations, further research
11	Bibliography	Alphabetical, in one consistent style (Handbook 4.1.1 shows examples)
12	Index	Subject and name index with page numbers
13	Appendices	Questionnaire, checklist, observation schedule, permission letters

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C. First page of the single PDF (online upload)

The SED online upload page for the June 2026 TEE asks for one PDF per course, scanned clearly, in the correct sequence and one orientation, with these particulars on the first page. Check the page for your own cycle before uploading.

Particular	Your entry
Title of the Project Report	[]
Name of the learner	[]
Programme code	MLIS
Enrolment number (as on ID card, not control or registration number)	[]
Regional Centre code	[]
Course code	MLIP-002
Mobile number and e-mail	[]

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D. Cover page specimen

[TITLE OF THE PROJECT, EXACTLY AS APPROVED]

Project Report submitted in partial fulfilment of the requirements for the Master of Library and Information Science (MLIS), Indira Gandhi National Open University

Course: MLIP-002 Project Work/Dissertation

Submitted by: [Name], Enrolment No. []

Under the guidance of: [Guide's name, designation, institution]

Regional Centre: [] Study Centre: []

[Month Year]

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E. Methodology chapter: sentence frames

- The study follows a [descriptive survey / case study / inter-institutional / bibliometric] design.
- The population consists of [N] [libraries / users / documents] in [place], taken from [source list and date].
- Data were collected from [n] of [N] [units] between [Month Year] and [Month Year] using [tools].
- The questionnaire was pre-tested in [number] [units] and revised in [items].

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F. Findings chapter: empty table shells

Table [x]: Availability of written policies, by library group (n = [])

Policy document	Group A (n = [])	Group B (n = [])	Total (n = [])
Written weeding policy	[] ([] %)	[] ([] %)	[] ([] %)
Stock verification order	[]	[]	[]
Write-off register	[]	[]	[]

Table [y]: Frequency of stock verification reported (n = [])

Frequency	Number of libraries	Percentage
[Every year]	[]	[]
[Once in ... years]	[]	[]
[Not done since ...]	[]	[]
Total	[]	100

Sentence frames for interpreting a table:

- Table [x] shows that [] of the [] libraries [have / do not have] a written weeding policy.
- Of the libraries in Group [A], [] per cent reported [], against [] per cent in Group [B].
- This finding relates to Objective [number], which sought to [].

Use only numbers from your own data. A blank shell filled with invented figures is fabricated data.

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G. Points to remember before binding and upload

- Title on the cover, the proforma and the certificate is the same as the approved title.
- Bound-in originals: approved proforma, approved synopsis, guide's bio-data, Certificate of Originality signed and dated by both of you.
- Fee of Rs 300 paid with the TEE form; receipt included.
- Keep your own copy. The Handbook states that the report is not returned.
- Hard copy goes to the Registrar (SED), IGNOU, Maidan Garhi, New Delhi 110068 when a hard copy is called for; online cycles use the SED portal named in that cycle's notice.

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