NETAJI SUBHAS OPEN UNIVERSITY
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Memo No.:   Date: 15.08.2021

FORMAT TO BE FOLLOWED FOR COMPILING PROJECT
FOR MLIS, SESSION, JAN-DEC 2021

(Within 1500 words to 2000 words)

(Students will compulsorily participate in the Workshop that will be organised by DLIS, NSOU. They have to attach Workshop Participation Certificate with their project report.)

1. Introduction
2. Background of the study

    2.1 Definition of the subject/Specification of the study

    2.2 Evolutionary history of the subject/terminological development (if any)

    2.3 APUPA Relations of the subject (Broader Subjects, Narrower Subjects, Related Subjects)

3. Scope and Coverage of the subject / topic under study

4. Reviewing literature in the respective area (only **to learn how to conduct a literature review (minimum 5 including national and international literature)** without having an objective to check the research questions or objectives).

5. Objective(s) of the study

6. Methodology

7. Collection of Data/ Information

[Follow Section A for Subjects only and follow section B for R& D centres, Information Centres, Data Centres, Database (Web of Science, Scopus etc), Information Analysis Centres, Information Systems in different Sectors]

7. Section A (For Subject study):

 Sources of Information (Documentary Sources, Non-Documentary Sources, etc.)

7. Section B (For study of R&D Centres, Information Centres, Data Centres, Databases, Information Analysis Centres, Information System in different Sectors, etc):
7.1. Name of the Organisation
7.2. Year of Origin
7.3. Address
7.4. Website
7.5. Mission and Vision
7.6. Activities
7.7. Products
7.8. Challenges

8. Observation (Self-perception) of the Study
9. Conclusion
10. References (APA 6th ed. style manual)

Check List for Preparing Project Report:

__Do's__	__Don'ts__
It should be original and unique report	Do not copy / photocopy / duplicate any part of your report from any other's report or any other source
Follow writing style only in **textual presentation** and formatting in **Single Space, 12pt. Times New Roman Font and Portrait orientation**	Do not incorporate any image, chart or any other illustrations or disregard the writing or formatting style
Write your report in English, unless you have got a Bengali topic. You have to seek permission from the concerned faculty member for writing in a language other than English	Do not mix languages in your report
Keep your **Project Report** and **Workshop Participation Certificate** ready in soft copies (**in PDF file format only**) before the scheduled date; wait for further notice for submission instruction of the same	No hand-written or scanned copy will be accepted
Strictly adhere to the given format or guidelines	Do not prepare your Project Report arbitrarily.
Check, if your report is neat enough and clearly legible/readable	Make sure that pages are not blurred or dim

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