

MLIS

Master's Degree Programme in Library and Information Science

ASSIGNMENTS

For July 2020 and January 2021 Sessions



**Faculty of Library and Information Science
School of Social Sciences
Indira Gandhi National Open University
Maidan Garhi, New Delhi – 110068**

Dates for submission of Assignments

For July 2020 Session

March 31, 2021

For January 2021 Session

September 30, 2021

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/practical will be evaluated at the study centre and their specific 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/practical in order to qualify for the term-end examination. Candidates are, therefore, advised to take assignments and the seminars/practical seriously, complete the assignments in time and ensure their participation in the seminars/practical.

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 2020th session fails to submit her/his assignments till 30 September 2020, s/he will have to attempt the fresh assignments of January 2021 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 2020 session fails to 1st submit her/his assignments till 31 March 2021, s/he will have to attempt the fresh assignments of January 2022 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 answersheet.

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 4lines 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>

MLI-101: Information, Communication and Society
Tutor Marked Assignment

Coverage:
Units:1-16

Code: MLI-101
AST/TMA/Jul.2020/Jan.2021
Total Marks: 50

Note: Answer all questions. All questions carry equal marks

1.1 Examine the concept of information with reference to their types of sources, media, recipient, information needs and properties. (10)

OR

1.2 Explain how Ranganathan's five Laws of Library Science provide a wide canvas in the study of library and information science.

2.1 What are the different forms of information? Discuss in detail. (10)

OR

2.2 Differentiate a printed document from a digital document. List the multimedia component of a digital document. Discuss the various digital formats.

3.1 Describe the current state of Indian economy indicating its constraints. Examine the relevance of information and knowledge economy to library and information studies. (10)

OR

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

4.1 In what way does the information profession get impacted by the concept of information society? Explain. (10)

OR

4.2 How do the life style and culture of people get affected on a fast changing modern society? Discuss this in relation to consumerism and leisure industry.

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

- a) Distinction between information and knowledge
- b) Sociology of reading
- c) Information entropy
- d) Data mining Knowledge workers

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

**Coverage:
Units:1-16**

**Course Code: MLI-101
Assignment Code: AST/SEM/Jul.2020/Jan.2021
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.

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

Course Code: MLI-102

Coverage:

Assignment Code: AST/TMA/ Jul .2020- Jan. 2021

Units: 1-18

Total Marks: 50

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

1.1 Discuss the classical theory of management in detail. (10)

OR

1.2 What do you mean by total quality approach? Discuss its application in Libraries and Information Centres.

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

OR

2.2 What do you understand by Management Information System (MIS)? Discuss the importance of MIS in Libraries and Information Centres.

3.1 “The pricing technique to be adopted depends on the pricing objectives of the organisation”. Discuss the statement in relation to the pricing policies of profit and non-profit organisations. (10)

OR

3.2 What is Human Resource Planning? Differentiate between job analysis, job description and job specification.

4.1 Discuss different methods of financial estimation. Explain which method is most appropriate for libraries and why? (10)

OR

4.2 Discuss how you would implement and evaluate a marketing programme for a library.

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

- (a) Quality Circle
- (b) Human Relation School
- (c) Delphi Technique
- (d) E-marketing

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

Course Code: MLI-102

Coverage:

Assignment Code: AST/SEM/Jul.2020/Jan./2021

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

Coverage:
Units: 1-19

Course Code: MLII-101
Assignment Code: AST/TMT/ Jul. 2020/Jan.2021
Total Marks: 50

Answer all questions.

1.1 Explain the concept of information analysis and consolidation. With the help of a diagram describe the information consolidation process. (10)

OR

1.2 Explain how information centers are different from libraries. Briefly describe the types of services provided by information centers.

2.1 Do you think non-print media is a threat to print media? Justify your answer. (10)

OR

2.2 Describe the LIS related activities of UNESCO with special reference to developing countries.

3.1 Explain the terms 'library professionals' and 'information professionals'. Enumerate their types. Describe the role of any one type of library professional. (10)

OR

3.2 Describe the characteristics of 'Reviews'. Explain their types and functions with the help of examples.

4.1 Define the term database intermediaries. Discuss how database intermediaries act as potential source of information for users. (10)

OR

4.2 What do you understand by intelligent agents? Describe the different types of Internet intelligent agents.

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

- a) CODATA
- b) Electronic Media
- c) INFLIBNET
- d) Expert System

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

Coverage:
Units: 1-19

Course Code: MLII-101
Assignment Code: AST/PRAC/ Jul. 2020/Jan.2021
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 a CAS product. (25)
- 2) Acquaintance with finding the names of e-resource providers on different topics. (10)
- 3) Identification of the activities of library and information network at national and international level (15)

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

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

Coverage:
Units: 1-19

Course Code: MLII-102
Assignment Code: AST/TMA/Jul 2020-Jan 2021
Total Marks: 50

Answer all questions

- 1.1 What do you understand by intellectual organization of information? Discuss its need and application in indexing systems. (10)
OR
- 1.2 What is an auxiliary in UDC? Discuss its types used in UDC with examples. (10)
2.1 Define semantic web. Explain its key technologies. (10)
OR
- 2.2 What is automatic indexing? Discuss the semantic and syntactic analysis methods in automatic indexing. (10)
3.1 Explain the evaluation criteria of an indexing system. (10)
OR
- 3.2 Differentiate between HTML and XML. Describe the semantics and syntax of XML and its implications in library and information activities. (10)
4.1 Explain UNICODE discussing its features, structure and applications and problems associated with it. (10)
OR
- 4.2 What is an information retrieval (IR) system? Explain the features of different types of IRs. (10)
5.0 Write short notes on **any two** of the following: (10)
- a) Sears List of Subject Headings
 - e) Entities in FRBR Model
 - f) MARC Record Structure
 - g) Differentiate between pre-coordinate and post- coordinate indexing

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

Coverage:
Units: 1-19

Course Code: MLII-102
Assignment Code: AST/PRAC/ Jul 2020-Jan 2021
Total Marks: 50

These broad areas on which the practical test to be conducted by the counsellors will be on the following areas:

- 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 Web Page. (15)

- 3) Database searching (Online/Offline) for creation of a bibliography on a particular topic. (10)

NB: 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 2020-Jan 2021
Total Marks: 50

Answer all questions

1.1 Describe the key characteristics of computer memory systems. Explain the features of different categories of storage technology of computer system. (10)

OR

1.2 Differentiate between computer architecture and computer organization. Discuss the characteristics of and developments in microprocessor technology.

2.1 Describe different switching techniques used in telecommunication networks. (10)

OR

2.2 What are markup languages? Discuss the features, advantages and disadvantages of HTML.

3.1 Explain the concept of e-publishing. Discuss the features of different types of e-journals. (10)

OR

3.2 Discuss goals and objectives of convergence technology.

4.1 What do you understand by the terms 'Reprography' and 'Micrography'? Discuss micrographics as an interfacing technology in library and information management. (10)

OR

4.2 What is meant by bibliographic utility network? Describe various tools for such networks and their functions.

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

- a) Pricing of e journals
- b) Linux OS
- c) Services of DELNET
- d) ISDN
- e) Hypertext and hypermedia

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

Coverage:
Units: 1-14

Course Code: MLII-103
Assignment Code: AST/PRAC/ Jul 2020-Jan 2021
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)

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

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

Coverage:
Units:1-14

Course Code: MLII-104
Assignment Code: AST/TMA/Jul 2020-Jan 2021
Total Marks: 50

Answer all questions

- 1.1 Define data structure. Discuss its importance in database design. Explain different types of data structures. (10)
- OR
- 1.2 What is RDBMS? Describe the criteria for a database to be relational (RDBMS). Explain the characteristics of a relation.
- 2.1 Describe the procedural model of library housekeeping operations. Illustrate the model with respect to analyses of activities for book ordering. (10)
- OR
- 2.2 Discuss the activities and operations of a computerized serials control system.
- 3.1 What do you understand by digital reference service? How do you use e-mail for providing such services? (10)
- OR
- 3.2 Describe how protocols and standards allow computers to exchange data across the Internet .
- 4.1 What is an open source software? Discuss the advantages of using it for library management. Describe the features of KOHA (10)
- OR
- 4.2 What is a full text bibliographic database? Enumerate any five sources to procure such databases and explain any three of them.
- 5.0 Write short notes on **any two** of the following: (10)
- a) RFID and its usage
 - b) Normal forms
 - c) Image compression protocols
 - d) Subject gateways
 - e) e- print archives

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

Coverage:
Units: 1-16

Course Code: MLII-104
Assignment Code: AST/PRAC/ Jul 2020-Jan 2021
Total Marks: 50

The broad areas on which the practical to be conducted by the counselors will be on the following areas:

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)

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

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

Coverage:
Units: 1-15

Course Code: MLIE-101
Assignment Code: AST/TMA/Jul 2020-Jan 2021
Total Marks: 50

Answer all questions

- 1.1 Discuss the different components of preservation of library resources and the librarian's responsibility in this regard. (10)
- OR
- 1.1 Discuss the basic considerations regarding the physical environment in the preservation of non-book material.
- 2.1 Describe the emergence of papyrus and parchment as writing materials. (10)
- OR
- 2.2 Describe the methods of hinge repair and spine repair.
- 3.1 Discuss recovery methods suitable for salvaging water damaged library materials (10)
- OR
- 3.2 Describe chemicals used for repair and mending of fragile, damaged papers or binding of rare books and manuscripts..
- 4.1 Describe chemicals used for repair and mending of fragile, damaged papers or binding of rare books and manuscripts. (10)
- OR
- 4.2 Discuss the advantages and disadvantages of digitisation. Describe the process of digitisation of print material.
- 5.0 Write short notes on **any two** of the following: (10)
- a) Types of disasters
 - b) Paper deacidification technique
 - c) Silver fish
 - d) Method of storing palm leaf manuscripts
 - e) Formation and objectives of Blue Shield

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

Coverage:
Units: 1-15

Course Code: MLIE-101
Assignment Code: AST/SEM/ Jul 2020-Jan 2021
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:
Units: 1-18**

**Course Code: MLIE-102
Assignment Code: AST/TMA/Jul.2020-Jan.2021
Total Marks: 50**

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

1.1 What do you understand by survey research? Describe the various instruments of survey research with their advantages and disadvantages. (10)

OR

1.2 What is the need and purpose of research? Discuss the conceptual framework of research.

2.1. What is historical research? Discuss the problems associated in conducting such a research. (10)

OR

2.2. Discuss the observation method of research with reference to its planning and implementation.

3.1 Design a questionnaire for studying the reading habits of college students. (10)

OR

3.2 Critically examine the interview method as a tool for data collection

4.1 Discuss different types of observation and their use in research. (10)

OR

4.2 What do you understand by historical research? Discuss its application in LIS research.

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

(a) Regression analysis

(b) Action research

(c) Web-based questionnaire

(d) Importance of research reports

**MLIE-102: Research Methodology
Seminar**

**Coverage:
Units: 1-18**

**Course Code: MLIE-102
Assignment Code: AST/SEM/Jul.2020-Jan.2021
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 counselor 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.2020-Jan.2021
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. (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 circumstances that justify library to levy charges for services offered by it.

3.1 Explain the meaning of collection development. Discuss various policies and programmes related to collection development. (10)

OR

3.2 Differentiate between shelf-rectification and stock verification and describe the advantages of each process.

4.1 “Resource sharing is the backbone activity of INFLIBNET”. Discuss (10)

OR

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

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

- (a) Impact of IT on academic library services
- (b) Collection Evaluation
- (c) CDC on library and information science
- (d) Zero-Based Budget

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

Course Code: MLIE-103

**Coverage:
Units: 1-18**

Assignment Code: AST/SEM/Jul.2020-Jan.2021

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 counselor 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/TMT/ Jul. 2020/Jan.2021
Total Marks: 50**

Answer all questions.

- 1.1 What do you understand by reader analysis? Describe writing situations in relation to different target groups. (10)
- OR
- 1.2 Describe the importance of various levels which make the English language functional.
- 2.1 What is a paragraph? Discuss its different types. (10)
- OR
- 2.2 Discuss how the value of a technical or scientific document depends on the accuracy and completeness of its information.
- 3.1 List the different styles of presentation of data in a technical communication. Explain the importance of illustrations in the text. (10)
- OR
- 3.2 What is a 'Review Article? Explain the process of its preparation.
- 4.1 What are the different forms of discourse? Explain the features of argumentative discourse. (10)
- OR
- 4.2 Enumerate the different tools that are consulted by editors for editing work. Explain the importance of style manuals in this context.
- 5.0 Write short notes on **any two** of the following: (10)
- a) Corporate Writing
 - b) Short Communication
 - c) Mechanics
 - d) Word Structure

**MLIE-104: Technical Writing
Seminar**

**Coverage:
Units: 1-14**

**Course Code: MLIE-104
Assignment Code: AST/SEM/ Jul. 2020/Jan.2021
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 2020-Jan 2021
Total Marks: 50

Answer all questions

- 1.1 What is meant by scales in measurement? Describe different types of scales. (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 What are literature- based indicators. Discuss the problems associated with their collection. (10)
- OR
- 2.2 ‘Citation counting is a versatile tool in journal selection’. Elaborate the statement.
- 3.1 Describe simple linear regression taking into account its objectives, objectives and estimation, etc. (10)
- OR
- 3.2 What is ‘informativeness’? Discuss the seven properties of informativeness..
- 4.1 What are the objectives of cluster analysis? Enumerate different types of agglomerative clustering methods and explain any three of these. (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) Graphical presentation of data
 - (b) Skewness and kurtosis
 - (c) Chi square test
 - (d) Success- breeds-success phenomena

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

Coverage:
Units: 1-18

Course Code: MLIE-105
Assignment Code: AST/SEM/ Jul 2020-Jan 2021
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. 2020-Jan.2021
Total Marks: 50

Note: Answer all questions. All questions carry equal marks

- 1.1 What is a public library? Describe its features. Discuss the social factors which have influenced the growth of public libraries as social institutions. (10)
OR
- 1.2 Discuss the role of Central Government in the promotion and development of public libraries in India.
- 2.1 Discuss the statutory and non-statutory systems of public library financing prevailing in India. (10)
OR
- 2.2 Why is Human Resource Management (HRM) important for public libraries?
Discuss the key activities of HRM.
- 3.1 Explain the concept of organisational structure of public library system. Describe the features of organisational structure of a public library as recommended by Model Public Library Bill of Government of India. (10)
OR
- 3.2 Why is effective governance required for public libraries? Describe the governance pattern of special services of a public library.
- 4.1 Explain the need and objectives of public library networking. Discuss some of the recent trends in networking of public libraries in India. (10)
OR
- 4.2 Highlight the importance of data communication devices that are useful in public libraries. Discuss the problems faced by public libraries while implementing IT.
- 5.0 Write short notes on any three of the following: (10)
a) DPL
b) NAPLIS
c) Indian Public Library Guidelines
d) Children's Services

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

**Coverage:
Units1-17**

**Course Code: MLIE-106
Assignment Code: AST/SEM/Jul.2020/Jan.2021
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.