

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

ASSIGNMENTS

For July 2025 and January 2026 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 2025 Session 31st March 2026

For January 2026 Session 30th September 2026

Where to Submit the Assignments

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

April, 2025

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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 2025 session fails to submit her/his assignments till 30th September 2026, s/he will have to attempt the fresh assignments of January 2026 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 2025 session fails to submit her/his assignments till 31st March 2026, s/he will have to attempt the fresh assignments of July 2026 session).*
- 2) Write your Enrolment Number, Name, Full Address and Date of Dispatch 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 full scape 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

MLI-101: Information, Communication and Society

Tutor Marked Assignment

Course Code: MLI-101

Coverage: Units: 1-16

Assignment Code: AST/TMA/Jul.2025-Jan.2026

Total Marks: 50

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

- 1.1 Define 'information'. Why is it so much importance these days? Enumerate (10)
the disciplines having information as the core area of study.

OR

- 1.2 Discuss the implications of information diffusion in designing information services.

- 2.1 Discuss in detail the modes of information generation. (10)

OR

- 2.2 Explain the modes of formation of subjects propounded by Ranganathan and extended by Neelameghan.

- 3.1 Discuss the need for a national information policy. Describe the efforts (10)
towards framing a national information policy in India.

OR

- 3.2 Define 'digital divide'. Discuss digital divide scenario in the context of India.

- 4.1 State the three levels of information infrastructure. Give an overview of their (10)
overall components.

OR

- 4.2 Discuss the impact of information society on information profession.

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

- a) Information Theory
- b) Knowledge Society
- c) Types of data in Social Sciences
- d) Data mining

MLI-101: Information Communication and Society

Seminar

Coverage: Units: 1-16

Course Code: MLI-101

Assignment Code: AST/SEM/ Jul.2025-Jan.2026

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

Coverage: Units: 1-19

Course Code: MLII-101
Assignment Code: AST/TMT/Jul.2025-Jan.2026

Total Marks: 50

Answer all questions. All questions carry equal marks.

- 1.1 What do you understand by the term 'information gatherers'? Describe their types and functions. (10)

OR

- 1.2 What do you understand by mass media? Describe in brief its different components.

- 2.1 Define intelligent agents. Discuss its the characteristics and types. (10)

OR

- 2.2 Enumerate various categories of information professionals. Discuss activities of any two of them.

- 3.1 What do you understand by e-journal consortia. Discuss with a suitable examples from India. (10)

OR

- 3.2 Describe the growth pattern of information institutions. Explain the nature of 'New Millenium Organisations'.

- 4.1 Discuss the major information organisations in India in the field of Social Sciences. Explain in detail, the National Documentation Centre for Social Science in India. (10)

OR

- 4.2 Discuss the objectives, organisational structure, activities and recent projects of UNESCO concerning information organisation.

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

- a) ADONIS
- b) Machine translation
- c) Expert systems
- d) Web intermediaries

MLII-101: Information Sources, Systems and Services

Practical

Course Code: MLII-101

Coverage: Units: 1-19

Assignment Code: AST/PRAC/ Jul.2025-Jan.2026

Total Marks: 50

Answer all questions. All questions carry equal marks.

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

- 1 Visit the website of a referral centre (e.g., INFLIBNET, NIScPR, or ERIC) and prepare a detailed report covering the following aspects: the overview and purpose of the centre, referral services offered, types of information and user support provided, and its impact on national and international research.
- 2 Explain how ICT tools enhance the effectiveness of information products and services.
- 3 Design an Information Bulletin on a specific theme (e.g., Mental Health, Agriculture, Career Guidance).

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: Units: 1-18

Assignment Code: AST/TMA/ Jul.2025-Jan.2026

Total Marks: 50

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

- 1.1 Explain the concept of management. Discuss the application of management theories in the field of library and information science. (10)

OR

- 1.2 What is 'operations research'? Discuss how it can be implemented in library and information centres.

- 2.1 Differentiate between 'flow process chart and 'decision flow chart'. Explain the process of book discharging using a 'decision flow chart'. (10)

OR

- 2.2 Why do employees resist change? Discuss ways of dealing with resistance to change.

- 3.1 "Library is a system". Discuss the statement in detail. (10)

OR

- 3.2 Enumerate various steps, methods and procedures involved in collection evaluation of a library.

- 4.1 Discuss the characteristics of information as a marketable commodity and explain how it can be marketed. (10)

OR

- 4.2 Describe the impact of the internet and e-marketing on libraries and information centres.

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

(a) Four Ps of marketing

(b) Critical Path Method (CPM)

(c) Cost benefit analysis

(d) Work sampling

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

Course Code: MLI-102
Coverage:

Assignment Code: AST/SEM/ Jul.2025-Jan.2026

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: Units: 1-19

Assignment Code: AST/SEM/ Jul.2025-Jan.2026

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 common auxiliary? Describe the common auxiliaries in UDC with examples.

- 2.1** Describe different methods of automatic indexing. (10)

OR

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

- 3.1** Describe different search techniques for retrieval of textual information with examples. (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) Sears List of Subject Headings
- (b) Special Schemes of Classification
- (c) Thesaurus
- (d) Post Coordinate Indexing

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

Course Code: MLII-102

Coverage: Units: 1-19

Assignment Code: AST/SEM/ Jul.2025-Jan.2026

Total Marks: 50

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

- 1) a) Creation of a database using WINISIS (25)
 b) Creation of index to the above database by using WINISIS
 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: Units:1-14

Assignment Code: AST/TMA/ Jul.2025-Jan.2026

Total Marks: 50

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

- 1.1 What do you mean by Storage Technology? Describe various types of storage technologies with suitable examples. (10)

OR

- 1.2 What do you mean by Software? Describe various categories of software's in detail.

- 2.1 Define communication systems. Explain Optical communication system in detail. (10)

OR

- 2.2 Explain the ISO/OSI reference model with the help of a diagram.

- 3.1 Describe the different types of switching techniques used in telecommunication networks. (10)

OR

- 3.2 Mention different types of e-journals. Explain their merits and demerits.

- 4.1 Explain the difference between 'multimedia', 'hypermedia' and 'hypertext'. Describe the role of hypermedia and hypertext in information delivery. (10)

OR

- 4.2 What is a library network? Discuss the important activities of DELNET.

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

- a) Goals of Convergence
- b) Types of Microforms
- c) Operating System
- d) Internet radio

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

Course Code: MLII-103

Coverage: Units: 1-14

Assignment Code: AST/PRAC/ Jul.2025-Jan.2026

Total Marks: 50

Broad areas on which practicals 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

Course Code: MLII-104

Coverage: Units: 1-16

Assignment Code: AST/TMA/ Jul.2025-Jan.2026

Total Marks: 50

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

- 1.1** Define the term 'Knowledge'? Discuss its types and characteristics. (10)

OR

- 1.2** What do you understand by National information policy (NIP)? Discuss the issues and aspects of a national information policy in the context of library and information system and services in India.

- 2.1** What do you mean by Search engine? How do they differ from Meta search engines? (10)

OR

- 2.2** What do you understand by the term 'Information society'? Discuss the economic and technological perceptions of information society.

- 3.1** Discuss the impact of ICT on various sectors of the society. (10)

OR

- 3.2** Explain briefly, Ranganathan's modes of formation of knowledge.

- 4.1** Discuss the impact of information society on information profession. (10)

OR

- 4.2** Explain the concept of information diffusion. Discuss its patterns.

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

- a) Home networks
- b) Text mining
- c) Digital information
- d) Digital divide

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

Course Code: MLII-104

Coverage: Units: 1-16

Assignment Code: AST/PRAC/ Jul.2025-Jan.2026

Total Marks: 50

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

- 1) Create different fields required for 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 professional friends. (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: 1-16

Assignment Code: AST/TMA/ Jul.2025-Jan.2026

Total Marks: 50

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

- 1.1** Explain the different components of preservation of library resources. Discuss librarian's responsibility in this regard. (10)

OR

- 1.2** Describe salient features of palm leaf manuscripts. Discuss how they can be preserved.

- 2.1** Explain various guidelines for disaster planning process. (10)

OR

- 2.2** Differentiate between casing and binding. Discuss the steps involved in binding a book.

- 3.1** Explain the term 'Conservation'. Describe a few methods of conservation. (10)

OR

- 3.2** Discuss the advantages and disadvantages of digitisation of library materials.

- 4.1** Explain how environmental control can check causes of deterioration of library materials. (10)

OR

- 4.2** Discuss in detail the paper making process. Enumerate the different types of papers.

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

- a) Repair of microfilm
- b) Deacidification process
- c) Chemicals for stain removal
- d) Clay tablets

MLIE-101: Preservation and Conservation of Library Materials

Course Code: MLIE-101

Coverage: Units: 1-15

Assignment Code: AST/TMA/ Jul.2025-Jan.2026

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**

Course Code: MLIE-102

Coverage: Blocks: 1 to 4

Units: 1 to 18

Course: Research Methodology

Assignment Code: AST/TMA/ Jul.2025-Jan.2026

Total Marks: 50

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

1.1 Distinguish between research methods and research methodology. (10)

OR

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

2.1 What is hypothesis? What are the desirable qualities of a good hypothesis. (10)

OR

2.2 What is a literature review? Explain the steps involved in doing a literature review.

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

OR

3.2 Describe the methods of data presentation in research report writing.

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

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 two** of the following: (10)

- a) Historical research
- b) Qualitative
- c) Merits of interview Method
- d) Steps in planning experimental research

**MLIE-102: Research Methodology
Seminar**

Coverage: Units: 1-18

**Assignment Code: AST/SEM/ Jul.2025-Jan.2026
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.2025-Jan.2026
Total Marks: 50

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

- 1.1 Describe the functions of a university library and explain the ways in which they have undergone changes due to the impact of IT. (10)

OR

- 1.2 Enumerate the services rendered in academic libraries. Discuss the process of planning and management of these services in a university library.
- 2.1 Write an essay on academic library movement in India during 20th century. (10)

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.
- 3.1 What do you understand by “Library Governing Body”? Discuss its role in collection development in the context of academic libraries. (10)
- OR**
- 3.2 Describe the sources of finance for academic libraries. Discuss the guidelines to be followed for effective financial management. (10)

- 4.1 Enumerate the various library consortia existing in India. Discuss any two of them in detail (10)

OR

- 4.2 Define ‘Personnel Management’. Explain the aspects to be considered for staff development and the various methods of job evaluation.
- 5.0 Write short notes on **any two** of the following: (10)
- (a) Types of teleconference
 - (b) General principles of book selection
 - (c) Role of IFLA in continuing education programmes
 - (d) Cost of library services

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

Coverage: Units:1-14

**Assignment Code: AST/SEM/ Jul.2025-Jan.2026
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

Coverage: Units: 1-14

Course Code: MLIE-104
Assignment Code: AST/TMA/ Jul.2025-Jan.2026
Total Marks: 50

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

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

OR

- 1.2 What is copy editing? Discuss the routine tasks involved in it.

- 2.1 Differentiate between the three types of communication, oral, audio-visual and written. Elaborate on the different forms of written communication. (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 kinds of dialects and describe the differences between them. (10)

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 two** of the following (in about 300 words each): (10)

- (a) Corporate writing
- (b) Oral presentation
- (c) Writing paragraphs
- (d) Peer review

**MLIE-104: Technical Writing
Seminar**

Coverage: Units: 1-14

**Course Code: MLIE-104
Assignment Code: AST/TMA/ Jul.2025-Jan.2026
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.2025-Jan.2026

Coverage: Units: 1-18

Total Marks:50

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

- 1.1** What do you understand by mapping of science? Discuss the above concept encompassing all scientometric maps. (10)

OR

- 1.2** Define science indicators? Discuss various categories of literature based indicators.

- 2.1** What is scientific productivity? Discuss the problem of its measurement. (10)

OR

- 2.2** Discuss the importance of citation analysis in scientometric studies. Explain the different types of scientometric maps.

- 3.1** Explain the principle of component analysis. (10)

OR

- 3.2** Define and explain cluster analysis. Elucidate measurement of distances relating to cluster analysis.

- 4.1** Explain Bradford's law of scattering. Discuss its applications in library and information centres. (10)

OR

- 4.2** Write an essay on "user studies".

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

- a) Measures of central tendency
- b) Testing of a questionnaires
- c) User studies
- d) Informativeness

MLIE-105: Informetrics and Scientometrics

Seminar

Course Code: MLIE-105

Assignment Code: AST/SEM/ Jul.2025-Jan.2026

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

Coverage: Units: 1-17

Course Code: MLIE-106
Assignment Code: AST/TMA/ Jul.2025-Jan.2026

Total Marks: 50

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

1.1 What is a public library? Describe the social role of a public library. (10)

OR

1.2 Describe the system of financing public libraries in India.

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

OR

2.2 What is the need for standards relating to public libraries? Describe the norms and standards for Indian public libraries developed by RRRLF.

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

OR

3.2 Discuss the role of public libraries in promoting literacy, lifelong learning, and community development.

4.1 In what ways can public libraries support the goals of the National Education Policy (NEP) 2020? (10)

OR

4.2 What are the key challenges currently faced by public libraries in India, and what strategic measures can be taken for their revitalization?

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

- a) Community Information Services
- b) Recent trends in public libraries
- c) Types of Information Institutions
- d) Types of Library Services

MLIE-106: Public Library System and Services

Seminar

Coverage: Units: 1-17

Course Code: MLIE-106

Assignment Code: AST/SEM/ Jul.2025-Jan.2026

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.