

Mid-term Exam Routine and Assignment for Spring 2021

Last Date of Assignment Submission: Thursday, 25 February 2021
Date of Viva Exam: Sunday, 28 February to Wednesday, 3 March 2021
Time: 10:00 am to 5:00 pm
Mode of Viva Exam: Zoom Meeting or Over Telephone

Viva Exam Routine Publish Online on Monday, 22 February 2021

Dear Students,

You are advised to prepare *one assignment for each course* as per given topic listed below for MID-TERM EXAM SPRING 2021 and submit them (mentioned ID, Name and Telephone as the Subject of Email) to email: <mm.rahman@royal.edu.bd> by Thursday, 25 February 2021.

The Viva Exam for Mid-term Spring 2021 Semester will be held *Zoom Meeting or Over Telephone* from Sunday, 28 February to Wednesday, 3 March 2021 from 10:00 am to 5:00 pm each day. Students have to join *Zoom Meeting* or make a call to the <01714085060> during the exam time given in the viva 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

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

2. Front Cover Page Format:

(a). Exam's Name, (b). Course Code & Course Title, (c). Assignment Topic, (c). (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

22nd, 23rd and 24th batch Regular Students		
Course	Assignment Topic	Course Teacher
MSLMIS 507 - Indexing and Abstracting	Assignment Topic: (a) What is indexing language? (b) Describe the importance, characteristics and types of indexing language. (c) Explain the general techniques and methods of automatic indexing.	Md. Mahmudul Hasan Email: mm.rahman@royal.edu.bd
MSLMIS 508 - Information and Communication Technology	Assignment Topic: (a) Give your concept about ICT. (b) Describe the impact of ICT on modern library management. (c) How ICT has changed the library systems and services in Bangladesh?- Discuss.	Dr. Md. Mostafizur Rahman Email: mm.rahman@royal.edu.bd
MSLMIS 601 - System Analysis and Design	Assignment Topic: (a) Write the definition of system in your own words. (b) Elaborately discuss the methodology, reasons of beginning system development and its various objects.	Dr. Md. Mostafizur Rahman Email: mm.rahman@royal.edu.bd
MSLMIS 610 - Records and Archives Management	Assignment Topic: (a) What do you mean by record? (b) Write the nature, characteristics and types of record. (c) Elaborately describe the functions, steps and elements of Record Management.	Md. Mahmudul Hasan Email: mm.rahman@royal.edu.bd
22nd, 23rd and 24th batch PG Diploma Degree Holder Students		
Course	Assignment Topic	Course Teacher
MSLMIS 506 - Documentation and Information Retrieval	Assignment Topic: (a) State the concept of Document and Documentation. (b) Describe the process of documentation life cycle. (c) Mention the purposes, steps and factors of CAS in the university library of Bangladesh.	Md. Mahmudul Hasan Email: mm.rahman@royal.edu.bd
MSLMIS 601 - System Analysis and Design	Assignment Topic: (a) Write the definition of system in your own words. (b) Elaborately discuss the methodology, reasons of beginning system development and its various objects.	Dr. Md. Mostafizur Rahman Email: mm.rahman@royal.edu.bd

MSLMIS 602 - Automation of Information Institutions	Assignment Topic: (a) Describe the functions of various sections of automated library. (b) How the different modules of ILS software work in the automated library management system? Explain.	Dr. Md. Mostafizur Rahman Email: mm.rahman@royal.edu.bd
MSLMIS 603 - Hardware Maintenance and Troubleshooting	Assignment Topic: (a) Illustrate the fundamentals of computer hardware. (b) Describe the functions of different input devices of computer system with examples.	Dr. Md. Mostafizur Rahman Email: mm.rahman@royal.edu.bd
21st batch Research Students		
Course	Assignment Topic	Course Teacher
MSLMIS 602 - Automation of Information Institutions	Assignment Topic: (a) Describe the functions of various sections of automated library. (b) How the different modules of ILS software work in the automated library management system? Explain.	Dr. Md. Mostafizur Rahman Email: mm.rahman@royal.edu.bd
MSLMIS 607 - Library Systems and Services - Academic Library	Assignment Topic: (a) Discuss the importance and functions of school library. (b) Elaborately explain the problems of school library and librarianship profession in Bangladesh. (c) Give your recommendations to solve the problems of school library and librarianship profession in Bangladesh.	Md. Mahmudul Hasan Email: mm.rahman@royal.edu.bd

[SAMPLE COVER PAGE]

Mid-Term Exam Spring 2021

Course Code:

Course Title:

Assignment Topic:

Student's Name:

Student's ID No.:

Semester's Name and Year: Spring 2021 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. **