

**Retake Final-term Exam for Summer 2021**

**Last Date of Assignment Submission: Thursday, 23 September 2021**

**Date of Viva Exam: Saturday, 25 September 2021**

**Time: 11:00 am to 1:00 pm**

**Mode of Viva Exam: Online or Over Telephone or RUD Campus**

Dear Students,

You are advised to prepare ***one assignment for each course*** as per given topic listed below for Retake Final-term Exam Summer 2021 and submit them (mentioned ID, Name and Telephone as the Subject of Email) to the email of the concern course teachers by Thursday, 23 September 2021.

The Viva Exam for Retake Final-term Summer 2021 will be held ***Online or Over Telephone or RUD Campus*** on Saturday, 25 September 2021 from 11:00 am to 1:00 pm.

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, (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>23<sup>rd</sup>, 24<sup>th</sup> and 25<sup>th</sup> batches Regular Students</b>		
<b>Course</b>	<b>Assignment Topic</b>	<b>Course Teacher</b>
MSLMIS-501: Information Resources Development	<p><b>Assignment Topic:</b> (a). What is stock taking? Write the prerequisites of stock taking and its advantages and disadvantages. Elaborately discuss three notable methods of stock taking of the library.</p> <p>(b) Explain the concept of self-publishing and criteria of consideration of self-publishing.</p> <p>(c) What is meant by selection policy? Mention the selection policy of non-book materials in the library.</p>	<p>Afsana.Jhumur Email to: <a href="mailto:afsana.jhumur@royal.edu.bd">afsana.jhumur@royal.edu.bd</a></p>
MSLMIS-502: Cataloguing - Theory	<p><b>Assignment Topic:</b> (a). What do you mean by subject heading? Mention the types of subject headings and describe the steps of determination of subject headings.</p> <p>(b) What is automated catalogue? Discuss the advantages and disadvantages of automated library catalogue. Narrate the required hardware and software for automated library catalogue.</p> <p>(c) What is stand for MARC? Discuss the growth and development of MARC. State the roles of MARC in international co-operation and co-ordination in the world.</p>	<p>Dr. Md. Mostafizur Rahman Email to: <a href="mailto:mm.rahman@royal.edu.bd">mm.rahman@royal.edu.bd</a></p>
MSLMIS-503: Cataloguing - Practical	<p><b>Assignment Topic:</b> Answer all questions which have been given in the Page-4 below.</p>	<p>Dr. Md. Mostafizur Rahman Email to: <a href="mailto:mm.rahman@royal.edu.bd">mm.rahman@royal.edu.bd</a></p>
MSLMIS-612: Information Networking and Resource Sharing	<p><b>Assignment Topic:</b> (a). What is transmission media? (b). Elaborately describe the various types of transmission media with examples.</p>	<p>Afsana.Jhumur Email to: <a href="mailto:afsana.jhumur@royal.edu.bd">afsana.jhumur@royal.edu.bd</a></p>
<b>23<sup>rd</sup>, 24<sup>th</sup> and 25<sup>th</sup> batches PG Diploma in LIS Degree Holder Students</b>		
<b>Course</b>	<b>Assignment Topic</b>	<b>Course Teacher</b>
MSLMIS-611: International and Comparative Librarianship	<p><b>Assignment Topic:</b> (a). What do you mean by Library Legislation? Write the functions, purposes and advantages of library legislation.</p> <p>(b). Describe the Bangladesh National Library Legislation Act, 1995.</p>	<p>Afsana.Jhumur Email to: <a href="mailto:afsana.jhumur@royal.edu.bd">afsana.jhumur@royal.edu.bd</a></p>

MSLMIS-612: Information Networking and Resource Sharing	<b>Assignment Topic:</b> (a). What is transmission media? (b). Elaborately describe the various types of transmission media with examples.	Afsana.Jhumur Email to: <a href="mailto:afsana.jhumur@royal.edu.bd">afsana.jhumur@royal.edu.bd</a>
MSLMIS-613: Advanced Classification – Theory	<b>Assignment Topic:</b> (a). Write the structure of Universal Decimal Classification scheme and briefly discuss the common and special auxiliaries of this scheme. (b). “UDC scheme is better than DDC for scientific library”- justify this statement with your own logic.	Afsana.Jhumur Email to: <a href="mailto:afsana.jhumur@royal.edu.bd">afsana.jhumur@royal.edu.bd</a>
MSLMIS-614: Advanced Classification – Practical	<b>Assignment Topic:</b> Answer all questions which have been given in the Page- 5 below.	Dr. Md. Mostafizur Rahman Email to: <a href="mailto:mm.rahman@royal.edu.bd">mm.rahman@royal.edu.bd</a>
<b>22<sup>nd</sup> batch Research Group Students</b>		
<b>Course</b>	<b>Assignment Topic</b>	<b>Course Teacher</b>
MSLMIS-602: Automation of Information Institutions	<b>Assignment Topic:</b> What do you mean by ILS? Describe the major features of open source ILS-Koha and SLiMS software.	Dr. Md. Mostafizur Rahman Email to: <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). What do you mean by budget? State the purposes and the prerequisites of preparing a library budget. Describe the different levels of a university library budget. (c) How to apply Luther Gulick's principles of administration POSDCORB in library and information science? -Explain.	Afsana.Jhumur Email to: <a href="mailto:afsana.jhumur@royal.edu.bd">afsana.jhumur@royal.edu.bd</a>

**RETAKE FINAL-TERM EXAM SUMMER 2021**  
**COURSE CODE: MSLMIS-503**  
**COURSE TITLE: CATALOGUING - PRACTICAL**

**Full Marks: 40**

5X2=10

1. State the rules of entry of books according to AACR-2: (a). Dictionaries, (b). Encyclopedias, (c). Holy scripts, (d). Government publications, and (e). Corporate author's publication.

2. Develop main entry card with tracing and added entry catalogue card of book according to AACR-2. **(Answer any Three of the following questions)**

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(a). একটি বইয়ের আখ্যা “বাংলাদেশের খাদ্য উৎপাদনে প্রযুক্তির অবদান” । বইটি সংকলন করেছেন অধ্যাপক আব্দুল হাকিম খান । বইটি মাদার প্রকাশনী, ঢাকা থেকে ২০১৭ সালে প্রকাশিত । প্রাথমিক পৃষ্ঠা সংখ্যা [তের] । মূল বইয়ের পৃষ্ঠা সংখ্যা ৩২০ । টেবিল, মানচিত্র ও ছবি আছে । উচ্চতা ২৭ সেমি । আইএসএসএন ৯৭৮-৯৮৪-৬৭-৩২১০-৪ ।

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(b). A book titled “Modern Mathematics and Physics”. Written by Professor Dr. Abdur Rahim Khan. Translated in English by Dr. Md. Kamal Uddin. Published by Academic Publishers Ltd. from Dhaka, Kolkata and New York in 2018. Preliminary pages xvii and total 344 pages in the text and height 26 cm. Has tables, charts and figures. ISBN 978-984-19-9023-2.

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(c). একটি বইয়ের আখ্যা “আধুনিক বাজার অর্থনীতি ও বিপণন” । লিখেছেন অধ্যাপক আব্দুর রহমান, ডঃ মোঃ আমিনুল ইসলাম মিয়া, জাবের আহমেদ ও ডঃ শামীমা ইসলাম । ইন্সটিটিউট অব বাংলাদেশ স্টাডিজ, রাজশাহী থেকে ২০১৬ সালে প্রকাশিত । প্রাথমিক পৃষ্ঠা সংখ্যা ষোল এবং মূল বইয়ের পৃষ্ঠা সংখ্যা ৪৮৬ । চিত্র, টেবিল আছে । উচ্চতা ২৫ সেমি । আইএসএসএন ৯৭৮-৯৮৪-২৭-৩০০৮-১ ।

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(d). A book published by Bangladesh Bureau of Statistics, Statistical Division, Ministry of Planning, Government of the Peoples' Republic of Bangladesh.

Title of the book is **Bangladesh Census Report 2010**, prepared and published by BBS, Dhaka in 2013. Has xiv initial and 534 pages in the text. Has tables, figures and charts. Height 28 cm. Has index. ISBN 978-984-66-3801-6.

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(e). একটি বইয়ের আখ্যা “রামায়ন” । ঢাকা প্রকাশনী, ঢাকা থেকে ২০১০ সালে প্রকাশিত । প্রাথমিক পৃষ্ঠা সংখ্যা দশ । মূল বইয়ের পৃষ্ঠা সংখ্যা ২২৯ । চিত্র, টেবিল ও ছবি আছে । উচ্চতা ২৭ সেমি ।

**RETAKE FINAL-TERM EXAM SUMMER 2021**  
**COURSE CODE: MSLMIS-614**  
**COURSE TITLE: ADVANCED CLASSIFICATION - PRACTICAL**

**Full Marks: 40**

**A. Describe the number building rules of T3, T4 and T5 of DDC with examples. 10**

**B. Build Classification Number According to DDC 23<sup>rd</sup> Edition. 12x3=24**

1. French Grammar
2. Criticism of Nepalese Fiction
3. Barack Obama's Letter to His Daughters
4. Speeches of Prime Minister Sheikh Hasina
5. Collection of Hindi Literature of the 18<sup>th</sup> Century (written by more than one author)
6. The 18<sup>th</sup> century Urdu Drama (written by more than one author)
7. A Book on Criticism of Bengali Poetry (written by more than one author)
8. Korean to Thai Dictionary
9. Arabic to Bengali Dictionary
10. Folklore of Arabian
11. Chinese Cooking
12. Biology for Physicians

**C. Build Classification Number According to UDC. 3x2=6**

13. Medicine and Agriculture
14. Geology in 1990
15. Book on Logic in Bengali Language

[SAMPLE COVER PAGE]

## **Retake Final-Term Exam Summer 2021**

Course Code:

Course Title:

Assignment Topic:

Student's Name:

Student's ID No.:

Semester's Name and Year: Summer 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.**