

# **PROGRAMME GUIDE**

**for**

## **Master's Degree Programme in Library and Information Science (MLIS)**



**Faculty of Library & Information Science  
School of Social Sciences  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi – 110 068**

**“The University sends study materials and assignments, wherever prescribed, to the students by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that.”**

**“In case a student wants to have assignments, s/he can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website [http:// www.ignou.ac.in](http://www.ignou.ac.in)”**

**“The students are specifically instructed to send Examination Forms to Registrar (SED) only and to no other place and they are also advised to submit the Registration/ Reregistration Forms only at the respective Regional Centres and nowhere else. If any student sends the Registration/Re-registration Forms, Examination Forms at wrong places and thereby misses the scheduled date and consequently a semester/year, s/he will have no claim on the University for regularization.”**

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*Further information on the Indira Gandhi National Open University courses may be obtained from the University's Office at Maidan Garhi, New Delhi-110 068 or visit our website: <http://www.ignou.ac.in>*

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# CONTENTS

	<b>Page Nos.</b>
About the University	5
Master's Degree Programme in Library and Information Science (MLIS)	5
Objectives and Scope	6
Target Participants and Admission Criteria	7
Components of the MLIS Programme	7
Studying and Teaching Methodology	8
Study Centres	9
Examination and Evaluation	11
Some Useful Addresses	13
Curriculum and Syllabus	14
List of Some Usefull Video Programmes for MLIS Students	23
<i>Annexure-I</i> : Guidelines for MLIS Seminar Sessions	24
<i>Annexure-II</i> : Guidelines for MLIS Practical Sessions	32
<i>Annexure-III</i> : Guidelines for Project Work/Dissertation	34
<i>Annexure</i> : Form for Student Satisfaction Survey	57

# **SCHOOL OF SOCIAL SCIENCES**

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## **ABOUT THE UNIVERSITY**

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Indira Gandhi National Open University (IGNOU) was established in 1985 by an Act of Parliament to achieve the following objectives:

- democratise higher education by taking it to the door-steps of the students;
- provide access (irrespective of age, gender, religion, etc.) to high quality education to all especially to those disadvantaged groups and individuals by offering opportunities to upgrade their knowledge and skills;
- prepare and offer need-based academic programmes comprising innovative professional as well as vocational courses and promote distance education through a process of rich and varied technology adoption; and
- set, maintain and further the standards of distance education in the country as an apex body created for the purpose.

### **Significant Features of IGNOU**

- relaxed entry rules;
- study according to the student's own pace and convenience;
- flexibility in choosing a combination of courses from across a whole range of disciplines; and
- use of modern computer and communication technologies in the pursuit and promotion of distance education.

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## **MASTER'S DEGREE PROGRAMME IN LIBRARY AND INFORMATION SCIENCE (MLIS)**

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In the contemporary Information Society, information plays all pervasive role in different spheres of life. On the one hand, information services are being introduced to meet the needs and requirements of the society. On the other hand, the capability of many information services is being extended through technological and other changes. India is no exception to these trends. Manpower studies conducted by various experts and the societal scenario of employment opportunity reveal that there is a great need for trained manpower of different categories to man different positions in information/knowledge institutions in the country.

The Central as well as the State Governments have prescribed Master's Degree as a requisite qualification for recruitment to higher positions in libraries/information centres. The University Grants Commission (UGC) also prescribes Master's Degree as a minimum qualification for recruitment to the positions of professional assistant and higher cadres. Most of the states which are having library legislation on their Statute Book, have also made the Master's Degree in Library and Information Science, a compulsory qualification for occupying Gazetted posts under the Government. Of late, the corporate sector is also looking for Master's Degree holders in Library and Information Science as an essential requirement to meet their information requirements. For those who are already employed, the problem becomes more acute as getting long leave necessary to complete the Master's Degree Programme is difficult.

To meet the manpower requirements of the country in the area of Library and Information Science as also with a view to helping the employees in furthering their professional development, IGNOU thought

it appropriate to launch the Master's Degree Programme in Library and Information Science through 'Distance Mode' in 1994. Due to the developments in Information Communication Technologies (ICTs), the face of the libraries and information centres, their functions and services are changing at a faster rate. Varieties of information systems, networks and programmes using ICT are being established since the past few years. Keeping in view this development in the subject and also the continuous increasing demand of the Programme, it has been revised in 2005 to keep pace with the changing needs and scenario.

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## **OBJECTIVES AND SCOPE**

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Indira Gandhi National Open University (IGNOU) launched the Master's Degree Programme in 1994 to impart high level skills and training necessary for those aspiring to hold higher positions in library and information centres in the country. Since then tremendous changes have taken place in the discipline- in information handling and organisation, management and dissemination of information. The development in Information Communication Technologies (ICTs) particularly the Internet technology has added new dimension in information processing and its access. These changes have resulted in changes in the structure of the information institutions, systems and programmes. To prepare the library and information professionals for the changing scenario, the Programme has been completely revised to help professional development not only for those who are already employed in different types of libraries and information institutions but also for those who have to take up library and information science as a profession and upgrade their knowledge and qualification.

The general objective of this programme is to contribute to building of professional human resources to meet the varied demands for information handling in libraries and information centres in the country. The programme comprises Core Courses (8) and Elective Courses (2).

The Programme comprises ten courses out of which **eight are Core Courses**. Six courses are devoted to various information related areas, application of information communication technologies, management of library and information centres.

The seventh core course is on **Project Work/Dissertation** and eighth course is **internship**. In addition to this, there are **two Elective Courses** designed to impart specific skills required in particular types of libraries or in developing specialisation in selected areas of the discipline. These elective courses are to be chosen out of the six elective courses offered by the University.

The curriculum incorporates compulsory practical components wherever required, aimed at exposing the students to some important areas of Information Technology such as Online Searching of Databases, Database Design using readily available software packages such as CDS/ISIS, and Internet Searching, etc. The practical component relates to courses MLII-101, MLII-102, MLII-103 and MLII-104. Particulars regarding the organisation of practical component will be communicated to the students by the coordinators of the respective Study Centres. Every student has to undergo this practical component as a pre-requisite for completion of the MLIS Programme. For those courses where there is no practical component, students are to participate in seminars in the respective areas. The objective of organising seminars is to provide students some communication skills and also opportunities for interactive group discussions. The performance of the students would be evaluated and marks awarded to them based on their presentation and participation in the seminar. Apart from the practical assignments and seminars, a student has to complete and submit one tutor marked assignment (TMA) for each course. It is imperative on the part of each student to be present at the practicals and the seminars

and take active part in it. Submission of all the assignments is compulsory and students are to secure, minimum pass percentage (40%) in the assignments. It must be mentioned here that a candidate becomes eligible to appear at term-end examination, only after fulfilling all the above mentioned conditions without any exception.

A detailed schedule of Programme relating to practical assignments and seminars will be furnished by the respective Programme-in-Charges (PICs) in due course of time. This information would be available with the coordinators of Study Centres.

The total duration for the entire MLIS Programme is one academic year. At the end of one academic year, a student can take annual examination in all the nine courses in one sitting and submit the project work/dissertation and complete the Programme. For the tenth course that is internship please refer SOP. The student also has the option to take examinations in some courses in the first instance, and appear for the rest of the courses at a subsequent examination. The maximum time allowed for the completion of the MLIS Programme is **two years**.

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## **TARGET PARTICIPANTS AND ADMISSION CRITERIA**

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**Eligibility:** Bachelor's Degree in Library and/or Information Science or Associateship from NISCAIR or DRTC.

**Medium of Instruction:** English. Students can write assignments and TEE in Hindi language also.

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## **COMPONENTS OF THE MLIS PROGRAMME**

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The MLIS Programme comprises ten courses of which eight are Core and two are Elective Courses (to be selected from 6 electives being offered now). The courses are as under:

Course Code	Title of the Course	Credits
<b>Compulsory Courses</b>		
MLI-101	INFORMATION, COMMUNICATION AND SOCIETY	4
MLI-102	MANAGEMENT OF LIBRARY AND INFORMATION CENTRES	4
MLII-101	INFORMATION SOURCES, SYSTEMS AND SERVICES	4
MLII-102	INFORMATION PROCESSING AND RETRIEVAL	4
MLII-103	FUNDAMENTALS OF INFORMATION COMMUNICATION TECHNOLOGIES	4
MLII-104	INFORMATION AND COMMUNICATION TIECHNOLOGIES - APPLICATIONS	4
MLII-105	INTERNSHIP	4
<b>Elective Courses (Choose any two only)</b>		
MLIE-101	PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS	4
MLIE-102	RESEARCH METHODOLOGY	4
MLIE-103	ACADEMIC LIBRARY SYSTEM	4
MLIE-104	TECHNICAL WRITING	4
MLIE-105	INFORMETRICS AND SCIENTOMETRICS	4
MLIE-106	PUBLIC LIBRARY SYSTEM AND SERVICES	4
<b>Total Credits</b>		<b>40</b>

**Note:** Detailed contents of these courses are provided in the curriculum and syllabus on page 12.

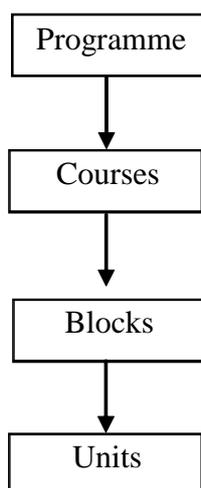
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## **STUDY AND TEACHING METHODOLOGY**

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### **Structure of the Courses**

The MLIS Programme becomes complete with eight (8) courses, internship and a project work/ dissertation (Total 10 courses). The course is structured in the following way:



The 10 courses of this Programme have been divided into 34 blocks and each block has certain number of units ranging from 3 to 5. The Unit constitutes the lowest self-contained material of the course material. The details regarding the Unit format are shown below:

- Unit number : the topic/ theme of the Unit
- Objectives
- Introduction
- The topic/theme divided into sections and sub-sections
- Sections containing Self Check Exercises to measure your own progress in understanding of the particular section, sub-section of the Unit.
- Summary of the Unit
- Answers to Self Check Exercises
- Keywords
- References and Further Reading

It is a credit-based Programme and as such, has the weightage of 40 credits for 10 courses. As the weightage is uniformly distributed, each such Course, therefore, is of 4 credits. One credit refers to 30 hours of study on the part of a student to be devoted to study of the print material, to watch the audio video programmes as well as to attend and spend time in teleconferencing, interactive radio

counselling and class room counselling and the practical sessions.

### **Study Methodology**

You must have a definite study programme in order to take maximum advantage of the facilities provided to you by the university. You are advised to read the Units carefully and make note of important points in the margins of the Units itself, for easy reference. These noted points will help you in answering the Self Check Exercises. Before you attempt to answer Self Check Exercises and write them in the space given or in separate note book, you should ascertain that: (i) you have understood the relevant text, and (ii) you are trying to locate thereafter the pertinent portions of the text which forms the answer to the question being attempted. The Self Check Exercises are incorporated with a view to help you develop skills and assess your own progress in the learning process. You do not have to send the answers to Self Check Exercises anywhere for evaluation. Check your answers with the answers given at the end of the Unit as a separate section and evaluate your performance.

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## **STUDY CENTRES**

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Each student admitted to MLIS Programme will be attached to a **Study Centre/Programme Study Centre**. The Study Centres (visit <http://www.ignou.ac.in> for information) are located at different places of the country and abroad. Students may opt themselves for enrolment in the nearest Study Centre convenient to them. Every Study Centre is managed by a Coordinator or a Programme Specific Incharge (PIC). Particulars relating to counselling sessions, seminars and practicals are to be gathered by every student from the Coordinator of the respective Study Centre or from the Programme-in-Charge. For their own benefit, candidates are advised to attend majority of the counselling sessions. This will facilitate their preparation for the Term End Examinations. The students are advised to be in regular contact with their respective Study Centres and interact with the Coordinator and Programme Specific Incharge as frequently as possible. The facilities provided at the Study Centres normally include the following:

- Counselling sessions in different courses relating to MLIS Programme.
- Library facility with basic reading materials related to various aspects of the discipline suggested for further reading.
- Compulsory Computer Practical sessions for MLIS Programme.
- Holding of Seminars.

The concept of work centre has been promoted specially for implementing the MLIS Programme keeping in view the practical exposure that each candidate should have in Information Technology and the necessary equipment required for the purpose.

### **How to Make Best Use of Study Centres**

In an Open University, education is not imparted through class room lectures, it is usually done through what is known as distance education mode. This mode of learning is different from the conventional system you are used to. There will be no regular lectures relating to any subject. On the other hand, there will be counsellors for different subjects included in the curriculum. Your counsellor is available to you at the Study Centre which organises counselling sessions for different topics. The counsellor will 'guide' you through the material, as 'interpreter' and as 'facilitator' to enable you to understand different problem areas. To get the best out of the Counsellor you must carefully read your course material in advance and identify your problems and seek clarifications regarding them from the counsellor. It is

essential for an open learning student to attend the counselling sessions and be an active participant. If you go well prepared to the counselling session with your own questions, the discussion will be purposeful and you will become faithfully involved in the learning process.

## Counselling Sessions

Counselling sessions are held according to a schedule drawn beforehand by the Study Centre Coordinator. They are usually held on weekends, that is to say, Saturday and Sunday of a week. If necessary, counselling may be held on gazetted holidays also.

There will be a minimum of 10 counselling sessions of 2 hours duration each for each of the eight courses (20 hours for each course on an average) of the Programme devoted to theoretical aspects (except the Project Work/Dissertation). There will be compulsory computer practical in four courses besides counselling sessions (See Annexure II).

**A student has to secure minimum passmarks (40%) in practicals for clearing the programme.**

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## EXAMINATION AND EVALUATION

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The examination relating to MLIS Degree has two components:

- i) Continuous evaluation 30%
- i) Term-end examination 70%

Continuous evaluation is related to the **assignments** that each student has to submit including participation in **seminars and practical assignments** for exposure to Information Technology, which a student has to successfully complete. Every student has to complete and submit one assignment for each of the courses except MLIP-002 for which there is no assignment. The Tutor Marked Assignments are to be submitted to the Coordinator of the concerned Study Centre. The evaluation of the performance of the students in Tutor Marked Assignments will be done by the counsellors and marks/ grades will be awarded to each student. Term-End Examinations for all the eight courses constitute the second part of the examination. Answer scripts relating to the final (term-end) examination will also be evaluated as per the system of marks. For project work/dissertation, there is no continuous evaluation.

On the basis of the aggregate marks obtained in all the courses (theory, practicals and project work/ dissertation) the division will be awarded as under:

Division	Aggregate
I	60% and above
II	50% and above
III	40% and above

To fulfill the requirements of MLIS Degree Programme, a candidate has to score a minimum of 40% marks in both continuous evaluation and at the final Term End Examination. Those candidates scoring less than 40% will be considered as having failed in the examination and will not be entitled to receive a MLIS Degree from the University. For the project work/dissertation (Course MLIP-002), a candidate has to secure a minimum of 50% to pass in this course. Candidates who obtain a failure aggregate or who miss to attend the term-end examination may appear at the subsequent term-end examination and complete the Programme. A learner should not apply for appearing at the term-end examination of any

course without getting registered for the same and that if s/he does so, her/his result would not be declared and the onus shall be on her/him. The maximum period provided for a student to complete the Master Degree Programme in Library and Information Science is **two years** from the date of her/his registration into the Programme.

## SOME USEFUL ADDRESSES

1. Identity Card, Fee Receipt, Bonafide Certificate, Migration, Certificate, Scholarship Forms	Concerned Regional Centre
2. Non-receipt of Study Material and Assignments, for Counselling	Concerned Regional Centre
3. Schedule/Information Regarding Exam-form, Entrance Test, Date-sheet, Hall Ticket	Assistant Registrar (Exam.II), SED, Block-12, Room No. 2, IGNOU, Maidan Garhi, New Delhi-110068 E-mail : sgoswami@ignou.ac.in Ph. : 29536743, 29535924-32 / Extn. : 2202, 2209
4. Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcript	Deputy Registrar (Exam-III), SED Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi -110068, E-mail : kramesh@ignou.ac.in Ph. : 29536103, 29535924-32 / Extn. : 2201, 2211, 1316
5. Non-reflection of Assignment Grades/Marks	Asstt. Registrar, (Assignment) SED, Block-3, Room No. 12, IGNOU, Maidan Garhi, New Delhi-110068 E-mail : assignments@ignou.ac.in or rnjha@ignou.ac.in Ph. : 29535924 / Extn. : 1312, 1319, 1325
6. Change of Elective/Medium	Concerned Regional Centre
7. Re-admission and Credit Transfer	Student Registration Division, Block No. 3, IGNOU, Maidan Garhi, New Delhi-110068
8. Original Degree/Diploma/Verification of Degree/Diploma	Deputy Registrar (Exam.I), SED Block 9, IGNOU, Maidan Garhi, New Delhi - 110068 Ph. : 29535438, 29535924-32 / Extn. : 2224, 2213
9. Student Grievances (SED)	Asstt. Registrar (Student Grievance) SED, Block-3, Room No. 13, IGNOU Maidan Garhi, New Delhi-110068 E-mail : sregrievance@ignou.ac.in Ph. : 29532294, 29535924 / Extn. : 1313
10. Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU Maidan Garhi, New Delhi - 110068
11. Clarification Regarding Academic Content	BLIS Programme Coordinator Faculty of Library and Information Science School of Social Sciences IGNOU, Maidan Garhi, New Delhi-110068
12. Student Support Services and Student Grievances, Pre-admission Inquiry of Various Courses in IGNOU	Regional Director, Student Service Centre IGNOU, Maidan Garhi, New Delhi - 110068 E-mail : ssc@ignou.ac.in Telephone Nos.: 29535714, 29533869, 2953380 Fax: 29533129

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# **CURRICULUM AND SYLLABUS**

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## **MLI-101: INFORMATION, COMMUNICATION AND SOCIETY**

### **Block-1: Information: Nature, Property and Scope**

Unit 1: Data, Information and Knowledge: Intellectual Assets

Unit 2: Data: Definition, Types, Nature, Properties and Scope

Unit 3: Information: Definition, Types, Nature, Properties and Scope

Unit 4 : Knowledge: Definition, Types, Nature, Properties and Scope

### **Block-2: Information Generation and Communication**

Unit 5: Information Communication Process, Media and Diffusion

Unit 6: Generation of Information: Modes and Forms

Unit 7: Information Theory: Measure and Contents Evaluation

Unit 8: Digital Information

### **Block-3: Information and Society**

Unit 9: Social Implications of Information

Unit 10: Information as an Economic Resource

Unit 11: Information Policies: National and International

Unit 12: Information Infrastructure - National and Global

Unit 13: Information Society

### **Block-4: Knowledge and Society**

Unit 14: Knowledge Society

Unit 15: Knowledge Management: Concept and Tools

Unit 16: Knowledge Profession

## **MLI-102: MANAGEMENT OF LIBRARY AND INFORMATION CENTRES**

### **Block-1: Management Perspectives**

Unit 1: Concepts and Schools of Management Thought

Unit 2: Management Functions

Unit 3: Total Quality Management

Unit 4: Change Management

## **Block-2: System Analysis and Control**

Unit 5 : Systems Approach

Unit 6: Work Flow and Organisation Routine

Unit 7: Monitoring and Control Techniques

Unit 8 : Performance Measurement and Evaluation Techniques

## **Block-3: Human Resource Management**

Unit 9 : Organisational Behaviour

Unit 10 : Managerial Quality and Leadership

Unit 11: Human Resource Planning and Development

## **Block-4: Financial Management**

Unit 12: Budgeting and Types

Unit 13: Budgetary Control System

Unit 14: Costing Techniques

Unit 15: Cost Analysis

## **Block-5: Marketing of Information Products and Services**

Unit 16: Information as a Marketable Comodity

Unit 17: Marketing: Approach and Techniques

Unit 18: E-Marketing

## **MLII-101: INFORMATION SOURCES, SYSTEMS AND SERVICES**

### **Block-1: Information Institutions**

Unit 1: Information Institutions: Evolution, Growth Functions and Types

Unit 2: Information Centres: Types and their Organisation

Unit 3: Data Centres and Referral Centres

Unit 4: Information Analysis and Consolidation Centres

### **Block-2: Information Sources, Systems and Programmes**

Unit 5: Information Sources: Categorisation

Unit 6: Print and Non-Print Sources

Unit 7: National Information Systems and Programmes

Unit 8: Global Information Systems and Programmes

Unit 9: National and International Information Organisations

**Block-3: Information Products and Services**

Unit 10: Information Products - Part I

Unit 11: Information Products - Part II

Unit 12: Information Services - Part I

Unit 13: Information Services - Part II

**Block-4: Information Intermediaries as Sources of Information**

Unit 14: Library and Information Professionals

Unit 15: Information Intermediaries

Unit 16: Database Designers and Managers

Unit 17: Database Intermediaries

Unit 18: Media Persons

Unit 19: Intelligent Agents

**MLII-102: INFORMATION PROCESSING AND RETRIEVAL**

**Block-1: Organization of Information**

Unit 1: Intellectual Organization of Information

Unit 2: Indexing Languages Part-I - Concepts and Types, Subject Headings Lists and Thesauri

Unit 3: Indexing Languages Part-II - Classification Schemes

Unit 4: Indexing Systems and Techniques

Unit 5: Evaluation of Indexing Systems

**Block-2: Bibliographic Description**

Unit 6: Principles and Evolution of Bibliographic Description

Unit 7: Rules for Bibliographic Description

Unit 8: Standards for Bibliographic Record Format

Unit 9: Metadata : MARC 21-856 Field, Dublin Core, TEI

**Block-3: Content Development**

Unit 10: Norms and Guidelines of Content Development

Unit 11: Introduction to HTML and XML

Unit 12 Web-based Content Development

Unit 13: Multilingual Content Development (Using Unicode)

**Block-4: Information Storage and Retrieval Systems**

Unit 14: ISAR Systems: Objectives and Types, Operations and Design

Unit 15: Compatibility of ISAR Systems

Unit 16: Intelligent IR Systems

**Block-5: Information Retrieval**

Unit 17: Information Retrieval - Processes and Techniques

Unit 18: Information Retrieval - Models and their Applications

Unit 19: Search Strategy - Processes and Techniques

**MLII-103: FUNDAMENTALS OF INFORMATION COMMUNICATION TECHNOLOGIES**

**Block-1: Computer Technology**

Unit 1: Architecture and Technology

Unit 2: Software

Unit 3: Programming

**Block-2: Communication Technology**

Unit 4: Fundamentals of Communication Technology

Unit 5: Networks and Networking

Unit 6: Data Networks

Unit 7: Convergence Technology and Applications

**Block-3: Media and Publishing Technology**

Unit 8: Print and Non-Print Media

Unit 9: Publishing and Printing Technology

Unit 10: E-Publishing and Networking Publishing

Unit 11: Reprography and Micrography

**Block-4: Resource Sharing Networks**

Unit 12: Library and Information Networks

Unit 13: Bibliographic Utility Networks

Unit 14: Library and Information Networks in India

## **MLII-104: INFORMATION AND COMMUNICATION TECHNOLOGIES - APPLICATIONS**

### **Block-1: Database Design and Management**

Unit 1: Database: Concepts and Components

Unit 2: Database Structures, File Organisation and Physical Database Design

Unit 3: Database Management Systems

Unit 4: Database Searching

### **Block-2: Library Automation**

Unit 5: Housekeeping Operations

Unit 6 Software Packages - Features

Unit 7: Digitization: Concept, Need, Methods and Equipment

### **Block-3: Library and Information Services**

Unit 8: Alerting Services

Unit 9: Bibliographic Full Text Services

Unit 10: Document Delivery Services

Unit 11: Reference Services

### **Block-4: Internet Resources and Services**

Unit 12: Basics of Internet

Unit 13: Use of Search Engines

Unit 14: Internet Services

Unit 15: Internet Information Resources

Unit 16: Evaluation of Internet Resources

## **MLII-105: INTERNSHIP**

Kindly refer detailed standard operating procedures of internship available on the IGNOU website.

## **ELECTIVE COURSES**

### **MLIE-101: PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS**

#### **Block-1: Library Materials: Preservation and Conservation**

Unit 1: Need for Preservation and Conservation

Unit 2: Historical Development of Writing Materials

Unit 3: Palm Leaves 'Birch' Bark: Their Nature and Preservation

Unit 4 : Manuscripts, Books, Periodicals, Newspapers, Pamphlets, etc.

Unit 5: Non-book Materials

#### **Block-2 : Hazards to Library Materials and Control Measures**

Unit 6: Environmental Factors

Unit 7: Biological Factors

Unit 8: Chemical Factors

Unit 9: Disaster Management

#### **Block-3: Binding**

Unit 10: Types of Binding

Unit 11: Binding Materials

Unit 12: Binding Process

Unit 13: Standards for Binding

#### **Block-4: Restoration and Reformatting**

Unit 14: Material Repair

Unit 15: Microfilming and Digitisation

### **MLIE-102: RESEARCH METHODOLOGY**

#### **Block-1: Fundamentals of Research**

Unit 1: Research: Meaning, Concept, Need

Unit 2: Historical Research

Unit 3: Survey Research

Unit 4: Experimental Research

Unit 5 Fundamental, Applied and Action Research

#### **Block-2: Tools for Research**

Unit 6: Measurement of Variables

Unit 7: Data Presentation

Unit 8: Statistical Techniques

Unit 9: Statistical Packages

**Block-3: Research Methods**

Unit 10: Observation Method

Unit 11: Questionnaire Method

Unit 12: Interview Method

Unit 13: Experimental Method

Unit 14: Case Study

**Block-4: Research Process**

Unit 15: Research Design

Unit 16: Research Plan

Unit 17: Statistical Inference

Unit 18: Presentation of Results

**MLIE-103: ACADEMIC LIBRARY SYSTEM**

**Block-1: Development of Academic Libraries**

Unit 1: Academic Libraries: Objectives and Functions

Unit 2: Role of UGC and other Bodies in Promoting Libraries in Universities, Colleges and other Institutions of Higher Learning

Unit 3: Library Governance

Unit 4: Academic Library Services

Unit 5: Financial Management of Academic Libraries

**Block-2: Collection Development**

Unit 6: Collection. Development Policy/Weeding out Policy

Unit 7: Problems in Collection Organisation

Unit 8: Collection Development Programmes

**Block-3: Staffing Pattern and Staff Development for Academic Libraries**

Unit 9: Norms and Patterns of Staffing

Unit 10: Continuing Education Programmes (CEP)

Unit 11: Personnel Management

#### **Block-4: Resource Sharing Programmes**

Unit 12: Resource Sharing: Need and Objectives

Unit 13: INFLIBNET : Information and Library Network

Unit 14: Library Networks and Consortia

#### **MLIE-104: TECHNICAL WRITING**

##### **Block-1: Communication Process**

Unit 1: Overview of Communication Process

Unit 2: Characteristic Features of Technical Writing

Unit 3: Target Groups in Written Communication

Unit 4: Reader-Writer Relationship

##### **Block-2: Linguistics**

Unit 5: Language as Medium for Communication of Thought

Unit 6: Functional English Style: Semantics, Syntax, and Diction

Unit 7: Readability and Text

Unit 8: Aberrations in Technical Writing

##### **Block-3: Structure and Functions of Technical Communication**

Unit 9: Structure, Definition, Purpose, Characteristics and Functions

Unit 10: Collection, Organisation and Presentation of Data including Illustrations

Unit 11: Case Studies: Preparation of Short Communication, Review Articles, Technical Reports, Monographs, Dissertations and House Bulletins

##### **Block-4: Technical Editing and Editorial Tools**

Unit 12: The Editor

Unit 13: Editorial Process

Unit 14: Editorial Tools

#### **MLIE-105: INFORMETRICS AND SCIENTOMETRICS**

##### **Block-1: Foundation of Informetrics and Scientometrics**

Unit 1: Information and Measurement

Unit 2: Measure of Information

Unit 3: Informetrics: Definition, Scope and Evolution

Unit 4: Sociology of Science and Scientometrics

Unit 5: Organisations Engaged in Scientometrics and Informetrics Studies

## **Block-2: Informetrics: Elements and Applications**

Unit 6: Law of Scattering and its Applications

Unit 7: Rank and Size Frequency Models

Unit 8: Informetrics Phenomena

Unit 9: Analysis of Library Related Data

Unit 10: User Studies

## **Block-3: Scientometrics: Elements and Applications**

Unit 11: Laws of Scientific Productivity

Unit 12: Growth and Obsolescence of Literature

Unit 13: Science Indicators

Unit 14: Mapping of Science

## **Block 4: Techniques and Modeling in Informetrics and Scientometrics**

Unit 15 : Elements of Statistics

Unit 16 : Probability Distributions and their Applications

Unit 17 : Regression Analysis

Unit 18 : Cluster Analysis and Factor Analysis

## **MLIE-106: PUBLIC LIBRARY SYSTEM AND SERVICES**

### **Block-1: Public Library: Basic Concepts**

Unit 1: Public Library: Origin and Growth

Unit 2: Public Library and Society

Unit 3: Agencies in the Promotion and Development of Public Library System

Unit 4: National Library Policy and Library Legislation

### **Block-2: Public Library System: Resource Development**

Unit 5: Development Plans and Resource Mobilisation

Unit 6: Financial Resources

Unit 7: Physical and Documentary Resources

Unit 8.: Human Resources

### **Block-3: Management of Public Library System**

Unit 9: Organisational Structure of Public Library System

Unit 10: Planning and Administration of Public Libraries

Unit 11: Public Library Norms, Standards and Guidelines

Unit 12: Governance of Public Libraries

Unit 13: Performance Evaluation

**Block-4: Public Library Services**

Unit 14: Types of Library Services

Unit 15: Application of Information Technology in Public Library Services

Unit 16: Resource Sharing Networking

Unit 17: Public Library Scenario in India, UK, USA and Canada

**MLIP-002 PROJECT WORK/DISSERTATION**

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**LIST OF SOME USEFUL VIDEO PROGRAMMES FOR MLIS STUDENTS**

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Four video programmes have been developed by the faculty to supplement the course materials of MLIS Programme. The titles of these programmes are given below:

- 1) Digital Library
- 2) Content Development in Digital Environment
- 3) Library and Information Networking
- 4) National Information Infrastructure

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## **GUIDELINES FOR MLIS SEMINAR SESSIONS**

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The continuous evaluation of MLIS Programme consists of two components:

- i) Tutor Marked Assignments (TMAs), one for each course
- ii) Seminar/Practical

Submission of TMAs and participation in Seminars/Practical is compulsory to qualify for the Term End Examination.

Out of ten courses, 8 courses will have seminar/practical components. Four (4) Core Courses will have practical components. Two other Core Courses and 2 Electives will have seminars. The students will have to participate in one seminar session for each of the four courses (two core and two electives selected by them).

### **Courses with Seminar Component**

#### **Core Courses**

MLI-101: INFORMATION, COMMUNICATION AND SOCIETY

MLI-102: MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

#### **Electives**

MLIE-101: PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS

MLIE-102: RESEARCH METHODOLOGY

MLIE-103: ACADEMIC LIBRARY SYSTEM

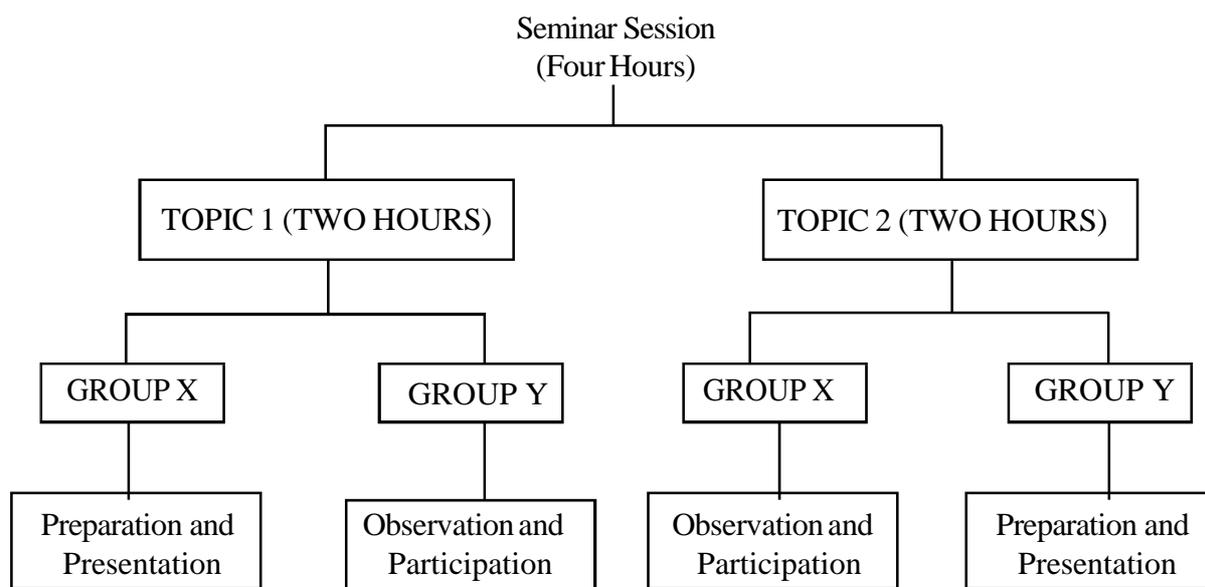
MLIE-104: TECHNICAL WRITING

MLIE-105: INFORMETRICS AND SCIENTOMETRICS

MLIE-106 PUBLIC LIBRARY SYSTEM AND SERVICES

### **Operational Modality**

The total duration for each seminar session will be four hours. Two topics will be taken up for discussion in each session. Each session will be participated by two groups of about twelve students each. The seminar session will be further divided into two parts of two hours duration. In the first part one group (X) will prepare and present a paper, and the other group (Y) will be the observer group, which will interact and participate in the discussion with presenter group (X). In the second part of the seminar session, same process will be reversed where the second group (Y) will present another topic and the first group (X) will observe and respond through interaction.



The topics for the seminar will be provided by the counsellors (model topics are enclosed along with these guidelines). The Programme In-charges (PICs) will allot the topics to different groups of students. The concerned counsellors will guide the students in identification of sources and preparation of the discussion paper.

### **Seminar Assessment**

The PIC and the concerned counsellor will be present throughout the seminar session. They will moderate over the sessions and also evaluate the students' performance on the basis of their presentation of the topic and participation in the discussion. The total marks for the seminar is 50 and the students' performance will be evaluated on the basis of group assessment as well as individual assessment. The marking scheme will be as follows:

- a) Pre-seminar Preparation (10 marks): The involves identification of sources from course materials as well as periodical literature and other sources available. The main theme of the topic will be divided into smaller parts and each student belonging to a particular group has to prepare for one part. The efforts made by each student will be consolidated into a complete discussion paper by the group as a whole.
- b) Presentation and participation of the group discussion paper (15 marks): The discussion paper will be presented by the group leader and others will supplement her/him. The marking will be done on the basis of the presentation of the paper and the reaction and participation in the discussion by the presenter group.
- c) Participation of the observer group (15 marks): This involves the participation of the observer group in the discussion of the topic and the relevance of the questions asked and the comments and suggestions made. The marking will be done on the basis of the relevant points raised by the individual student and her/his articulation.
- d) Report writing (10 marks): After the seminar session each group will have to prepare and submit a report on the topics discussed in the seminar to the concerned counsellor. The marking will be done by the evaluator on the basis of the quality of the report which should reveal the discussions taken place in the seminar. The report should be written in third person and passive voice.

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## **MODEL TOPICS FOR SEMINAR**

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

1. Post-industrial Society.
2. CODATA Task Group (on Accessibility and Dissemination of Data).
3. Free Flow of Information (Barriers to Information).
4. Information Communication Chain.
5. Information Generation Process.
6. Shannon Weaver Model.
7. Holistic and Spectrum Approaches to Knowledge.
8. Growth Patterns of Disciplines.
9. Role of Information Scientists in Knowledge Utilisation.
10. Components of National Information Policy.
11. Information Economics.
12. Information Society.
13. National Information Infrastructure.
14. Digital Information.
15. Digitisation of Information.
16. Knowledge Professionals.
17. Knowledge Society.
18. Knowledge Management.

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

1. Management Framework for Libraries.
2. Role of Management Information System (MIS) in Planning and Controlling.
3. Leadership Styles.
4. Library and Information Systems.
5. Time and Motion Studies.
6. Operation Research in Libraries.
7. Management by Objectives (MBO).

8. Human Resource Management in Libraries.
9. Human Resource Planning for Libraries and Information Centres.
10. Total Quality Management (TQM).
11. Methods of Financial Estimation in Libraries.
12. Performance Management for Libraries and Information Centres.
13. Change Management Concepts.
14. Organisation Behaviour in Libraries and Information Centre.
15. Implication of e-marketing.
16. Budgetary Control for not-for-profit Organisations.
17. Cost Effectiveness Analysis vs. Cost Benefit Analysis.
18. Information as a Marketable Commodity.
19. Market Segmentation.

#### **Elective Courses**

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

1. Inherent Characteristics of Library Materials and their Preservation.
2. History of Writing Materials in India.
3. Preservation and Conservation of Palm Leaf Manuscripts.
4. Preservation and Conservation of Birch Bark Manuscripts.
5. Preservation and Conservation of Non-book Materials.
6. Preservation of Optical Media.
7. Environmental Factors as Detractors to Library Materials.
8. Control Measures for Protection of Library Materials from Biological Pests.
9. Preventive Conservation.
10. Binding for Different Type of Library Materials.
11. Binding Materials.
12. Stages of Binding Process.
13. International Standards for Binding.
14. Indian Standards for Binding.

15. Book Pests.
16. Disaster Management for Libraries.
17. Restoration Procedures for Library Materials.
18. Organisation for Knowledge Preservation.

### **MLIE-102: Research Methodology**

1. The Quest for Solutions to Practical and Theoretical Problems Result in Research Activity.
2. Research in Library and Information Science leads to the Design and Better Management Skills on the Part of an Information Professional.
3. Library Science Research and Development of Operational Skills.
4. Basic Research vs. Applied Research: Objectives and Methods.
5. Research Techniques are Means Rather than Ends in Themselves.
6. Identification of a Research Problem.
7. Survey Analysis and Content Analysis as Methods of Research.
8. Presentation of Results of Research.
9. Time Series and its Components — Contribution to Research Techniques.
10. Steps involved in the Analysis of Data for the Preparation of a Research Report.
11. Drafting of Research Report.
12. Statistical Methods in LIS.
13. Designing a Questionnaire (Real example)
14. Preparing a Proposal (Real example)
15. Preparing a Research Report (Real example)

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

1. Academic Libraries Provide Access to Scholarship.
2. Academic Libraries form the Keystone in the Arch of Higher Education.
3. Role of Academics in Promoting Library Use.
4. Should we Go for Fee or Free Based Library Services in an Academic Library System?
5. Library Governance.
6. Library Collections are Described as “Instructors of Instructors”.
7. The Success of an Academic Library Depends Much on its Personnel.

8. Teleconferencing as a Continuing Delivery System.
9. Resource Sharing Avoids Duplication of Money, Manpower and Material.
10. Library Networks Facilitate Sharing and Optimum Use of National and International Information Resources.
11. Resources and Services of INFLIBNET.
12. Role of UGC in Modernising the Library Services.
13. UGC Service Conditions and Pay Scales Enhance the Status of the Professionals.
14. Information Based Learning and Teaching.
15. E-consortia Approach to Academic Libraries.

#### **MLIE-104: Technical Writing**

1. Reader-writer Relationship.
2. Aberrations in Technical Writing.
3. Tools for Technical Writing.
4. Preparation of Technical Reports.

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

1. The Journey from Bibliometrics to Informetrics is Characterised by Development in Methods and Techniques Rather Than Objectives and Purposes.
2. Mathematical Models and their Application in Scientometrics and Informetrics.
3. Bibliometrics and Informetrics Laws and their Implications in Library and Information Science.
4. The Development of Science Citation Index is a Landmark for Scientometrics and Informetrics Studies.
5. Measuring Scientific Productivity - Problems and Prospects.
6. Growth and Obsolescence Study of Literature - A Means for Library and Information Centre Management.
7. Science and Technology Indicators – A Tool for Policy and Decision Makers.
8. Understanding Science in Developing Countries - A Methodological Approach Through Scientometrics and Informetrics.
9. Approaches to Modeling in Scientometrics and Informetrics.

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

1. Public Libraries Serve as an Instrument of Social Change.
2. Development of Public Libraries Needs an Appropriate Policy at State and National Level.

3. Physical, Financial and Human Resources Constitute an Effective Public Library System.
4. Planning Helps to Systematically Move Towards Achievement of Goals.
5. The Success of Management of Public Library System Depends Much on its Governance.
6. Performance Evaluation is an Important Tool to Measure the Strength and Weakness of Public Library System.
7. Accessibility Plays an Important Role in Providing Library Services.
8. Resource Sharing and Networking among Public Libraries Improve Quality of Library and Information Services.

**N.B.** The model topics listed for each of the courses are **suggestive and not exhaustive**. The PIC and counsellor in-charge of specific courses have the flexibility to add to or change any of these topics.

All the above mentioned topics may be divided into narrower areas comprising four or five concepts and a group of three students may be asked to take up one area out of these and make intensive preparation to the extent the local resources allow them. Any explanation or clarification wanted by the second batch of participants must be provided by the individual groups on specific areas thus divided. As an example topic one of course MLI-101 Post-industrial Society can be considered consisting of the following four specific areas:

1. Social framework of Information Society.
2. The coming of Post-industrial Society.
3. Significance of information and the roles of different professionals.
4. Information work-force.

### **Role of PIC and Counsellor**

1. Both PIC and counsellors will divide the total number of students in batches of 25 students each for a seminar session of four hours.
2. Two topics selected by PIC and counsellor will be allotted to the students. One topic for a group of twelve students and the second topic to the remaining group of students.
3. Each topic will be divided into at least four narrower area and each narrower area will be allotted to a sub-group of three students for intensive preparation.
4. The PIC and counsellor will provide guidance for the preparation of the topic. This comprises (a) helping them to find out appropriate references on the topic as a whole and on the specific areas.
5. The students will be asked to come out with short write-up on the specific areas of the topic and these write-ups will be consolidated into a single presentation report by the group with its group leader. The counsellor will extend help to the students in this process.
6. Once this preliminary preparation is over, the date for the seminar will be decided jointly by the PIC as well as the counsellor.

7. The PIC may chair and moderate the discussion and the counsellor may act as observer and provide help in the evaluation and marking of students' performance both in the pre-preparation stage, as well as in the seminar.
8. Once the seminar is over the respective groups may be asked to present the report of the discussion that took place in the seminar. The report should be brief and should indicate the deliberation of the seminar not exceeding in 1500 words. As far as possible, it should be brief and compact. This will be evaluated jointly by the PIC as well as the counsellor.

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## **GUIDELINES FOR MLIS PRACTICAL SESSIONS**

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Four of the seven core courses are technology- based and have practical components which need practical hands-on experience. The Practical Sessions will be organized for these courses at the concerned Study Centers. The students will have to attend these practical sessions for each of the four courses.

### **Courses with Technology and Practical Components**

#### **Core Courses**

- MLII-101 Information Sources, Systems and Services
- MLII-102 Information Processing and Retrieval
- MLII-103 Fundamentals of Information Communication Technologies
- MLII-104 Information Communication and Technologies- Applications

#### **The Duration of Practical Sessions for these Core Courses is as follows:**

- MLII-101 Information Sources, Systems and Services  
Five sessions of two hours each
- MLII -102 Information Processing and Retrieval  
Ten sessions of two hours each
- MLII -103 Fundamentals of Information Communication Technologies  
Fifteen sessions of two hours each
- MLII-104 Information Communications and Technologies- Applications  
Twenty sessions of two hours each

#### **Total Practical Sessions: 50**

#### **Total Hours for Practical Work: 100**

A minimum of 75% attendance in the practical sessions is compulsory. A student needs to get a minimum of 40% of marks in practicals to clear the Programme. The practical component of the Programme involves hands on experience of the candidate to the use of modern information communication technology. Some of the broad practical based aspects of the four core courses are listed below:

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

- 1) Preparation of Information Products (CAS Products) and Services
- 2) Searching On-line Databases
- 3) Searching CD- ROM Bibliographic Databases
- 4) Identify e -Resource Providers in different areas
- 5) Find out the activities of Library and Information Networks at National and International level

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

- 1) a) Creation of a database using CDS/ISIS.  
b) Creation of index to the above database by using CDS/ISIS.  
c) Generation of catalogue data according to AACR-IIR (either print or display).
- 2) XML Coding and creation of Web Page.
- 3) Database searching (Online/Offline) for creation of a bibliography on a particular topic.

**MLII-103: Fundamentals of Information Communications and Technologies**

- 1) Acquaintance with different parts of a computer and telecommunication technology used for networking.
- 2) Various MS-DOS commands.
- 3) Various functions of Windows Operating System.

**MLII-104: Information Communications and Technologies- Applications**

- 1) Searching, using different search options, databases that have been created using WINISIS.
- 2) Internet searching.
- 3) Selecting a news alert service from Internet and becoming its member.
- 4) Using and evaluating search engines.
- 5) Creation of e-mail accounts and related activities such as, sending-receiving mails, attaching files, etc.

The concerned counsellor will provide the students further details about the practical work. The performance of the student will be evaluated by the concerned counsellor at the study center.

The broad practical aspects listed above are suggestive and not exhaustive. The PIC and counsellor in charge of the specific course have the flexibility to add or to change any of these aspects.

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## **GUIDELINES FOR PROJECT WORK/DISSERTATION**

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In addition to theoretical, practical and seminar components of eight courses (including electives) of this Programme, a student has to submit Project Work/Dissertation (MLIP-002) which is considered as a full course of 4 credits. The purpose of Project Work/Dissertation is to provide an opportunity to the students to develop skills in the areas which they have studied in the various courses of this Programme. A student has to secure a minimum of **50% pass marks in Project Work/Dissertation Course**. For the purpose of Project Work/Dissertation, a student has to work in an area related to any area of her/his courses of study. Students are advised to select a topic for work in consultation with a guide and send the proposal/synopsis to the Programme Coordinator, MLIS for approval. A student may choose her/his guide according to her/his choice. The proposal/synopsis should be accompanied by a biodata of the guide, duly signed by her/him. The minimum qualification of the guide is as follows:

- a) Ph.D. in Library and Information Science and working in Assistant Professor Scale or Pay Level 10 as per the 7<sup>th</sup> CPC.

Or

- b) Master's Degree in Library and Information Science with working experience in a library or information centre/Teaching LIS in Assistant Professor Scale or Pay Level 10 as per the 7<sup>th</sup> CPC.

### **Submission of Project Work/Dissertation**

The Project Project Work/Dissertation should be typed in double space in A4 size paper and be in a bound form. This should include a certificate from the guide stating the fact that the work has been carried out under her/his supervision/guidance. Generally, the report should be in the following format:

- |                         |                  |
|-------------------------|------------------|
| 1. Certificate          | 8. Methodology   |
| 2. Acknowledgements     | 9. Findings      |
| 3. Table of Contents    | 10. Conclusion   |
| 4. Preface              | 11. Bibliography |
| 5. Introduction         | 12. Index        |
| 6. Review of Literature | 13. Appendices   |
| 7. Objectives           |                  |

### **Submission of Synopsis and Project**

On receipt of the approval, the work may be carried out and final report may be sent to Registrar (SED). The schedule for submission of Proposal and final report is as follows:

**Submission of Synopsis** to the Programme Coordinator, MLIS, Faculty of Lib. & Inf. Sc., SOSS, IGNOU, Maidan Garhi, New Delhi - 110 068.

Soft copy of the synopsis may also be sent through email to the email id: **ignnoulis@gmail.com**.

**Note:** Students are advised to only send the either hardcopy or softcopy of their synopsis for approval.

**Submission of the Project Report** (one copy) to: The Registrar (SED), IGNOU, Maidan Garhi, New Delhi - 110 068

Student are advised to read the Project Work/Dissertation Guide properly before taking up research work for Project Work/Dissertation course.



# Indira Gandhi National Open University

## Student Satisfaction Survey

### Kind Attention: All Past and Present Students of IGNOU!

### Now you rank our Performance...

Dear Student,

As the largest distance education institution in the world. We have always endeavoured to imbibe values and skills for the development of knowledge and competencies. And it is our belief that you as the former or present student are the best person to judge how far we have succeeded in our efforts. To gain your invaluable impression, we present here a short questionnaire. All you have to do is fill it and mail it back to us. You can also fill this questionnaire online by logging on to [www.ignou.ac.in](http://www.ignou.ac.in). Your invaluable inputs shall guide us towards a direction where we shall improve our services and evolve more student-friendly study programmes.

Vice-Chancellor, IGNOU.

Enrolment No. .... Name .....

Gender :  M  F

Age Group :  Below 30  31-40  41-50  Above 51

Programme of Study .....

Year of Enrolment ..... Year of Completion .....

Regional Centre ..... State ..... Study Centre .....

Please Indicate your satisfaction level by putting a tick mark on your choice.

Serial No.	Questions	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied
1.	Concepts are clearly explained in the printed learning material	<input type="checkbox"/>				
2.	The learning materials were received in time	<input type="checkbox"/>				
3.	Supplementary study material (like video/audio) available	<input type="checkbox"/>				
4.	Academic counsellors explain the concepts clearly	<input type="checkbox"/>				
5.	The counselling sessions were interactive	<input type="checkbox"/>				
6.	Changes in the counselling schedule were communicated to you on time	<input type="checkbox"/>				
7.	Examination procedures were clearly given to you	<input type="checkbox"/>				
8.	Personnel in the study centres are helpful	<input type="checkbox"/>				
9.	Academic counselling sessions are well organised	<input type="checkbox"/>				
10.	Guidance from the Programme Coordinators and Teachers from the School0	<input type="checkbox"/>				
11.	Assignments are returned in time	<input type="checkbox"/>				
12.	Feedback on the assignments helped in clarifying the concepts	<input type="checkbox"/>				
13.	Project proposals are clearly marked and discussed	<input type="checkbox"/>				
14.	Studying in this programme provided the knowledge of the subject	<input type="checkbox"/>				
15.	Results and grade card of the examination were provided on time	<input type="checkbox"/>				
16.	Overall, I am satisfied with the programme	<input type="checkbox"/>				

After filling cut out this questionnaire and mail it to:  
STRIDE, Block-14, IGNOU, Maidan Garhi, New Delhi-110068