

MLIS

**Master's Degree Programme
in
Library and Information Science**

ASSIGNMENTS

For July 2021 and January 2022 Sessions



Faculty of Library and Information Science
School of Social Sciences
Indira Gandhi National Open University
Maidan Garhi, New Delhi – 110 068

Dates for submission of Assignments

For July 2021 Session 31st March 2022

For January 2022 Session 30th September 2022

Where to Submit the Assignments

**Kindly submit your assignments at the concerned Study Centre
within the due date as mentioned above**

April, 2021

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Further information on Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110 068. or visit university's website <http://www.ignou.ac.in>

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INSTRUCTIONS FOR ASSIGNMENTS:

As part of MLIS Programme, each candidate has to do **one** Tutor Marked Assignment (TMA), and a seminar/practical in each of the six core courses and two electives selected by her/him.

Assignment and seminar/practical carry 30% weightage each in the continuous evaluation of a course. The term-end examinations carry 70% weightage.

The assignments as well as seminars/practicals will be evaluated at the study centre and the respective percentage (30 per cent) of marks will be added to their percentage of marks obtained at the term-end examination. Each candidate will have to complete assignments as well as participate in the seminars/practicals in order to qualify for the term-end examination. Candidates are, therefore, advised to take assignments and the seminars/practicals seriously, complete the assignments in time and ensure their participation in the seminars/practicals.

Note: You can write your assignments in English as well as in Hindi medium.

Instructions for Tutor Marked Assignments

- 1) *The validity of the assignment is ONE YEAR. Those who take admission in January session or July session have to attempt the assignments for that session only. If they fail to submit their assignments before the due date of the particular session, they are supposed to attempt the fresh set of assignments of subsequent sessions (e.g. if a student of January 2021 session fails to submit her/his assignments till 30th September 2021, s/he will have to attempt the fresh assignments of January 2022 session). Similarly, those who take admission in July session have to attempt the assignments of July session only. If they fail to submit their assignments before the due date of the particular session, they are supposed to attempt the fresh set of assignments of subsequent sessions (e.g. if a student of July 2021 session fails to submit her/his assignments till 31st March 2021, s/he will have to attempt the fresh assignments of July 2022 session).*
- 2) Write your Enrolment Number, Name, Full Address and Date of Despatch at the top right-hand corner of the first page of your answer sheet.
- 3) Write the Programme Title/Code, Course Title/Code, Assignment Number and Name and Code of the Study Centre on the left-hand corner of the first page of your answer sheet.

The top of the first page of your answer sheet for each assignment should be as follows:

Programme Title/Code Enrolment No.
Course Title/Code Name
Assignment Number Address
Study Centre (Code)
Study Centre
Date

(**Note:** Candidates are required to follow this format strictly otherwise the assignments may not be evaluated.)

- 4) Your answer sheet should be complete in all respects. Make sure you have answered all the questions in an assignment before you submit them. Incomplete answer sheets will bring you poor grade/marks.
- 5) As far as possible students are advised to give the relevant points from the course material and elaborate their answers and explanation in their own language instead of reproducing the language of the course materials. ***Do not reproduce your answers from the units. If you reproduce from units, you will get a zero.***
- 6) Do not copy from the answer sheets of other students. If copying is noticed, the assignments of such students will be rejected.
- 7) Typed and computer print assignments are not permissible.
- 8) Use only foolscap size paper for your answers, ordinary writing paper, neither too thick nor too thin, will do.
- 9) Leave 3" margin on the left and at least 4 lines in between each answer in an assignment. This will enable your Counsellor to write useful comments in appropriate places. Write question number with each answer.
- 10) The evaluated assignments will be returned to you by the Coordinator of your Study Centre. This will enable you to improve in your future assignments as well as in the term-end examinations.
- 11) The Tutor Marked Assignments should be sent to the Coordinator/Programme In-charge of the Study Centre allotted to you.

**For sample Term End Examination question papers
of previous years, please visit:**

http://www.ignou.ac.in/prevyrapapers/pyq_papers.htm

MLI-101: Information, Communication and Society

Tutor Marked Assignment

Course Code: MLI-101

Coverage:

Assignment Code: AST/TMA/Jul.2021-Jan.2022

Units: 1-16

Total Marks: 50

Note: Answer all questions. All questions carry equal marks.

1.1 Define the concept of 'information'. Discuss its types and properties. (10)

OR

1.2 What do you understand by diffusion of information? Discuss the factors affecting it.

2.1 Explain the silent features of information economy. (10)

OR

2.2 Enumerate the disciplines that have information as the core of study. Discuss the scopes of information studies as viewed by Ranganathan and Vickery.

3.1 Define and explain the term 'Communication'. Enumerate the types of communication and describe each type. (10)

OR

3.2 Explain the concept of Global Information Infrastructure (GII) in the context of information society and describe the layered architecture of GII.

4.1 What is knowledge management? Explain knowledge management systems. (10)

OR

4.2 In what way does the information profession get impacted by the concept of information society? Explain.

5.0 Write short notes on **any two** of the following: (10)

- a) Information communication process
- b) Information as economic resources
- c) Knowledge society
- d) Digital information

MLI-101: Information Communication and Society

Seminar

Coverage:
Units: 1-16

Course Code: MLI-101
Assignment Code: AST/SEM/Jul.2021-Jan.2022
Total Marks: 50

A student has to present a seminar as per the guidelines provided in Annexure-1 of the Programme Guide. The topic of the seminar will be decided by the counsellor of the course based on the model topics suggested in the Programme Guide. The performance of the student will be evaluated at the study centre.

MLII-101: Information Sources, Systems and Services
Tutor Marked Assignment

Course Code: MLII-101

Coverage:

Assignment Code: AST/TMT/ Jul. 2021/Jan.2022

Units: 1-19

Total Marks: 50

Answer all questions.

1.1 "Each information analysis and consolidation (IAC) product serves various categories of user groups". Elaborate the statement with reference to different types of IAC products.

OR

1.2 Discuss the objectives, organisational structure, activities and recent projects of UNESCO concerning information organisations.
(10)

2.1 Distinguish between Data centres and Data Banks. Explain the structure, functions and services of data centres with suitable examples.
(10)

OR

2.2 Describe the categories of information system professionals involved in database system design and management.

3.1 Discuss the role of house journals in enhancing the organisational image and providing the products and services of the organisation.
(10)

OR

3.2 Differentiate between reviews, state-of-the-art reports and trend reports. Explain their value and benefits as information consolidation products.

4.1 Define intelligent agents. Discuss the characteristics and types of intelligent agents.
(10)

OR

4.2 Enumerate the components of mass media. Explain the role of media persons as sources of information.

5.0 Write short notes on **any two** of the following:
(10)

- a) J-Gate
- b) Electronic newsletters
- c) Mass Media
- d) Internet as an aid to information sources

MLII-101: Information Sources, Systems and Services

Practical

Course Code: MLII-101

Assignment Code: AST/PRAC/ Jul. 2021/Jan.2022

Total Marks: 50

Coverage:

Units: 1-19

Answer all questions.

The broad areas on which practical tests are to be given are mentioned below. Counsellor will provide details about the practical work.

- 1) Development of a CAS product. (25)
- 2) Acquaintance with finding the names of e-resource providers on different topics. (10)
- 3) Identification of the activities of library and information network at national and international level. (15)

Note: Concerned counsellor will provide the details about the practical work.

**MLI- 102: Management of Library and Information Centres
Tutor Marked Assignment**

Course Code: MLI-102

Coverage:

Assignment Code: AST/TMA/ Jul .2021- Jan. 2022

Units: 1-18

Total Marks: 50

Note: Answer all questions. All questions carry equal marks.

1.1 Explain the process of change management. Discuss the change management strategies that can be adopted by a library and information centre.
(10)

OR

1.2 Describe major forms of formal organisational structure. Discuss the features of a good organizational structure.

2.1 Explain the concept of system analysis. Discuss with a diagram the steps involved in it. (10)

OR

2.2 Explain various principles and objectives involved in planning function of a librarian as a manager.

3.1 Discuss the concepts of 'demand' supply' and 'price' with appropriate diagrams. Describe how these three are inter-related? (10)

OR

3.2 Enumerate various steps, methods and procedures involved in evaluation of information services.

4.1 What do you mean by marketing approach? Discuss the importance of market research for information products and services. (10)

OR

4.2 Explain different methods of 'Financial Estimation. State which method is appropriate for academic libraries.

5.0 Write short notes on **any two** of the following:
(10)

(a) Training and development

(b) Product life cycle

(c) Use of Library Standards in Budgeting

(d) Benchmarking

**MLI-102: Management of Library and Information Centres
Seminar**

Course Code: MLI-102

Coverage:

Assignment Code: AST/SEM/ Jul .2021- Jan. 2022

Units: 1-18

Total Marks: 50

A student has to present a seminar as per the guidelines provided in Annexure-1 of the Programme Guide. The topic of the seminar will be decided by the counsellor of the course based on the model topics suggested in the Programme Guide. The performance of the student will be evaluated at the study centre.

**MLII-102: Information Processing and Retrieval
Tutor Marked Assignment**

Course Code: MLII-102

Coverage:

Assignment Code: AST/SEM/ Jul.2021- Jan.2022

Units: 1-19

Total Marks: 50

Note: Answer all questions. All questions carry equal marks.

- 1.1 What is vocabulary control? Discuss its need and objectives. Explain methods to achieve vocabulary control giving examples. (10)

OR

- 1.2 What is a thesaurus? Explain its functions. Describe the process of thesaurus construction.

- 2.1 Write an essay on special classification systems discussing their need, purpose, scope and approaches to design. (10)

OR

- 2.2 Explain Coate's contribution to Subject Indexing giving examples.

- 3.1 Differentiate between pre-coordinate indexing and post-coordinate indexing. Explain the different types of post-coordinate indexing. (10)

OR

- 3.2 Differentiate between HTML and XML. Explain the XML syntax and tags. Describe its applications in library and information activities.

- 4.1 What is an ISAR system? Discuss its different types of users, objectives and types. (10)

OR

- 4.2 What do you understand by compatibility in ISAR systems? Discuss the areas and principles of compatibility in ISAR systems.

- 5.0 Write short notes on **any two** of the following: (10)

- a) Exhaustivity and specificity in indexing
- b) Deep Structure of SIL
- c) Field 856 in MARC

- d) Farradane's Relational Operators

**MLII-102: Information Processing and Retrieval
Practical**

Course Code: MLII-102

Coverage:

Assignment Code: AST/SEM/ Jul.2021- Jan.2022

Units: 1-19

Total Marks: 50

Broad areas on which the practical are to be conducted are given below:

- 1) a) Creation of a database using CDS/ISIS. (25)
b) Creation of index to the above database by using CDS/ISIS.
c) Generation of catalogue data according to AACR-2R (either print or display).
- 2) XML coding and creation of a web page. (15)
- 3) Database searching (online/offline) for creation of a bibliography on a particular topic. (10)

Note: Further details about the practical will be provided by the concerned counsellor.

**MLII-103: Fundamentals of Information Communication Technologies
Tutor Marked Assignment**

Course Code: MLII-103

Coverage:

Assignment Code: AST/TMA/Jul. 2021-Jan. 2022

Units: 1-14

Total Marks: 50

Note: Answer all questions. All questions carry equal marks.

1.1 What is programming ? Describe the steps of program development life cycle. (10)

OR

1.2 Briefly discuss the categories of optical media and their features.

2.1 Explain the concept of ISDN. Discuss the factors responsible for the developments towards ISDN. (10)

OR

2.2 Depending on the energy form and the medium used , four types of modern communication systems are prevalent." Enumerate the types and explain the functioning of any two of them.

3.1 Explain ISO - OSI reference model with the help of a diagram. (10)

OR

3.2 Discuss goals and objectives of convergence technology.

4.1 Discuss the role played by library and information networks in information communication and their need in a country like India. Highlight the functions of INFLIBNET. (10)

OR

4.2 'The basic purpose of a library network is to share resources and services amongst member libraries'
. Discuss the role of OCLC in this context..

5.0 Write short notes on **any two** of the following: (10)

- a) Access convergence
- b) Silk screen printing
- c) Client-Server Architecture
- d) Copyright
- e) Electronic Document Delivery Service

**MLII-103: Fundamentals of Information Communication Technologies
Practical**

Coverage:
Units: 1-14

Course Code: MLII-103
Assignment Code: AST/PRAC/ Jul.2021-Jan.2022
Total Marks: 50

Broad areas on which practical are to be conducted are given below:

- 1) Acquaintance with different parts of a computer and telecommunication used for networking. (15)
- 2) Various MS-DOS commands. (15)
- 3) Various functions of Windows Operating System. (20)

Note: Further details about the practical will be provided by the concerned counsellor.

**MLII-104: Information Communication Technologies - Applications
Tutor Marked Assignment**

Coverage:
Units:1-16

Course Code: MLII-104
Assignment Code: AST/TMA/Jul.2021-Jan.2022
Total Marks: 50

Note: Answer all questions. All questions carry equal marks.

1.1 What do you understand by Data Base Management System (DBMS)? Describe its different generations. (10)

OR

1.2 What is a distributed database? Discuss its architecture and advantages over a centralised database.

2.1 Discuss the system requirement and functional requirement of a computerised library management system. (10)

OR

2.2 Define digitisation and explain its need. Discuss the steps involved in its planning and implementation.

3.1 What are the basic requirements of a computerised cataloguing module ? Enumerate and describe the basic jobs involved in it. (10)

OR

3.2 Describe how protocols and standards allow computers to exchange data across the Internet .

4.1 What do you understand by Internet Security ? Enumerate the mechanisms used in this regard. Explain any two. (10)

OR

4.2 Differentiate between the different types of search engines. Explain how would you evaluate a search engine.

5.0 Write short notes on **any two** of the following: (10)

- a) Copyright and licensing issues in Bibliographic full text services
- b) Web servers
- c) Subscription of e resources
- d) Inverted lists

e) XML

**MLII-104: Information Communication Technologies-Applications
Practical**

Coverage:
Units: 1-16

Course Code: MLII-104
Assignment Code: AST/PRAC/Jul.2021-Jan.2022
Total Marks: 50

Broad areas on which the practical are to be conducted are given below:

1. Searching, using different search options, databases that have been created using WINISIS. (10)
2. Selecting a news alert service from Internet and becoming its member. (10)
3. Using and evaluating search engines. (15)
4. Creation of e-mail accounts and related activities such as, sending-receiving mails, attaching files etc.(15)

Note: Further details about the practical will be provided by the concerned counsel

**MLIE-101: Preservation and Conservation of Library Materials
Tutor Marked Assignment**

Course Code: MLIE-101

Coverage:
Units: 1-15

Assignment Code: AST/TMA/Jul.2021-Jan.2022
Total Marks: 50

Note: Answer all questions. All questions carry equal marks.

1.1 Explain the conflict between preservation of information and preservation of artefact. How the conflict can be resolved in the light of Ranganathan's laws of library science ? (10)

OR

1.2 Describe environmental conditions that adversely affect library artifacts.

2.1 What do you understand by magnetic storage media ? Describe the methods for their care and handling. (10)

OR

2.2 Discuss how the common book pests are responsible for deterioration of library materials.

3.1 Describe physical environment and circulation policy, suitable for preservation of non-book materials. (10)

OR

3.2 Explain the various guidelines for disaster planning process.

4.1 What are the common varieties of adhesives used in book binding ? Discuss IS 3050 recommendations in this regard. (10)

OR

4.2 Describe advantages and disadvantages of microfilming library materials.

5.0 Write short notes on **any two** of the following: (10)

- a) Dehumidification as recovery method.
- b) Advantages of digitisation.
- c) Clay tablets
- d) Varieties of papers
- e) Cleaning and stain removal

**MLIE-101: Preservation and Conservation of Library Materials
Seminar**

Coverage:
Units: 1-15

Course Code: MLIE-101
Assignment Code: AST/TMA/Jul.2021-Jan.2022
Total Marks: 50

A student has to present a seminar as per the guidelines provided in Annexure-1 of the Programme Guide. The topic of the seminar will be decided by the counsellor of the course based on the model topics suggested in the Programme Guide. The performance of the student will be evaluated at the study centre.

**MLIE-102: RESEARCH METHODOLOGY
TUTOR MARKED ASSIGNMENT**

Coverage:

Course: Research Methodology

Blocks: 1 to 4

Units: 1 to 18

Note: Answer all questions.

Course Code: MLIE-102

Assignment Code: AST/TMA/Jul.21-Jan.22

Total Marks: 50

1.1 Discuss the general characteristics of modern research. (10)

OR

1.2 Discuss critically the sources of information used in historical research and testing the authenticity of data.

2.1 Differentiate between different approaches to research giving suitable examples from LIS. (10)

OR

2.2 Enumerate different types of sampling. Discuss the methods of probability sampling

3.1 Prepare a synopsis on a topic of your choice giving relevant information under all headings . (10)

OR

3.2 Prepare a questionnaire for seeking information on Reading Habits of School Children.

4.1 Define a research report. Explain its plan outline, format and contents. (10)

OR

4.2 What is a hypothesis? How is it tested? Identify a research problem and state hypotheses for it.

5.0 Write short notes on **any two** of the following: (10)

- a) Basic research
- b) Case study method of research
- c) SPSS Package
- d) Laboratory experiment and field experiment

**MLIE-102: Research Methodology
Seminar**

**Coverage:
Units: 1-18**

Assignment Code: AST/SEM/Jul.2021-Jan.2022

Total Marks: 50

A student has to present a seminar as per the guidelines provided in Annexure-I of the Programme Guide. The topic of the seminar will be decided by the counsellor of the course based on the model topics suggested in the Programme Guide. The performance of the student will be evaluated at the study centre

MLIE-103: Academic Library System
Tutor marked Assignment

Course Code: MLIE-103

Coverage:
Units: 1-14

Assignment Code: AST/TMA/Jul2021-Jan.2022
Total Marks: 50

Note: Answer all questions. All questions carry equal marks.

1.1 Describe the objectives and functions of a university library. Discuss how Information Technology has influenced the functioning of university libraries. (10)

OR

1.2 Explain the concept of library governance. Describe the role of governing bodies in collection development.

2.1 Discuss the important programmes of UGC in the development of academic libraries in India. (10)

OR

2.2 What do you understand by staffing? Explain the different categories of staff and their job responsibilities in a university library.

3.1 What do you mean by staff recruitment and selection? Discuss the norms provided by different bodies for the purpose. (10)

OR

3.2 Discuss the collection development policy issues in an academic library.

4.1 Explain the need for continuing education of professional staff in a library. Discuss the teleconferencing and online delivery modes of continuing education programmes. (10)

OR

4.2 What are the sources of finance for a university library? Discuss the suitability of PPBS for a university library.

5.0 Write short notes on **any two** of the following: (10)

- (a) Collection evaluation
- (b) Methods and purposes of cost-accounting
- (c) Weeding out policy in Libraries
- (d) Shelf Rectification

**MLIE-103: Academic Library System
Seminar**

Coverage:
Units:1-14

Assignment Code: AST/SEM/Jul.2021/Jan.2022
Total Marks: 50

A student has to present a seminar as per the guidelines provided in Annexure-1 of the Programme Guide. The topic of the seminar will be decided by the counsellor of the course based on the model topics suggested in the Programme Guide. The performance of the student will be evaluated at the study centre

**MLIE-104: Technical Writing
Tutor Marked Assignment**

Course Code: MLIE-104

Coverage:

Assignment Code: AST/TMA/Jul2021-Jan.2022

Units: 1-14

Total Marks: 50

Note: Answer all questions. All questions carry equal marks.

1.1 What are the different writing situations available in technical writing process? Explain them with examples. (10)

OR

1.2 Discuss in detail reader writer relationship in different types of writing situations.

2.1 What do you understand by rhetoric of language? Explain sentence structure in technical communication. (10)

OR

2.2 What are aberrations? Discuss some of the useful guidelines for presenting accurate and complete information in a technical communication.

3.1 Define technical communication. Discuss its types along with its characteristics. (10)

OR

3.2 What is a technical report? Explain its need, characteristics, types and functions.

4.1 What is copy editing? Explain the routine tasks involved in copy editing of a technical document. (10)

OR

4.2 Describe the qualities and functions of an editor in technical communication.

5.0 Write short notes on **any two** of the following: (10)

a) Creative Writing and Technical Writing

- b) Language Variation
- c) Style of Presentation of Data
- d) Descriptive Discourse

**MLIE-104: Technical Writing
Seminar**

Course Code: MLIE-104

Coverage:

Assignment Code: AST/TMA/Jul.2021-Jan.2022

Units: 1-14

Total Marks: 50

A student has to present a seminar as per the guidelines provided in Annexure-1 of the Programme Guide. The topic of the seminar will be decided by the counsellor of the course based on the model topics suggested in the Programme Guide. The performance of the student will be evaluated at the Study Centre.

MLIE-105: Informetrics and Scientometrics
Tutor Marked Assignment

Course Code: MLIE-105
Coverage: Units: 1-18

Assignment Code: AST/TMA/Jul.2021-Jan.2022
Total Marks:50

Note: Answer all questions. All questions carry equal marks.

- 1.1 Define informetrics. Discuss its scope and limitations. (10)
- OR
- 1.2 What is sociology of science? Explain its functions. Discuss its domain and approaches.
- 2.1 Explain different methods of graphical representation of data giving suitable examples. (10)
- OR
- 2.2 Explain Lotka's Law discussing its areas of application.
- 3.1 'Citation counting is a versatile tool in journal selection'. Elaborate the statement. (10)
- OR
- 3.2 Define science and technology indicators. Explain their different types.
- 4.1 What is cognitive mapping? Explain the four principal ways of constructing cognitive maps. (10)
- OR
- 4.2 Differentiate between principal components analysis and factor analysis. Explain factor analysis as a structure determination method.
- 5.0 Write short notes on **any two** of the following: (10)
- (a) Obsolescence of literature
 - (b) Types of scales
 - (c) Informativeness and its use in library and information work
 - (d) Hierarchical cluster analysis

MLIE-105: Informetrics and Scientometrics

Seminar

Course Code: MLIE-105

Assignment Code: AST/SEM/Jul.2021-Jan.2022

Coverage: Units: 1-18

Total Marks:50

A student has to present a seminar as per the guidelines provided in Annexure-1 of the programme guide. The topic of the seminar will be decided by the counsellor of the course based on the model topics suggested in the Programme guide. The performance of the student will be evaluated at the study centre.

MLIE-106: Public Library System and Services
Tutor Marked Assignment

Course Code: MLIE-106

Coverage:

Assignment Code: AST/TMA/Jul.2021-Jan.2022

Units: 1-17

Total Marks: 50

Note: Answer all questions. All questions carry equal marks.

1.1 “Public library is a social institutions. It is created and maintained by the society for its benefits and progress”. In the light of this statement discuss the social role of public library. (10)

OR

1.2 Explain in detail the efforts of the state government in the promotion and development of public libraries in India.

2.1 Make a comparative study of the different public library acts in India. (10)

OR

2.2 Why is planning considered an important activity for public libraries in the changing environment? Discuss the main areas to be covered in such planning.

3.1 What is the need for standards relating to public libraries? Describe the norms and standards for Indian public libraries developed by RRRLF. (10)

OR

3.2 State the benefits and objectives of resource sharing in public library system. Describe some of the areas in a public library where resource sharing can be implemented.

4.2 .Write an essay on public library extension services. (10)

OR

4.2 What is resource sharing? Describe its objectives and identify the areas of resource sharing in public libraries.

5.0 Write short notes on **any two** of the following: (10)

- a) Marketing of public library services
- b) UNESCO Public Library Manifesto
- c) Public library and social change
- d) State Library Authority

MLIE-106: Public Library System and Services

Seminar

Coverage:
Units: 1-17

Course Code: MLIE-106
Assignment Code: AST/SEM/Jan.2021-Jul.2022
Total Marks: 50

A student has to present a seminar as per the guidelines provided in Annexure-1 of the Programme Guide. The topic of the seminar will be decided by the counsellor of the course based on the model topics suggested in the Programme Guide. The performance of the student will be evaluated at the study centre.

