

Assignment Topics for Final-term Examination Spring 2022

Last Date of Assignment Submission: Thursday, 21 April 2022

Viva Exam: Saturday, 23 April and Sunday, 24 April 2022

Mode of Viva Exam: Zoom Meeting or Over Telephone

Zoom Meeting ID: 464 540 0223

Passcode: 345

Dear Students,

You are advised to prepare ***one assignment for each course*** as per given topic listed below for FINAL-TERM EXAMINATION SPRING 2022 and submit it (mentioned ID, Name and Telephone as the Subject of Email) by email to concern course teacher on or before Thursday, 21 April 2022.

The Viva Exam for Final-term Spring 2022 will be held on ***Zoom Meeting or Over Telephone*** on Saturday, 23 April and Sunday, 24 April 2022 from 10:00 am to 4:00 pm each day. Students have to join ***Zoom Meeting*** or make a call to the <01714085060> during the viva exam time given in the exam routine.

All students have to pay all dues to RUD accounts office personally or by bKash before viva exam.

Thank you.

Dr. Md. Mostafizur Rahman

Professor and Head

Department of Library Management and Information Science

Cell: 01714-085060

Guidelines of Writing Assignment

Students are advised to follow the guidelines for writing the assignment as below.

1. Assignment Format:

- (a). Length of the assignment will be 2000 to 3000 words.
- (b). Must be in three part such as theoretical frame work, body of the text and conclusion along with cited reference (if applicable) at the end.
- (c). Font size will be 12 points and line's space 1.5. Times New Roman font will be preferred. Page margin will be 1 inch in all sides.

(d). Write on black and white background for softcopy (pdf format) and Print on white offset paper size A4 for hardcopy.

2. Front Cover Page Format:

(a). Exam's Name, (b). Course Code & Course Title, (c). Assignment Topic, (d). Student's Name, (e). Student's ID No., (f). Semester's Name and Year, (g). Submission Date, (h). Mobile phone number, (i) Course Teacher's Name and Designation, (j). Department's Name, and (k). University's Name and Address.

Assignment Topics

25th , 26th and 27th Batches (Regular) Students		
Course	Assignment Topic	Course Teacher
MSLMIS 507 - Indexing and Abstracting	Assignment Topic: (a) Define abstract. Write the purposes and important of abstract. Mention the quality of good abstract. (b) What do you mean by controlled vocabulary? Mention the purposes and functions of controlled vocabulary and global trends in measuring the effectiveness of abstract.	Submit to: Dr. Md. Mostafizur Rahman Email: mm.rahman@royal.edu.bd
MSLMIS 508 - Information and Communication Technology	Assignment Topic: (a) What is Internet? Briefly illustrate the history of Internet and the Internet services. (b) What do you mean by data communication? Describe the modes and media of data communication.	Submit to: Dr. Md. Mostafizur Rahman Email: mm.rahman@royal.edu.bd
MSLMIS 601 - System Analysis and Design	Assignment Topic: (a) Why the costs and benefits analysis is required in a system development? Mention the kinds of costs and benefits and describe the elements of costs and benefits of a system. (b). Narrate the procedure of determination of costs and benefits and the evaluation methods of costs and benefits analysis.	Submit to: Dr. Md. Mostafizur Rahman Email: mm.rahman@royal.edu.bd
MSLMIS 610 - Records and Archives Management	Assignment Topic: (a). Write the definition of archives and state your logic in favor of the extensively acceptable definition of archives. (b). What is the meaning of access and use of archives? Write the general policies of using archival institution and mention the rules which are applicable for public prohibited documents in archival institution.	Submit to: Dr. Md. Mostafizur Rahman Email: mm.rahman@royal.edu.bd
	STELF STUDY	
MSLMIS 503 - Cataloguing-Practical	The questions have been given in the page no. 5 below.	Submit to: Dr. Md. Mostafizur Rahman Email: mm.rahman@royal.edu.bd

MSLMIS 504 - Classification- Theory	Assignment Topic: (a) Write the first summary of DDC. (b) Elaborately describe the auxiliaries of UDC scheme with examples.	Submit to: Dr. Md. Mostafizur Rahman Email: mm.rahman@royal.edu.bd
MSLMIS 506 - Documentation and Information Retrieval	Assignment Topic: (a) What is Online Information Retrieval System (OIRS)? Explain the Characteristics of OIRS. Write the merits, demerits and future of OIRS. (b). If there are 140 relevant documents in the database and you have retrieved total 220 documents where 60 documents are relevant. Now calculate the recall and precision from these data.	Submit to: Dr. Md. Mostafizur Rahman Email: mm.rahman@royal.edu.bd

25th , 26th and 27th Batches (PG Diploma Degree Holder) Students

Course	Assignment Topic	Course Teacher
MSLMIS 506 - Documentation and Information Retrieval	Assignment Topic: (a) What is Online Information Retrieval System (OIRS)? Explain the Characteristics of OIRS. Write the merits, demerits and future of OIRS. (b) If there are 140 relevant documents in the database and you have retrieved total 220 documents where 60 documents are relevant. Now calculate the recall and precision from these data.	Submit to: Dr. Md. Mostafizur Rahman Email: mm.rahman@royal.edu.bd
MSLMIS 601 - System Analysis and Design	Assignment Topic: (a) Why the costs and benefits analysis is required in a system development? Mention the kinds of costs and benefits and describe the elements of costs and benefits of a system. (b) Narrate the procedure of determination of costs and benefits and the evaluation methods of costs and benefits analysis.	Submit to: Dr. Md. Mostafizur Rahman Email: mm.rahman@royal.edu.bd
MSLMIS 602 - Automation of Information Institutions	Assignment Topic: (a) What is database? Describe OCLC, WorldCat, Z39.50, Metadata, Dublin Core Metadata, OAI, OAI-PMH, CMS and WCMS. (b) Narrate about consortia and online resources available from the libraries in Bangladesh.	Submit to: Dr. Md. Mostafizur Rahman Email: mm.rahman@royal.edu.bd
MSLMIS 603 - Hardware Maintenance and Troubleshooting	Assignment Topic: (a) What do you mean by operating system? Elucidate the operating system of computer. (b) Narrate the functions, components and classification of microprocessor with suitable examples.	Submit to: Dr. Md. Mostafizur Rahman Email: mm.rahman@royal.edu.bd

24th Batch (Research) Students

Course	Assignment Topic	Course Teacher
MSLMIS 602 - Automation of Information Institutions	Assignment Topic: (a) What is database? Describe OCLC, WorldCat, Z39.50, Metadata, Dublin Core Metadata, OAI, OAI-PMH, CMS and WCMS.	Submit to: Dr. Md. Mostafizur Rahman

	(b) Narrate about consortia and online resources available from the libraries in Bangladesh.	Email: mm.rahman@royal.edu.bd
MSLMIS 607 - Library Systems and Services - Academic Library	Assignment Topic: (a) What is library committee? Describe the types and necessities of library committees with their functions and duties in academic libraries. (b). Explain the Dr. S R Ranganathan's five laws of library science.	Submit to: Dr. Md. Mostafizur Rahman Email: mm.rahman@royal.edu.bd
MSLMIS 600 – Research Report/ Thesis	Submit the Research Report/Thesis to the Department on or before 27 April 2022 and the Viva on thesis will be held online or over telephone (01714085060) on Monday, 09 May 2022 from 2:00 pm to 4:00 pm. <i>[Student must submit Hardcopy Bound Research Report before viva exam]</i>	Submit to: Dr. Md. Mostafizur Rahman Email: mm.rahman@royal.edu.bd
23rd Batch (Internship) Students		
MSLMIS 620 - Internship	Submit the Internship Report to the Department on or before 27 April 2022 and the Viva on Internship will be held online or over telephone (01714085060) on Monday, 09 May 2022 from 4:00 pm to 6:00 pm. <i>[Student must submit Hardcopy Bound Internship Report before viva exam]</i>	Submit to: Dr. Md. Mostafizur Rahman Email: mm.rahman@royal.edu.bd

FINAL-TERM EXAMINATION SPRING 2022

COURSE CODE: MSLMIS-503

COURSE TITLE: CATALOGUING – PRACTICAL

Full Marks: 40

- 10
1. (a). State the rules of entry of editor, compiler, translator, holy scripts and corporate authors of book according to AACR-2.
 2. Develop main entry card with tracing and added entry catalogue card of book according to AACR-2.

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(a). A book titled “Behavioral Pattern of School Students”, edited by Stephen P. Robbins and Timothy A. Judge. Twelfth edition. Published by Prentice-Hall of India Private Limited, New Delhi, in 2007. Has xxv initial and 352 pages in the text. It has figures, tables, maps and diagrams. Height 26 cm. It also has bibliography and index. ISBN 81-203-1090-0.

Or

একটি বইয়ের আখ্যা “আধুনিক শ্রেণিকরণ : ব্যবহারিক”। বইটি সংকলন করেছেন ড. নিখিল চন্দ্র সরকার। বাংলা একাডেমী, ঢাকা কর্তৃক প্রকাশিত। বইটির প্রকাশকাল ২০০৫। প্রথম সংস্করণ। প্রাথমিক পৃষ্ঠা সংখ্যা [সাত] এবং মূল বইয়ের পৃষ্ঠা সংখ্যা ২১৫। নিঘন্ট সম্বলিত। উচ্চতা ২৮ সেমি। আইএসবিএন ৯৮৪-৯৭৮-০৭-৪৭৭৭-০।

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(b). A book titled “A Dictionary of Modern American English”, written by John W. Hill, William J. Tim and Kobe D. Fox. Ninth edition, Published by Penguin Education Company from New York, Chicago, New Delhi in 2011. Has xii initial and 270 pages in the text. It has figures, tables, maps and graphs. Height 25 cm. It also has bibliography and index. ISBN 0-7167-0680-1.

Or

একটি বইয়ের আখ্যা “পবিত্র ত্রিপিটক”। ভয়েজার পাবলিকেশন্স, ঢাকা কর্তৃক প্রকাশিত। বইটির প্রকাশকাল ২০১৬। মূল বইয়ের পৃষ্ঠা সংখ্যা ২৪৮। উচ্চতা ২৬ সেমি। আইএসবিএন ৯৮৪-৯৭৮-৩১-০৯৮৩-৬।

[SAMPLE COVER PAGE]

Final-term Spring 2022

Course Code:

Course Title:

Assignment Topic:

Student's Name:

Student's ID No.:

Semester's Name and Year: Spring 2022 Semester

Submission Date:

Mobile Phone:

Course Teacher's Name and Designation:

Department of Library Management and Information Science

Royal University of Dhaka

Banani, Dhaka-1213.