

**Assignment Topics for Retake Final-term Exam Spring 2022**

**Last Date of Assignment Submission: Thursday, 26 May 2022**

**Viva Exam: Friday, 27 May 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 RETAKE 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, 26 May 2022.

The Viva Exam for Retake Final-term Spring 2022 Semester will be held on *Zoom Meeting or Over Telephone* on Friday, 27 May 2022 from 12:00 pm to 2:00 pm. Students have to join *Zoom Meeting* or make a call to the <01714085060> during the viva exam time given in 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.

## List of Assignment Topics

| <b>25<sup>th</sup> , 26<sup>th</sup> and 27<sup>th</sup> Batches (Regular) Students</b>                  |   |  |
|--|---|--|
| <b>Course</b>  | <b>Assignment Topic</b>   | <b>Course Teacher</b>  |
| MSLMIS 507 - Indexing and Abstracting  | <b>Assignment Topic:</b> (a). Describe the steps of abstracting and guidelines for abstracting ANSI/NISO. (b). Write the advantages and disadvantages of abstracting service. Mention the steps of abstracting procedures in the libraries.   | Dr. Md. Mostafizur Rahman<br>Email: <a href="mailto:mm.rahman@royal.edu.bd">mm.rahman@royal.edu.bd</a> |
| MSLMIS 508 - Information and Communication Technology  | <b>Assignment Topic:</b> (a). What do you mean by operating system and state the functions of operating system. (b). Explain any five popular operating system software in the world.   | Dr. Md. Mostafizur Rahman<br>Email: <a href="mailto:mm.rahman@royal.edu.bd">mm.rahman@royal.edu.bd</a> |
| MSLMIS 601 - System Analysis and Design  | (a). What is system development? Describe various types of information gathering techniques in system development. (b). Construct an interview questionnaire for research on local health care system in your area.   | Dr. Md. Mostafizur Rahman<br>Email: <a href="mailto:mm.rahman@royal.edu.bd">mm.rahman@royal.edu.bd</a> |
| MSLMIS 610 - Records and Archives Management   | <b>Assignment Topic:</b> (a) State the concept of Institutional Repository. Explain the core features and functions of Institutional Repository. (b). Describe the general policies of archives. Illustrate the importance of archives in the context of Bangladesh.  | Dr. Md. Mostafizur Rahman<br>Email: <a href="mailto:mm.rahman@royal.edu.bd">mm.rahman@royal.edu.bd</a> |
| <b>25<sup>th</sup> , 26<sup>th</sup> and 27<sup>th</sup> Batches (PG Diploma Degree Holder) Students</b> |   |  |
| <b>Course</b>  | <b>Assignment Topic</b>   | <b>Course Teacher</b>  |
| MSLMIS 506 - Documentation and Information Retrieval   | <b>Assignment Topic:</b> (a). What is SDI service? Write the stages and importance of SDI service. Differentiate between CAS and SDI services in academic libraries. (b). What do you mean by searching and search strategy? Describe the importance of searching strategy in information retrieval system along with the various searching techniques. | Dr. Md. Mostafizur Rahman<br>Email: <a href="mailto:mm.rahman@royal.edu.bd">mm.rahman@royal.edu.bd</a> |

|   |   |  |
|---|---|--|
| MSLMIS 601 - System Analysis and Design               | <b>Assignment Topic:</b> (a). What is system development? Describe various types of information gathering techniques in system development.<br>(b). Construct an interview questionnaire for research on local health care system in your area.           | Dr. Md. Mostafizur Rahman-<br>Email:<br><a href="mailto:mm.rahman@royal.edu.bd">mm.rahman@royal.edu.bd</a> |
| MSLMIS 602 - Automation of Information Institutions   | <b>Assignment Topic:</b> (a). Define Digital Library and Institutional Repository. Describe the differences between Digital Library and Institutional Repository.<br>(b). Briefly discuss the features of DSpace and Greenstone Digital Library Software. | Dr. Md. Mostafizur Rahman<br>Email:<br><a href="mailto:mm.rahman@royal.edu.bd">mm.rahman@royal.edu.bd</a>  |
| MSLMIS 603 - Hardware Maintenance and Troubleshooting | <b>Assignment Topic:</b> (a). What is bus of a computer system? Describe the purposes of bus of computer architecture.<br>(b). Narrate the different types of system bus and its functions. Explain the system bus architecture in the computer system.   | Dr. Md. Mostafizur Rahman<br>Email:<br><a href="mailto:mm.rahman@royal.edu.bd">mm.rahman@royal.edu.bd</a>  |

#### 24<sup>th</sup> Batch Students

| Course   | Assignment Topic  | Course Teacher  |
|--|---|---|
| MSLMIS 602 - Automation of Information Institutions          | <b>Assignment Topic:</b> (a). Define Digital Library and Institutional Repository. Describe the differences between Digital Library and Institutional Repository.<br>(b). Briefly discuss the features of DSpace and Greenstone Digital Library Software.   | Dr. Md. Mostafizur Rahman<br>Email:<br><a href="mailto:mm.rahman@royal.edu.bd">mm.rahman@royal.edu.bd</a> |
| MSLMIS 607 - Library Systems and Services - Academic Library | <b>Assignment Topic:</b> (a). State the concept of library building. Explain the principles of planning and the roles of librarian in planning of university library building.<br>(b). What is budget? Mention the prerequisite for preparation of library budget and different levels of the library budget. Discuss the major heads of income and expenditure of a university library budget. | Dr. Md. Mostafizur Rahman<br>Email:<br><a href="mailto:mm.rahman@royal.edu.bd">mm.rahman@royal.edu.bd</a> |
| MSLMIS 600 – Research Report/ Thesis                         | <b>Submit</b> the Research Report/Thesis by email on or before 26 May 2022 and the viva on Thesis will be held online or over telephone on 27 May 2022 from 12:00 pm to 2:00 pm. <i>[Student must submit Hardcopy Bound Research Report before viva exam.]</i>  | Dr. Md. Mostafizur Rahman<br>Email:<br><a href="mailto:mm.rahman@royal.edu.bd">mm.rahman@royal.edu.bd</a> |

#### 23<sup>rd</sup> Batch Students

|                         |  |   |
|-------------------------|--|---|
| MSLMIS 620 - Internship | <b>Submit</b> the Internship Report by email on or before 26 May 2022 and the viva on Internship will be held online or over telephone on 27 May 2022 from 12:00 pm to 2:00 pm <i>[Student must submit Hardcopy Bound Internship Report before viva exam.]</i> | Dr. Md. Mostafizur Rahman<br>Email:<br><a href="mailto:mm.rahman@royal.edu.bd">mm.rahman@royal.edu.bd</a> |
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[SAMPLE COVER PAGE]

# Retake Final 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.**