

Read this first

This is a report format template for study reference, prepared by the ignouproject.com editorial desk in October 2026 with AI assistance and checked against the documents named below. It is published under the editorial responsibility of BK Sahni. It shows page order, chapter contents, empty table shells and sentence frames. It contains no results: findings can only come from your own data.

Documents used: MMPP-001 guidelines (SOMS, ignou.ac.in, read 14 Oct 2026); MLIS Programme Guide, MLIP-002 section (SOSS, ignou.ac.in, read 14 Oct 2026); IGNOU online project submission page for the June 2026 TEE (onlineproject.ignou.ac.in/PROJECTJUN26/, read 14 Oct 2026); IGNOU Common Prospectus July 2026, project fee.

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Page order of the bound report

#	Page or part	MMPP-001	MLIP-002	June 2026 online portal
1	First page with your particulars	Cover page: name, enrolment number, guide's name, title	Certificate comes first in the guide's list	Title, name, programme code, enrolment number as on ID card, RC code, course code, mobile, e-mail
2	Approved proforma and approved synopsis	Bound in, not stapled; a stapled proposal is not accepted	Guide bio-data signed by the guide went with the synopsis	Approved proforma in original and synopsis, where applicable
3	Guide's bio-data	Signed in original; not needed for an approved counsellor	Signed by the guide	Where applicable
4	Certificate of originality	Signed and dated by student and guide	Guide's certificate	Signed and dated by both, where applicable
5	Contents with page numbers	Detailed contents; all pages numbered to match	Table of contents	Pages in sequence, one orientation
6	Chapters	See the chapter table	Preface, introduction, review, objectives, methodology, findings, conclusion	Report prepared on the approved proposal
7	References and annexures	References or bibliography; annexures including the questionnaire	Bibliography, index, appendices	Fee receipt copy with the report

Length: the MMPP-001 report runs about 50 to 60 double-spaced typed pages, not exceeding about 18,000 words excluding appendices. The MLIS guide sets no length. Use the figure in your own course's document.

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Chapter table (MMPP-001 order)

Chapter	What goes in it	Your page budget
1 Introduction	Topic, review of literature, details of the organisation or setting	[]
2 Research methodology	Design, data, sample, tools, reliability and validity of tools	[]
3 Results and discussion	Tables or charts with interpretation, objective by objective	[]
4 Summary and conclusion	What was found, in relation to each objective	[]
5 Recommendations	Drawn from your findings only	[]
Limitations and further research	Optional in MMPP-001	[]
References and annexures	Every work cited; blank questionnaire	[]

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Empty table shell (fill with your own data)

Table [3.1]: [Title naming the variable and the group]	Number of respondents	Percent
[Category 1]	[]	[]
[Category 2]	[]	[]
Total	[]	100

Source: primary data collected by the researcher, [month and year].

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Sentence frames for findings

Situation	Frame
Describing a table	Table [] shows that [] percent of the respondents [], while [] percent [].
A test of association	The chi-square value of [] with [] degrees of freedom is [significant / not significant] at the [] percent level; hence H ₀ [] is [rejected / retained].
Linking back to an objective	With respect to objective [], the study finds that [].

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Before you submit: the one-PDF check (June 2026 portal page)

- The whole report scanned as a single PDF for one course; clear pages, correct order, one orientation.
- The first page carries the eight particulars listed in row 1 above.
- The approved proforma in original, the synopsis, the guide's bio-data and the originality certificate signed and dated by you and your guide, wherever applicable.
- A copy of the project fee receipt (Rs 300 up to 4 credits, Rs 500 above, paid with the TEE form).
- Do not e-mail the report: the portal page says reports received by e-mail are not considered.
- Synopses and TEE assignments are not uploaded to the project portal.

Portal paths change every cycle. Use the page IGNOU opens for your term-end examination.

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SAMPLE FOR STUDY REFERENCE
NOT FOR SUBMISSION