



**Where to Submit the Assignments**

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

April, 2024

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*<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 2024 session fails to submit her/his assignments till 30<sup>th</sup> September 2024, s/he will have to attempt the fresh assignments of January 2025 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 2024 session fails to submit her/his assignments till 31<sup>st</sup> March 2024, s/he will have to attempt the fresh assignments of July 2025 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/prevyrpapers/pyq\\_papers.htm](http://www.ignou.ac.in/prevyrpapers/pyq_papers.htm)**

## MLI-101: Information, Communication and Society

### Tutor Marked Assignment

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

**Course Code: MLI-101**  
**Assignment Code: AST/TMA/Jul.2024-Jan.2025**  
**Total Marks: 50**

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

1.1 Define the concept of 'information'. Discuss its role in human development. (10)

**OR**

1.2 Discuss the modes of information generation giving examples.

2.1 Explain data as organised in Social Sciences giving examples with reference (10)  
to: scales of measurement, time and origin.

**OR**

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

3.1 State the three approaches to information theory. Explain syntactic and (10)  
semantic approaches.

**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 an 'information society'? Discuss how India is moving towards an (10)  
information society.

**OR**

4.2 'Library and Information Science professionals are knowledge professionals'.  
Write your views in favour of and against this statement.

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

- a) Digital Divide
- b) Global Information Infrastructure
- c) Impact of IT on Information generation
- d) Sociology of Knowledge

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

**Seminar**

**Coverage:** **Course Code: MLI-101**  
**Assignment Code: AST/SEM/Jul.2024-Jan.2025**

**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.

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

**Course Code: MLII-101**

**Coverage:**

**Assignment Code: AST/TMT/ Jul.2024-Jan.2025**

**Units: 1-19**

**Total Marks: 50**

**Answer all questions.**

- 1.1 Categories electronic sources of information and discuss their usefulness in present day context (10)
- OR
- 1.2 Define library network. Mention objectives, functions and activities of INFLIBNET. (10)
- 2.1 Discuss the objectives, functions and role of an Information System. (10)
- OR
- 2.2 Who do you understand by Library and Information Professionals (LIS)? Discuss the various categories of LIS professionals. (10)
- 3.1 Explain different component of mass media as sources of information. Discuss the functions of different categories of persons involved therein. (10)
- OR
- 3.2 What is citation analysis? Discuss the different types of citation indexes. (10)
- 4.1 Who are 'Information Gatherers'? Describe their types and functions. (10)
- OR
- 4.2 Discuss the role of NISAIR (now NIScPR) in providing information services to users. (10)
- 5.0 Write short notes on any two of the following: (10)
- a. Internet as an aid to information services
  - b. J-Gate
  - c. IFLA
  - d. Cyber media



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

### **Practical**

**Coverage:**

**Units: 1-19**

**Answer all questions.**

**Course Code: MLII-101**

**Assignment Code: AST/PRAC/ Jul. 2024/Jan.2025**

**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 Describe the process of documentation with example. (25)
- 2 Acquaintance with finding the names of database providers. (10)
- 3 Identification of the activities of library consortium 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 .2024- Jan. 2025**

**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 and their application in libraries. (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 and information centres. (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) Implementation of MIS in Libraries
- (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 .2024- Jan. 2025**

**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**

**Coverage:**  
**Units: 1-19**

**Course Code: MLII-102**  
**Assignment Code: AST/SEM/ Jul.2024- Jan.2025**  
**Total Marks: 50**

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

**1.1** Explain the importance of Intellectual Organisation of Information (IOI) in information storage and retrieval system. Discuss the role of ICI in assigned and derived indexing system. (10)

**OR**

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

**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** What are the different levels of evaluation of an ISAR system? Discuss the major steps involved in the evaluation of the performance of an IR system. (10)

**4.1** Discuss the distinct current trends and the areas of current research in IR systems. (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) Content Development
- c) Field 856 in MARC
- d) Ferradane's Relational Operators

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

**Course Code: MLII-102**

**Coverage:**

**Assignment Code: AST/SEM/ Jul.2024- Jan.2025**

**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. 2024-Jan. 2025**  
**Total Marks: 50**

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

**1.1** Distinguish between 'system software' and 'application software'. Discuss different types of operating systems. (10)

**OR**

**1.2** Enumerate different categories of input and output devices. Explain the characteristics of different input devices. (10)

**2.1** Mention different types of e-journals. Explain their merits and demerits (10)

**OR**

**2.2** What is a library network? Discuss the important activities of INFLIBNET.

**3.1** Explain the concept of Integrated Services Digital Network (ISDN). Discuss the motivational factors responsible for its development. (10)

**OR**

**3.2** What is convergence? Enumerate its different levels. Discuss any two. (10)

**4.1** Describe the categories of electronic media with respect to their uses in information transmission. (10)

**OR**

**4.2** Explain in detail the development in Microprocessor Technology (10)

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

- a) Client-server architecture
- b) Cooperative Cataloguing
- c) Operating System
- d) Methods of plate making
- e) Adobe Photoshop

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

**Coverage:**

**Course Code: MLII-103**

**Units: 1-14**

**Assignment Code: AST/PRAC/ Jul.2024-Jan.2025**

**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.2024-Jan.2025**  
**Total Marks: 50**

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

1.1 Define the term 'Database'. Discuss the features and different approaches of database. (10)

**OR**

1.2 What is artificial intelligence (AI)? Discuss various areas where artificial intelligence can be used.

2.1 What do you mean by Library Automation? Discuss the advantages of computerised serials control subsystem. (10)

**OR**

2.2 Explain the various steps in the 'Reference Service Processes'.

3.1 What do you mean by digitisation? Discuss what are the major benefits of Digitisation? (10)

**OR**

3.2 Define Selective Dissemination of Information (SDI). Explain different components of SDI in detail.

4.1 What do you mean by computer virus? Discuss all three main classes of virus. (10)

**OR**

4.2 What is web browser? Discuss which web browser is used the most and why?

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

a) News filtering services

b) Search engine

c) Web OPAC

d) Virtual reference desk (VRD)

e) Table of Contents (TOC)



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

**Coverage:  
Units: 1-16**

**Course Code: MLII-104  
Assignment Code: AST/PRAC/Jul.2024-Jan.2025  
Total Marks: 50**

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**

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

**Course Code: MLIE-101**  
**Assignment Code: AST/TMA/Jul.2024-Jan.2025**  
**Total Marks: 50**

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

**1.1** Define conservation. Describe a few methods of conservation that could be adopted as part of a regular activity of libraries. (10)

**OR**

**1.2** Discuss evolution of writing materials in detail.

**2.1** Describe the external causes of deterioration of paper based materials. (10)

**OR**

**2.2** Describe the various types of materials used in hand binding process.

**3.1** Describe certain basic considerations for preservation of non-book materials. (10)

**OR**

**3.2** Explain the term disaster. Describe the various kinds of disasters faced by library and information centres.

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

**OR**

**4.2** Give an account of historical development of microfilming along with the most common forms of manuscripts.

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

- a) Chemical for preventing biological pests
- b) Project Gutenberg
- c) Casing and binding
- d) Repair and restoration of palm leaf manuscripts
- e) Book repair tools

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

**Coverage:  
Units: 1-15**

**Course Code: MLIE-101  
Assignment Code: AST/TMA/Jul.2024-Jan.2025  
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.24-Jan.25**

**Total Marks: 50**

1.1 Explain why it is important to define research problem appropriately. (10)

**OR**

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

2.1 “Research is much concerned with proper fact finding, analysis and evaluation.” Do you agree with this statement? Give reason in support of your answers. (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 What is a hypothesis? What characteristics it must possess in order to be a good research hypothesis?

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

**OR**

4.2 Discuss interview as a technique of data collection.

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

a). Pilot survey

b). Case study method of research

c). Types of research

d). Steps involved in a research process

**MLIE-102: Research Methodology**

**Seminar**

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

**Assignment Code: AST/SEM/Jul.2024-Jan.2025**

**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/Jul.2024-Jan.2025**

**Total Marks: 50**

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

1.1 Discuss the impact of IT on the services of an academic library. (10)

**OR**

1.2 Discuss the role of the library authorities in the efficient functioning of any academic library.

**OR**

2.1 Why do libraries need a “weeding out policy”? Discuss some of the hindrances associated with weeding of non-serviceable documents. (10)

**OR**

2.2 Discuss the role of UGC in promoting education in library and information science.

**OR**

3.1 State the general principles of book selection for libraries. Explain the criteria for selection of print materials to be procured for a library. (10)

**OR**

3.2 What are the sources of finance for a university library? Discuss the suitability of PPBS for a university library. (10)

4.1 Describe the jobs of different categories of staff in university libraries, in the light of social and technological development in the society. (10)

**OR**

4.2 Discuss the need for user education in libraries. Explain the impact of ICT on user education.

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

(a) Distinguish between accounting and cost accounting

(b) Problems in shelf arrangement of documents

(c) Role of IFLA in CEP

(d) Objectives of library consortia

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

**Coverage:  
Units:1-14**

**Assignment Code: AST/SEM/Jul.2024/Jan.2025**

**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.2024-Jan.2025**

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

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. (10)

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

OR

3.2 Describe the qualities and functions of an editor in technical communication. Describe the steps involved in the writing process. (10)

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. (10)

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

- (a) Oral presentation
- (b) Corporate writing
- (d) Creative writing and technical writing
- (e) Peer review



**MLIE-104: Technical Writing  
Seminar**

**Course Code: MLIE-104**

**Coverage:**

**Assignment Code: AST/TMA/Jul.2024-Jan.2025**

**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.2024-Jan.2025**

**Coverage: Units: 1-18**

**Total Marks:50**

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

1.1 Define the term Informetrics. Discuss in detail the evolution of the discipline. (10)

**OR**

1.2 Describe the types of S & T indicators and their use.

2.1 What is a 'scale' in terms of measurements? Describe the various types of scales. (10)

**OR**

2.2 Define and explain Bradford's law. Detail its application in Library and Information Science.

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

**OR**

3.2 Discuss the measures of central tendency and highlight their merits and demerits.

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

**OR**

4.2 What is cognitive mapping? Explain the four principal ways of constructing cognitive maps.

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

a) Descriptive mapping

b) Reliability and Validity

c) Coefficient of variation

d) Libraetric analysis

e) Cluster analysis

**MLIE-105: Informetrics and Scientometrics**

**Seminar**

**Course Code: MLIE-105**

**Assignment Code: AST/SEM/Jul.2024-Jan.2025**

**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.2024-Jan.2025**

**Units: 1-17**

**Total Marks: 50**

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

1.1 Discuss the organisational pattern of public libraries in different states of India. (10)

OR

1.2 Describe the different approaches to public library financing. Explain the sources of public library finance. (10)

2.1 Discuss the various points to be kept in mind while planning a public library building. (10)

OR

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

3.1 Discuss the purpose of performance evaluation of a public library. What are the methods to be adopted for performance evaluation of different sections of a public library? (10)

OR

3.2 What are the main components of Human Resource Management? Describe them in brief. (10)

4.1 Explain the role of Internet in resource sharing and networking. Discuss the recent trends in the networking of public libraries in India. (10)

OR

4.2 Make a comparative study of library legislation in India. (10)

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

(a) Delhi Public Library

(b) Community information services

(d) Ranganathan's contribution to the development of public libraries in India

(e) International public library standards

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

### **Seminar**

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

**Course Code: MLIE-106**  
**Assignment Code: AST/SEM/Jan.2024-Jul.2025**  
**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.

