

**MLIS**

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

**ASSIGNMENTS**

**For July 2022 and January 2023 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 2022 Session 31<sup>st</sup> March 2023

For January 2023 Session 30<sup>th</sup> September 2023

## **Where to Submit the Assignments**

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

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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 2022 session fails to submit her/his assignments till 30<sup>th</sup> September 2022, s/he will have to attempt the fresh assignments of January 2023 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 2022 session fails to submit her/his assignments till 31<sup>st</sup> March 2022, s/he will have to attempt the fresh assignments of July 2023 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.

## MLI-101: Information, Communication and Society

### Tutor Marked Assignment

**Coverage:** **Course Code: MLI-101**  
**Units: 1-16** **Assignment Code: AST/TMA/Jul.2022-Jan.2023**  
**Total Marks: 50**

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

- 1.1 Define information. Describe the factors contributing to the enhancement in the value of information. (10)
- OR
- 1.2 Discuss the role of institutions in the knowledge-based economy. (10)
- 2.1 Give the definition of knowledge as understood in the context of knowledge management. Enumerate the modes of formation of subjects as propounded by Ranganathan. (10)
- OR
- 2.2 What do you understand by the concept of communication? Discuss the elements of communication process. (10)
- 3.1 Discuss the impact of IT on libraries, information systems and services. Justify how Indian society is drifting into an information and knowledge society. (10)
- OR
- 3.2 Explain the functions of knowledge professionals. Give justification why library and information science professionals can be considered as knowledge professionals. (10)
- 4.1 What do your understand by information economy? Give your appreciation in the relevance and value of information/knowledge economy to library and information studies. (10)
- OR
- 4.2 In your opinion, what are the different facets of human resources that need attention in formulating a National Information Policy? Discuss the role of a knowledge professional in knowledge management. (10)
- 5.0 **Write short notes on any two of the following:** (10)
- a) Data, Information and Knowledge
  - b) Knowledge Society
  - c) Information Policy
  - d) Impact of information on research and development

## **MLI-101: Information Communication and Society**

### **Seminar**

**Coverage:**  
**Units: 1-16**

**Course Code: MLI-101**  
**Assignment Code: AST/SEM/Jul.2022-Jan.2023**  
**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. 2022/Jan.2023**

**Units: 1-19**

**Total Marks: 50**

**Answer all questions.**

1.1 What are the sources of information? Describe in detail various types of information sources with examples. (10)

OR

1.2 What do you understand by document delivery service? Discuss its process and DDS providers.

2.1 Discuss the detail the Selective Dissemination of Information Service (SDI). Also write whether it is CAS service or not. (10)

OR

2.2 Describe different types of reference services. Discuss in detail long range reference service.

3.1 What are the types of electronic source of information? Discuss their advantages over traditional source of information. (10)

OR

3.2 Discuss the various information systems and programmes available in the area of social science in India.

4.1 Enumerate the different components of mass media. Explain the role of media persons as sources of information. (10)

OR

4.2 What is content analysis? Discuss how the techniques of content analysis can be to the functioning of a library and information center.

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

- a) AGRIS
- b) Computer-based Search Technique
- c) Machine Translation
- d) Information intermediaries



## **MLII-101: Information Sources, Systems and Services**

### **Practical**

**Coverage:**

**Units: 1-19**

**Answer all questions.**

**Course Code: MLII-101**

**Assignment Code: AST/PRAC/Jul. 2022/Jan.2023**

**Total Marks: 50**

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 SDI products. (25)
- 2) Acquaintance with finding the names of e-resource providers in library and information subject. (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 .2022- Jan. 2023**

**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)
- OR
- 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”? Explain its role as a monitoring and controlling tool. (10)
- OR
- 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)
- OR
- 3.2 Discuss in brief different methods of financial estimation. Explain which method is most appropriate for libraries. (10)
- 4.1 Describe different approaches of Cost Analysis. Differentiate Cost Effective Analysis from Cost Benefit Analysis. (10)
- OR
- 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 Assignment**

**Course Code: MLII-102**

**Coverage:**

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

**Units: 1-19**

**Total Marks: 50**

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

1.1 Define indexing language. Discuss its need, purpose and characteristics. (10)

OR

1.2 What is a thesaurus? Explain its functions. Describe the process of thesaurus construction. (10)

2.1 Write an essay on Colon Classification discussing its features and structure. (10)

OR

2.2 Explain Cutter's contribution to Subject Indexing giving examples. (10)

3.1 What is keyword indexing? Enumerate its different variants. Discuss any two of them. (10)

OR

3.2 Differentiate between HTML and XML. Explain the XML syntax and tags. Describe its applications in library and information activities. (10)

4.1 What is MARC? Discuss the field '856' for description of online resources. (10)

OR

4.2 What do you understand by compatibility in ISAR systems? Discuss the areas and principles of compatibility in ISAR systems. (10)

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

- (a) Special Auxiliaries in UDC
- (b) Semantic Web
- (c) Entities in FRBR Model
- (d) Farradane's Relational Operators

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

**Course Code: MLII-102**

**Coverage:**

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

**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**

**Coverage:**  
**Units:1-14**

**Course Code:MLII-103**  
**Assignment Code: AST/TMA/Jul. 2022-Jan. 2023**  
**Total Marks: 50**

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

**1.1** What is software? Describe different types of software's in detail (10)

OR

**1.2** What is programming language? Describe various generations of programming languages.

**2.1** What is network? Describe importance of the various kinds of telephone networks for communication. (10)

OR

**2.2** Discuss the purpose of internet protocols for communication.

**3.1** What do you mean by convergence? Discuss applications convergence in detail. (10)

OR

**3.2** Define e-publishing, explain categories of e-publishing

**4.1** Define reprography. Explain different kinds of methods of reprography. (10)

OR

**4.2** Why we need to do networking library and information? Explain services of DELNET

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

- a) Microprocessor Technology
- b) Satellite Communication
- c) Internetworking
- d) Electronic Theses and Dissertations
- e) Cataloguing-in-Publication

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

**Coverage:**  
**Units: 1-14**

**Course Code: MLII-103**  
**Assignment Code: AST/PRAC/ Jul.2022-Jan.2023**  
**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.2022-Jan.2023**  
**Total Marks: 50**

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

**1.1** Define database. Discuss various types of databases of Library and Information Science. (10)

OR

**1.2** Discuss Relational Database Management Systems (RDBMS) in detail.

**2.1** Discuss the chronological evolution of library automation software. Also make comparison of the Generations of LMSs. (10)

OR

**2.2** What are the various tools of digitization can be used in University Library?

**3.1** Discuss various steps involved in the planning and implementation for building a digital library. (10)

OR

**3.2** Define SDI. Also explain the components and operational features of SDI.

**4.1** What is Bibliographic fulltext Service? Describe any two fulltext sources commonly used in libraries. (10)

OR

**4.2** Explain various modes of accessing the internet.

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

- a) RAID Technology
- b) History of Library Automation
- c) NEWGENLIB
- d) Digital reference service
- e) Meta Search Engines



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

**Coverage:** **Course Code: MLII-104**  
**Units: 1-16** **Assignment Code: AST/PRAC/Jul.2022-Jan.2023**  
**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**

**Coverage:  
Units: 1-15**

**Course Code: MLIE-101  
Assignment Code: AST/TMA/Jul.2022-Jan.2023  
Total Marks: 50**

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

1.1 Describe briefly the process of fumigation in the conservation of documents in the library (10)

OR

1.2 Differentiate between preservation and conservation. Discuss the techniques of restoring book-material.

2.1 Why is preservation considered as an important activity in libraries? Explain the strategies adopted for preserving library material. (10)

OR

2.2 What do you understand by library binding? Discuss its standards and process.

3.1 Explain the term 'Library Digitisation'. Discuss the major project of digitisation that has been taken up in India. (10)

OR

3.2 Explain the planning process for disaster management in academic libraries.

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

OR

4.2 Describe the basic material and tools used for Book repaired.

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

- a) Advantages and disadvantages of microfilming library materials
- b) Causes of CD deterioration
- c) Clay tablets
- d) ICBS
- e) Birch Bark Manuscripts

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

**Coverage:  
Units: 1-15**

**Course Code: MLIE-101  
Assignment Code: AST/TMA/Jul.2022-Jan.2023  
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**

**Course Code: MLIE-102**  
**Assignment Code: AST/TMA/Jul.22-Jan.23**

**Total Marks: 50**

**Note: Answer all questions.**

1.1 What do you understand by scientific method? Discuss Ranganathan's Spiral of Scientific Method. (10)

OR

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

2.1 Describe the procedure of sampling and the different types of sampling. (10)

OR

2.2 Describe the different types of data presentation methods with examples.

3.1 What are the different types of questionnaires? Discuss the types of questions and format for a questionnaire. (10)

OR

3.2 Describe in detail the process of conducting an interview.

4.1 Enumerate the different types of research plans. Discuss its structure giving an example. (10)

OR

4.2 Explain the usefulness and significance of a research report. Enumerate its types? Explain its drafting with an example.

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

- a) SPSS
- b) Hypothesis
- c) Applied Research
- d) Case Stud

**MLIE-102: Research Methodology  
Seminar**

**Coverage:**

**Units: 1-18**

**Course Code: MLIE-102**

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

**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**

**Coverage:**  
**Units: 1-14**

**Course Code: MLIE-103**  
**Assignment Code: AST/TMA/Jul.2022-Jan.2023**  
**Total Marks: 50**

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

1.1 Trace the growth and development of academic library system in India with special reference to the role of UGC. (10)

OR

1.2 Describe the types of services provided in a college library and state how information technology has affected these services?

2.1 Discuss the nature of collection, quality of staff and level of service required for a university library. (10)

OR

2.2 Discuss the need and importance of collection care in libraries. Describe the steps to be taken for storage and care of library materials.

3.1 Discuss the circumstances that justify library to levy charges for services offered by it. (10)

OR

3.2 Describe the norms of UGC and AICTE staffing pattern in a University Library System.

4.3 Explain the role of national agencies in Continuing Education Programmes (CEP) for LIS professionals. (10)

OR

4.2 "INFLIBNET is a gateway to academic and research community in India". Examine the statement.

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

- (a) Duties of a university librarian
- (b) Collection development policy for a college library
- (c) Impact of IT on academic library functions
- (d) CDC on library and information science

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

**Course Code: MLIE-103**

**Coverage:  
Units:1-14**

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

**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/Jul.2022-Jan.2023**

**Units: 1-14**

**Total Marks: 50**

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

1.1 Discuss the characteristics of written communication. Distinguish creative writing from technical writing. (10)

**OR**

1.2 List the features of technical writing and discuss any one in detail.

2.1 Explain the reader and text factors in readability. (10)

**OR**

2.3 Discuss in detail the reader-writer relationship in different types of writing situations.

3.1 What do you understand by the term 'Technical Report'? Discuss its types and functions. (10)

**OR**

3.2 What is a paragraph? Briefly explain its various types.

4.1 Discuss the importance of tables and illustrations of in a technical communication. (10)

**OR**

4.2 Explain the role of the editor in the production of the text in the context of e-environment.

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

- a) Corporate Writing
- b) Oral Communication
- c) Aberrations
- d) Peer Review



**MLIE-104: Technical Writing  
Seminar**

**Course Code: MLIE-104**

**Coverage:**

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

**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**

**Coverage:**  
**Units: 1-18**

**Course Code: MLIE-105**  
**Assignment Code: AST/TMA/Jul.2022-Jan.2023**  
**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** Define the concept of growth of knowledge. Briefly describe the different models of growth of scientific knowledge and publications in scientific specialties.

**2.1** Explain different methods of graphical representation of data giving suitable examples. (10)

OR

**2.2** Define Bradford's Law. Discuss how it can be applied in library and information services with examples

**3.1** 'Citation counting is a versatile tool in journal selection'. Elaborate the statement. (10)

OR

**3.2** What is 'informativeness'? Discuss the seven properties of informativeness.

**4.1** What are the sources of multicollinearity in regression analysis? Explain methods of detection and correction of multicollinearity. measures of rating obsolescence?. (10)

OR

**4.2** Differentiate between science indicators and R& D statistics. Discuss the objectives of S&T indicators for developing countries.

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

- a) Lotka's Law
- b) Types of scales
- c) User Studies
- d) Hierarchical cluster analysis

**MLIE-105: Informetrics and Scientometrics**  
**Seminar**

**Coverage:**  
**Units: 1-18**

**Course Code: MLIE-105**  
**Assignment Code: AST/SEM/Jul.2022-Jan.2023**  
**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**

**Coverage:**  
**Units: 1-17**

**Course Code: MLIE-106**  
**Assignment Code: AST/TMA/Jul.2022-Jan.2023**  
**Total Marks: 50**

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

1.1 The state government is the principal agency responsible for promoting and development of public libraries in India.” Discuss the statement. (10)

OR

1.2 Explain the role of Department of Culture, Govt. of India, and Raja Rammohan Roy Library Foundation in the development of public libraries in India.

2.1 Discuss the different aspects to be kept in mind while preparing a plan document for public library tasks. (10)

OR

2.2 Explain briefly the present trends of financing public libraries in India.

3.1 Discuss the role of human resources in organising library activities. (10)

OR

3.2 Describe the main considerations that need to be adhered to, while planning the interiors of the public library buildings. (10)

4.1 Explain the organisation of the different sections of a public library. (10)

OR

4.2 Discuss the role of ICT in improving services of public libraries.

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

- a) Book mobiles
- b) Mission of the public libraries
- c) Children’s libraries
- d) Public libraries and the society

**MLIE-106: Public Library System and Services  
Seminar**

**Coverage:**  
**Units: 1-17**

**Course Code: MLIE-106**  
**Assignment Code: AST/SEM/Jan.2022-Jul.2023**  
**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.