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

ASSIGNMENTS

For July 2023 and January 2024 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 2023 Session31ˢᵗ March 2024

For January 2024 Session   30ᵗʰ September 2024

Where to Submit the Assignments

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

CONTENTS

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 2023 session fails to submit her/his assignments till 30th September 2023, s/he will have to attempt the fresh assignments of January 2024 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 2023 session fails to submit her/his assignments till 31st March 2023, s/he will have to attempt the fresh assignments of July 2024 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 foolscape 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.

MLI-101: Information, Communication and Society

Tutor Marked Assignment

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

1.1   Explain the modes of formation of subjects as given by Ranganathan and   (10) extended by Neelameghan.

OR

1.2   Define 'information'. Discuss its types.

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

OR

2.2   Define 'information diffusion'. Discuss the factors affecting information diffusion.

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

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   Discuss the impact of information society on the information profession.

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

        a)Types of Data in Social Sciences

        b)Barriers to information

        c)Information Policy

        d)Text Mining

MLI-101: Information Communication and Society

Seminar

Course Code: MLI-101
Coverage: **Assignment Code: AST/SEM/Jul.2023-Jan.2024**
Units: 1-16   **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.

Tutor Marked Assignment

1.1   Discuss the role of NISCAIR (Now NIScPR) in providing information services to users.   (10)

OR

1.2   What do you understand by information intermediaries? Enumerate their different types and   (10) briefly describe the functions of each type.

2.1   Differentiate between reviews, state-of-the-art reports and trend reports. Explain Its benefits   (10) as information consolidation products.

OR

2.2   Enumerate various categories of information professionals. Discuss activities of any three   (10) of them.

3.1   Discuss the objectives, organisational structure, activities of UNESCO concering   (10)

information organisations.

OR

3.2   Discuss the various components of planning for designing an information system.   (10)

4.1   What are the sources of information? Describe in detail various types of information   (10)

sources with examples

OR

4.2   What do you understand by a technical enquiry? How it differs from general inquiry?   (10)

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

a.   Institute for Scientific Information (lSI)

b.   International Council for Science (ICSU)

c.   Document Delivery Service (DDS)

d.   DOCLINE

MLII-101: Information Sources, Systems and Services

Practical

Course Code: MLII-101
Coverage: **Assignment Code: AST/PRAC/ Jul. 2023/Jan.2024**
Units: 1-19   **Total Marks: 50**
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 an Electronic Newsletter in LIS Subject.   (25)

2   Acquaintance with finding the names of E-Journal Services providers.   (10)

3   Prepare an author affiliation index. How does it from corporate author index? How   (15)
     does the former acts an aids to information sources?

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 .2023- Jan. 2024
Units: 1-18   Total Marks: 50

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

1.1	What do you understand by library management? Explain the principles of scientific management.	**(10)**

<div align="center">OR</div>

1.2	Explain the Change Management process and discuss the different models of change.	**(10)**

2.1	What do you understand by "Management by Objectives (MBO)"? Explain its role as a monitoring and controlling technique.	**(10)**

<div align="center">OR</div>

2.2	What is work analysis? How does it help in effective management of libraries?	**(10)**

3.1	Explain the content theories of motivation with reference to organisation behaviour.	**(10)**

<div align="center">OR</div>

3.2	Discuss in brief different methods of financial estimation. Explain which method is most appropriate for academic libraries.	**(10)**

4.1	Describe different approaches of Cost Analysis. Differentiate Cost Effective Analysis from Cost Benefit Analysis.	**(10)**

<div align="center">OR</div>

4.2	What do you understand by marketing approach? Discuss in brief the 4 Ps of marketing.	**(10)**

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

a) Time and Motion Study

b) MIS

c) Budget justification

d) Market segmentation

MLI-102: Management of Library and Information Centres
Seminar

Course Code: MLI-102

Coverage: **Assignment Code: AST/SEM/ Jul .2022- Jan. 2023**

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 Assignmen

Course Code: MLII-102

Coverage: **Assignment Code: AST/SEM/ Jul.2023- Jan.2024**

Units: 1-19   **Total Marks: 50**

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

1.1 Explain the concept of vocabulary control. Differentiate between controlled and natural language indexing. (10)

OR

1.2 Discuss the functions and structure of Sears List of Subject Headings giving suitable examples. (10)

2.1 Describe the Dublin Core Meta data elements for describing information resources (10)

OR

2.2 'UDC is considered a sophisticated indexing tool for documentation and information services' Justify. (10)

3.1 Define 'content development'. Discuss the W3C Guidelines for content development. (10)

OR

3.2 What is an Expert System? Explain its components and application in IR. (10)

4.1 Explain the features of different information retrieval systems. (10)

OR

4.2 State the different types of information retrieval models. Discuss any two models based on theories and tools. (10)

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

    (a)   Other Performance Measures of IR Systems

    (b)   ISBD (ER)

    (c)   Applications of UNICODE

    (d)   Future Trends in Information Retrieval

MLII-102: Information Processing and Retrieval
Practical

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

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

1.1   What is storage technology? Describe different types of storages in detail.   (10)

OR

1.2   What do you mean by programming? Describe Program Development Life
       Cycle in detail.

2.1   What do you mean by communication system? Write a note on communication   (10)
       systems.

OR

2.2   Discuss ISO-OSI Reference Architecture in details.

3.1   What do you mean by non-print media? Discuss its various categories and   (10)
       applications in detail.

OR

3.2   Explain factors responsible for pricing of e-books and e-journals.

4.1   Define networking. Explain different characteristics of a Library and   (10)
       Information Networks.

OR

4.2   What are data networks? Explain various types of data networks in India.

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

       a) Digital Versatile Disc (DVD)

       b) Editing and Proofreading

       c) Network Operating System

       d) Signal and Noise

       e) Voice/Speech Input

MLII-103: Fundamentals of Information Communication Technologies
Practical

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

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

1.1   What do you mean by database management system (DBMS)? Discuss   (10)
      functions and components of a database management system (DBMS).

OR

1.2   Define the term "Information retrieval". Discuss the current trends in
      information retrieval.

2.1   What do you mean by Library Automation? Write down the major activities of   (10)
      computerised acquisition subsystem.

OR

2.2   Describe the steps involved in the process of scanning a document using a

      flatbed scanner.

3.1   What is Document delivery service? Explain the advantages of electronic   (10)
      document delivery service (EDDS).

OR

3.2   What do you mean by Digital reference service? Discuss its benefits to the
      users.

4.1   Explain the numerous ways to access the Internet. What is the most popular   (10)
      way to access the Internet?

OR

4.2   Define Search engine. How do they different from Meta search engines?

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

      a) Proximity Operators

      b) Bibliographic database

      c) Koha

      d) BUBL

      e)Client-Server Architecture

MLII-104: Information Communication Technologies-Applications
Practical

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

1	Define various fields required for creating bibliographic details of a book by using WINISIS.	(10)
2	Subscribing an alert service from Google Scholar.	(10)
3	Make a comparison among any three major search engines.	(15)
4	Create an e-mail account and provide article alerting service to others.	(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: **Assignment Code: AST/TMA/Jul.2023-Jan.2024**
Units: 1-16   **Total Marks: 50**

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

1.1   Define preservation. Discuss various types of preservation measures are being   **(10)** used for preserving of library materials.

OR

1.2   Discuss evolution of writing materials in detail.

2.1   Discuss the various environmental factors causing the physical deterioration.   **(10)**

OR

2.2   What exactly do you mean by "non-book materials"? Explain the fundamental

considerations for the preservation of non-book materials.

3.1   Define the term 'disaster'. Discuss the various steps required for disaster   **(10)** planning preparation.

OR

3.2   Discuss in depth the binding of various types of library materials.

4.1   What do you mean by the term "digitisation"? Discuss the advantages and   **(10)** disadvantages of digitisation.

OR

4.2   Discuss some common materials required for repairing of books in the library.

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

         a) Microfilming
         b) Fumigation
         c) Stone and metal
         d) Sticky tape and sticky shed
         e) Project Gutenberg

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

Coverage: **Course Code: MLIE-101**
Coverage: **Assignment Code: AST/TMA/Jul.2023-Jan.2024**
Units: 1-15   **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 Code: MLIE-102**
Course: Research Methodology   **Assignment Code: AST/TMA/Jul.23-Jan.24**
Blocks: 1 to 4
Units: 1 to 18   **Total Marks: 50**
Note: Answer all questions.

1.1   Discuss the general characteristics of modern research. What are the criteria to be   (10)
considered for selection of research topic?

OR

1.2   Discuss the different approaches to research. Explain with examples how these
approaches can be applied to LIS research?

2.1   Define and explain the term 'hypothesis', and describe its usefulness in conducting   (10)
research.

OR

2.2   Describe the sources used in historical research. Discuss two examples for historical
research in library and information science.

3.1   Describe the different types of experimental research designs. Explain the   (10)
advantages, disadvantages and limitations of experimental method of research.

OR

3.2   What are the different types of questionnaires? Discuss the types of questions and
format for a questionnaire.

4.1   What do you understand by a research plan? Discuss the structure of a research   (10)
proposal.

OR

4.2   What do you mean by a 'case study'? Explain the steps involved in designing a case
study to solve a research problem.

5.1   **Write short notes on any three of the following (in about 300 words each):**   (10)

(a) Conceptual framework of research
(b) Census Vs Sample Survey
(c) Types of interview
(d) Steps in planning an experimental research
(e) Action research

MLIE-102: Research Methodology
Seminar

Coverage: **Assignment Code: AST/SEM/Jul.2023-Jan.2024**
Units: 1-18   **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

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

1.1   "University library system is established to strive for fulfillment of the ideas and   (10)
        objectives of the university". Elaborate the statement.

OR

1.2   Discuss the circumstances that justify library to levy charges for services
        offered by it.

OR

2.1   Discuss the role of the library authorities in the efficient functioning of an   (10)
        academic library.

OR

2.2   Describe the different categories of staff and their job responsibilities in a
        university library. Discuss the types of skills required in IT environment.

OR

3.1   Discuss the role of international agencies involved in imparting continuing   (10)
        education programmes to LIS professionals.

OR

3.2   Discuss the various aspects of staff development that contribute to their better   (10)
        performance.

4.1   Discuss the guiding principles for a collection development policy for a   (10)
        university library.

OR

4.2   What do you understand by resource sharing? Explain why and how it is
        important for an academic library?

5.0 Write short notes on **any two** of the following: (10)
  (a) Weeding out policy in Academic libraries
  (b) Problems in shelf arrangement of documents
  (c) Career advancement
  (d) Storage and care of library materials

MLIE-103: Academic Library System
Seminar

Coverage: **Assignment Code: AST/SEM/Jul.2023/Jan.2024**
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-104: Technical Writing
Tutor Marked Assignment

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

1.1   Distinguish between technical writing and creative writing. Explain the technical   (10)
      writing skills for information professionals.

OR

1.2   Physical production of a document involves three operations. Detail the
      operations. Explain from your experience the role of information technology in
      the operations.

2.1   Enumerate the characteristics of human language. Describe any five of them.   (10)

OR

2.2   What do you understand by reader analysis? Discuss writing situations in relation
      of different target groups.

3.1   Explain the importance of language in technical writing. Describe the different   (10)
      kinds of dialects and describe the differences between them.

OR

3.2   Describe the steps involved in the writing process.

4.1   What is a review article? Explain its types, features and method of presentation.   (10)

OR

4.2   What roles visuals play in a technical document? Suggest a few illustrative
      questions that would help deciding to use visuals in a technical communication.

5.1   **Write short notes on any three of the following (in about 300 words each):**   (10)
       (a) Reader analysis
       (b) Corporate writing
       (c) Oral presentation
       (d) Creativity
       (e) Peer review

MLIE-104: Technical Writing

Seminar

Course Code: MLIE-104

Coverage: **Assignment Code: AST/TMA/Jul.2023-Jan.2024**

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

Assignment Code: AST/TMA/Jul.202-Jan.2024

Coverage: Units: 1-18   **Total Marks:50**

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

1.1   What do you mean by measurement? Discuss different types of measurement scales.   (10)

OR

1.2   Discuss the term "Bibliometrics". Describe the evolution of bibliometrics.

2.1   Define User studies. Explain various methods used for conducting of User studies.   (10)

OR

2.2   Explain different approaches used in data analysis through frequency distribution.

3.1   What do you understand by Indicators? Explain different types of literature-based indicators.   (10)

OR

3.2   What do you mean by mapping of science? Discuss co-word analysis.

4.1   Discuss the measures of central Tendency.   (10)

OR

4.2   Define factor analysis. Differentiate between cluster analysis and factor analysis.

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

      a)Bradford's Law

      b)Reliability and Validity

      c)Three attitudes toward information

      d)Informetrics

      e)Multiple regression

MLIE-105: Informetrics and Scientometrics

Seminar

Course Code: MLIE-105   **Assignment Code: AST/SEM/Jul.2023-Jan.2024**
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 beevaluated at the study centre.

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

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

1.1 Describe the different phases of origin and growth of public libraries in India. (10)

OR

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

2.1 List the different sections of a public library. Explain how these sections are organised in a public library. (10)

OR

2.2 Discuss the measures used for performance evaluation of a public library. Describe the problems associated with it. (10)

3.1 Why is Human Resource Management (HRM) important for public libraries? Discuss the key activities of HRM. (10)

OR

3.2 Explain the need and objectives of public library networking. Discuss some of the recent trends in networking of public libraries in India. (10)

4.1 Briefly discuss the various points to be kept in mind while planning a public library building. (10)

OR

4.2 Discuss the impact of information technology on the housekeeping activities of a public library. (10)

5.0 **Write short notes on any three of the following (in about 300 words each):** (10)

a). UNESCO Public Library Manifesto (1994)
b). Role of NGOs in the development of public libraries
c). Community information services.
d). Raja Ram Mohan Roy Library Foundation.
e). DELNET.

MLIE-106: Public Library System and Services

Seminar

Course Code: MLIE-106
Coverage: **Assignment Code: AST/SEM/Jan.2023-Jul.2024**
Units: 1-17   **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.