

**Certificate
in
Library and Information Science**

**Assignments
For January 2026 and July 2026 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 JANUARY SESSION

31th March 2026

FOR JULY SESSION

30th September 2026

WHERE TO SUBMIT THE ASSIGNMENTS

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

Jan 2026

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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 web site <http://www.ignou.ac.in>.

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INSTRUCTIONS FOR ASSIGNMENTS:

- 1) As part of CLIS Programme, each candidate has to do one assignment each in all the courses.
- 2) Assignments carry 30% weightage in the continuous evaluation of a course. The Term End Examination carries 70% weightage. Hence, the marks/grade you get in your assignments will be counted in your final result. Candidates are, therefore, advised to take assignments seriously, complete and submit them in time.
- 3) You must remember that assignments are compulsory. You will not be allowed to appear for the Term End Examination for a course if you do not submit the specified number of assignments and complete the practical in time for that course.

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 of 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 2026 session fails to submit her/his assignments till 31st March 2026, s/he will have to attempt the fresh assignments of January 2027 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 July session (e.g. if a student of July 2026 session fails to submit her/his assignments till 30th September 2026, s/he will have to attempt the fresh assignments of January 2027 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	Enrolment No.
Course Code & Title.....	Name
Assignment Number	Address
Study Centre (Code).....
Study Centre
(Place)	
.....	Date

- 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 grades/marks.
- 5) Do not just reproduce your answers from the units. If you reproduce from units, you will get a Zero.
- 6) Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
- 7) Typed and computer print assignment are not permissible.
- 8) Use only full-scale size paper for you answer, 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 assignment will be returned to you by the Coordinator of your Study Centre. This will also include a copy of assignment sheet containing global comments of the evaluator on your performance in the assignment. This will enable you to improve in your future assignments as well as the Term End Examinations.
- 11) The Tutor Marked Assignments should be sent to the Coordinator of the Study Centre allotted to you.

BLII-012: Document Processing and Organisation

Assignment

Coverage:

Course Code: BLII-012

Course: Document Processing and Organisation

Assignment Code: AST/TMA/Jan.2026-July 2026

Units: 1-6

Total Marks: 50

Note: Answer all questions.

1) Classify ANY 10 (out of 12 given titles) of the following titles using Dewey Decimal Classification (19th edition). **(10x2=20 marks)**

- 1) History of Mathematics
- 2) Study and teaching of library science
- 3) Foreign relations between India and USA
- 4) Study and teaching of library and information science
- 5) English short stories
- 6) Cricket
- 7) Physical chemistry
- 8) Collection of Hindi literature by Indian authors
- 9) Secondary education in Hindi speaking areas of Rajasthan
- 10) Public libraries in India
- 11) Punjabi lyric in Hindi
- 12) Standard living in villages

1) Catalogue any **two titles** as per AACR-2R. All the added entries are to be provided. The Answers are to be worked out on paper only, marking out 5"×3" cards. All titles carry equal. **(15*2=30 marks)**

Title: 1

A HISTORY OF MODERN CHEMISTRY

By Noboru Hirota

Volume 1 :: The road to modern chemistry

Volume 2: The development of modern chemistry

Volume 3: The revolution in physics from the end of the 19th century to the early 20th century.

Volume 4: Chemistry in the first half of the 20th century.

NEW YORK
NOVA SCIENCE
2012

Other Information:

Call No. 540.904 HIR
Accession no. 2020-23
Pages: 190, 290 -390 , Size 24cm
ISBN: 9781920901141

Title:2

Human Edge in the AI Age: Eight Timeless Mantras for Success

By
Nitin Seth

LEONARD J. BRILLSON
23rd Edition

Publisher
Penguin Business
2025

Other Information:

Call No. 0006.3 SET
Accession no. 21001
Pages: 496
ISBN: 978-0143477587
Size 24cm

Title:3

The Holy Bible
Containing old and new testaments
Translated from original tongue by Thomas Green

Nelson & Sons
London
1980

Other Information:

Call No.: Q6:2 Ko

Accession no. 1296

Pages: 1 online resource (673 p.)

ISBN: 9 9781538156711