

BLIS



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

ASSIGNMENTS

For

July 2024 and January 2025 Sessions



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

For July 2024 Session

31st March 2025

For January 2025 Session

30th September 2025

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INSTRUCTIONS FOR ASSIGNMENTS:

- 1) Assignments and Practicals 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 and practicals will be counted in your final result. You are, therefore, advised to take assignments and practicals seriously, complete and submit them in time.
- 2) You must remember that assignments and practicals 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 practicals in time for that course.

Instructions for Tutor Marked Assignments:

- 1) The validity of the assignment is ONE YEAR only. If you fail to submit your assignments before the due date of the particular session, then you have to attempt the fresh set of assignments of subsequent sessions (e.g. if a student of July 2024 session fails to submit her/his assignments till 30th March 2025, then s/he will have to attempt the fresh assignments of July 2024 session). Similarly, those who take admission in January session have to attempt the assignments of January 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 January session (e.g. if a student of January 2025 session fails to submit her/his assignments till 30th September 2025, s/he will have to attempt the fresh assignments of January 2025 session).
- 2) Write your Enrolment Number, Name, Full Address and Date of Dispatch at the top right end 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/CodeName

Assignment Number Address.....

Study Centre (Code).....

Study Centre (Name)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 that 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 assignments are not permissible.
- 8) Use only foolscap size paper for you answer, ordinary writing paper, neither too thick nor too thin will do.
- 9) Leave 3 inch 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 at 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 also include copies of assignment sheets containing global comments of the evaluator on your performance in the assignments. 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.

**BLIE-227: DOCUMENT PROCESSING: PRACTICE
ASSIGNMENT**

Coverage:

Course: Document Processing Practice

Blocks: 1 to 3

Units: 1 to 14

Course Code: BLIE-227

Assignment Code: AST/TMA/ Jul.2024/Jan.2025

Total Marks: 70

Part 1: Classification Practice: DDC 19th Edition

Note:

I. Furnish your answers in the space provided against each title in the tabular format suggested below.

II. Classify all the titles given below. Each question carries 7 marks (3 marks for the class number and 4 marks for the analysis).

III. The Class Numbers assigned should be as specific as possible and also provide the detail analysis of the construction of the class number.

IV. Copies of 19th edition of Dewey Decimal Classification are available for your use in the Study Centre. They are to be returned after use.

Sl. No.	Title to be Classified	Class Number Assigned	Digit by Digit analysis of the Class Number
1.	Treatment of Arthritis in the Old Age		
2.	Handbook of Marketing Management		
3.	Statistics for Researchers		
4.	Lok Sabha Debates		
5.	Sikhs in Great Britain: A Sociological Study		

Part 2: Cataloguing Practice

- I. Catalogue the titles as per AACR-2R and MARC 21. In the case of AACR- 2R all added entries are to be provided.
- II. The answers are to be worked out on paper only, marking out 5" X 3" cards in the case of AACR- 2R and in the tabular format for MARC 21 as suggested below.
- III. Each question carries 7 marks (4 marks for the AACR- 2R and 3 marks for the MARCentry).
- IV. Copies of Sears List of Subject Headings are available to for your use in the Study Centre. They are to be returned after use.

Format for AACR-2R Cards:

Format for MARC 21:

Tag	Indicator	Description	Subfield	Data

Title 1:

Harper's Biochemistry

Robert K. Murray
Daryl K. Granner
Peter A. Mayes

23rd Edition

London Prentice - Hall 1993

OTHER INFORMATION

CALL NO. 574.192 MUR
ACC. NO. 73425
PAGES x, 806p
SIZE 24 cm.
ISBN 0 - 8385 - 3658 - 1

Title 2:

The practical approach series; 198

Immobilized Biomolecules in Analysis : a Practical Approach

Edited by

Tony Cass
Frances S. Ligler
Oxford Oxford University Press
1998

OTHER INFORMATION

CALL NO. 368.4 ESS
ACC. NO. 435443
PAGES xiv, 333 p.
SIZE 21cm.
ISBN 0043360777

Title 3:

MATHEMATICAL CONVERSATIONS: SELECTIONS FROM THE MATHEMATICAL INTELLIGENCE

Compiled by Robin Wilson, Jeremy Gray

New York

Springer

2001

OTHER INFORMATION

CALL NO. 510
MAT
ACC. NO. 365231
PAGES vi, 488 p..
SIZE 26 cm.
ISBN 0387986863

Title 4:

Field Theory as a Conceptual Framework for Divorce Study

by Eddie C. Y. Kuo

Vol 1 : Divorce-Research.

Vol 2 : Field theory (Social psychology)

Singapore

Dept. of Sociology, University of Singapore

1974

OTHER INFORMATION

CALL NO. 301.4284072 KUO
ACC. NO. 345672-4
SIZE 26 cm.
ISBN 1600210392

Title 5:

American Journal of Business Research
Vol. 1 No. 1
November 2008
Cary, NC
American Institute of Higher Education

OTHER INFORMATION

CLASS NO.	658.14
FIRST PUBLISHED IN	2008
FREQUENCY	Annual
ISSN	1934 - 6484
HOLDINGS	Library has all the volumes