**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

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 2025, 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

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   (10)
achieve vocabulary control giving examples.

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   (10)
examples.

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.