

**Master's Degree Programme
in**

**Library and Information Science
(MLIS)**

PROJECT/DISSERTATION WORK HANDBOOK

(MLIP-002)

2007-08



**Faculty of Library & Information Science
School of Social Sciences
Indira Gandhi National Open University
Maidan Garhi, New Delhi – 110 068**

“शिक्षा मानव को बन्धनों से मुक्त करती है और आज के युग में तो यह लोकतंत्र की भावना का आधार भी है। जन्म तथा अन्य कारणों से उत्पन्न जाति एवं वर्गगत विषमताओं को दूर करते हुए मनुष्य को इन सबसे ऊपर उठाती है।”

—इन्दिरा गांधी

“Education is a liberating force, and in our age it is also a democratising force, cutting across the barriers of caste and class, smoothing out inequalities imposed by birth and other circumstances.”

—Indira Gandhi

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CONTENTS

	Page No.
1.0 Introduction	5
2.0 General Guidelines	5
2.1 Objectives	5
2.2 Types of Project/Dissertation Work	5
3.0 Proposal Formulation and Submission	6
3.1 Proposal Formulation	6
3.2 Qualifications of Supervisor/Guide	6
3.3 Project Proposal Submission and Approval	6
3.4 Communication of Approval	6
3.5 Resubmission of Project Proposal	7
4.0 Project Report/Dissertation Work	7
4.1 Structure	7
4.2. Physical Format	8
4.3 Submission of Project Report/Dissertation	8
4.4 Evaluation of Project Report/Dissertation	9
4.5 Resubmission of Project Report/Dissertation	9
4.6 Exemption from Project Report/Dissertation Work	9
4.7 Date of Submission	9
5.0 List of Probable Areas for Project/Dissertation Work	10
6.0 Points to Remember	10
Appendix I: List of Areas for Project/Dissertation Work	12
Appendix II: Proforma for Approval of Project Proposal (MLIP-002)	14
Appendix III : Consent Letter of Supervisor/Guide	15
Appendix IV: Certificate of Originality	16
Appendix V: Remuneration Bill for Guidance of Project/Dissertation Work	17

1.0 INTRODUCTION

Masters Degree in Library and Information Science (MLIS) Programme comprises six core courses and two elective courses. In addition to theoretical, practical and seminar components of these courses (including electives), a student of MLIS Programme has to submit a Project/Dissertation (MLIP-002) which is considered as a 4 Credits full Course (100 marks). The purpose of Project/Dissertation is to provide an opportunity to the students to apply the knowledge they have acquired in course of their study and to develop skills in the areas of various courses of this Programme.

2.0 GENERAL GUIDELINES

2.1 Objectives

The general objectives of the Project/ Dissertation Work (MLIP-002) are to help the learner to:

- develop research skills;
- solve research problems through 'scientific method' of investigation;
- develop writing, presentation, communication and analytical skills;
- develop ability to apply multi disciplinary concepts, tools and techniques; and
- solve problems of libraries information centres, knowledge centres and similar other organisations.

Within this framework, MLIP-002 has the following specific objectives to enable a learner to:

- identify and formulate research problems;
- write a good research proposal;
- identify and use appropriate research methodology;
- conduct scientific investigation in a systematic way;
- collect and analyse data; and
- apply appropriate tools, techniques and methods and statistics to the field of library and information science.

2.2 Types of Project/Dissertation Work

The Project/Dissertation work may be of any one of the following types and preferably from the emerging areas of library and information science:

- i) Design and development of information system/ user interface/ information service and its components (action research);
- ii) Inter-institutional study aimed at inter-institutional comparison of information networks/ information systems/ information services/ information products/ practices;
- iii) Comprehensive case study (covering single library/ information centre/ information network/ information system);
- iv) Users' survey, field study (empirical study);
- v) Survey of literature in any discipline (bibliographic/ bibliometric study).
- vi) Users' Sensitisation
- vii) Information literacy – methods, techniques, case studies.

3.0 PROPOSAL FORMULATION AND SUBMISSION

3.1 Proposal Formulation

Synopsis of the proposed project should be prepared in consultation with the supervisor. The synopsis should clearly state the objectives, methodology and other details of the proposed project/ study to be undertaken. It should have full detail of the rationale, sampling, instruments to be used, limitations if any, and future directions for further research. **The project proposal should be submitted in A4 size paper typed in double space along with a consent letter of the Supervisor/Guide (Appendix-III) and the proforma (Appendix-II) for approval.** A learner can select a supervisor of his/her own choice. The eligibility of a person to become Supervisor/Guide is given below.

3.2 Qualifications of Supervisor/Guide

The minimum qualifications of the supervisor are as follows:

a) Ph.D in Library and Information Science.

Or

b) Master's Degree in Library and Information Science with two years experience in a library or information centre and in a lecturers' grade or its equivalent.

Or

c) B.E./B.Tech. (Computer Science)/M.C.A. or equivalent with minimum of two years experience in a reputed library, library, information centre and similar organisation.

A student may choose his/her supervisor according to his/her choice. The proposal should be accompanied by a bio-data of the supervisor, duly signed by him/her. The names of the external guides/supervisors will be approved by the Faculty of Library and Information Science before the study is undertaken. **A Supervisor/Guide can supervise upto a maximum of 5 students.**

The Supervisor/Guide will be paid a token remuneration of Rupees one hundred (Rs.100/-) only for each project. He/She can claim Project Guidance fee using a Proforma (Appendix V), after submission of the project/ dissertation of the student(s).

3.3 Project Proposal Submission and Approval

Students should send Project Proposal Proforma alongwith one copy of the synopsis and Bio-data of the Supervisor and a consent letter to the Programme Coordinator (MLIS), Faculty of Library and Information Science, School of Social Sciences, Academic Complex, Block-F, IGNOU, Maidan Garhi, New Delhi - 110068 for approval. Proposals incomplete in any respect will be rejected straight way. The project proposal should contain sections on background of the study, objective, methodology, expected outcome etc. of the study. If the study is to be conducted on some population, the size of the populations to be studied should be mentioned. Student is advised to retain a copy of the synopsis. Proposals not accompanying above papers will not be considered for approval. Please submit proposal before the last date of submission.

3.4 Communication of Approval

A written communication regarding approval/ non-approval of the project will be sent to the student as per schedule mentioned at Section 4.7 of this Project Guide.

3.5 Resubmission of Project Proposal

In case of non-approval of the proposal the comments/suggestions for reformulating the project will be communicated to the student. In such a case the revised project synopsis should be submitted with a fresh Project Proposal form (Appendix-II) along with a copy of the current Proposal form bearing the comments of the Programme Coordinator.

4.0 PROJECT REPORT/IDISSERTATION WORK

4.1 Structure

The final report should be in the following format:

- a) Certificate
- b) Acknowledgements
- c) Table of Contents
- d) Preface
- e) Introduction
- f) Objectives of the Study
- g) Methodology
- h) Analysis and Findings
- i) Conclusion
- j) References and Bibliography
- k) Index
- l) Appendices, if any

4.1.1 Standard of Bibliographic References

All bibliographic references should be alphabetically listed, and given in the References and Bibliography section in the following format:

Books:

Foskett, A.C. (1996). *The subject approach to information*. 5th ed. London: Library Association Publishing.

Ghosh, S.B. and Satpathi, J.N. (eds.) (1998). *Subject indexing systems: concepts, methods and techniques*. Calcutta: Indian Association of Special Libraries and Information Centres.

Journal Article:

Neelameghan, A. (1990) SR Ranganathan's impact on knowledge organisation tools. *Information Studies*, 6(2), 77-80.

Book Chapter:

Khan, A.W. (2005). Distance education for development. In: Garg, S. et. al. (Eds.) *Open and distance education in global environment: opportunities for collaboration*. New Delhi: Viva Books.

Internet Resource:

Denton, William (2003). *How to make faceted classification and put it on the web*. <<http://www.miscatonic.org/Library/facet-web-howto.html>> (accessed on 01/12/2005).

Conference Paper:

Arora, Jagdish (2005). Institutional repositories as a vehicle for open access publishing. Presented in *ICDE International Conference on Open and Learning and Distance Education*, November 19-23. New Delhi: Indira Gandhi National Open University.

Course Material:

Gopinath, M.A. (1999). *Evaluation of information storage and retrieval (ISAR) systems*. In: MLIS-03, Block 3, Unit 12 course materials. New Delhi: Indira Gandhi National Open University.

Thesis:

Broze, Stefne Lenzmeier (2003). *The role of information in cancer patients' involvement in their cancer care*. PhD Dissertation. Ohio: Ohio State University.

4.2 Physical Format

The length of the report may be about 80 to 120 double spaced typed pages not exceeding approximately 20,000 words (excluding appendices and exhibits). However 10% variation on either side is permissible. Report should be in A4 size papers and in a bound form. **The language to be followed for the Project/Dissertation work should be in English.**

Each project report must adequately explain the research methodology adopted. The project report should also contain the following:

- a) Copy of Approved Project Proposal Proforma
- b) Certificate of Originality duly signed by the student and the supervisor.

4.3 Submission of Project Report/Dissertation

One copy of Project Report/ Dissertation is to be submitted to the Director (SR&E), IGNOU, Maidan Garhi, New Delhi - 110068. The Project Reports may be submitted either by insured registered post/insured speed post or by hand in SR&E Division, IGNOU, Maidan Garhi, New Delhi-110068.

"PROJECT REPORT - MLIS" should be written prominently on the top of the envelope. This will facilitate sorting of Project Reports for various programmes received in SR&E Division. The Project Report/Dissertation should be accompanied by a copy of the proforma (Appendix-II) in which the approval for the proposal has been given.

The Project Report/Dissertation may be submitted in either of the two slots, i.e., in April each year for accountability in June Term End Examinations, or in October each year for accountability in December Term End Examinations.

4.4 Evaluation of Project Report/Dissertation

The Project Report/ Dissertation will be evaluated by the Faculty or External Expert, as necessary. **There will be no viva-voce for evaluation of the project/ dissertation.**

For successful completion of the projects, a student should secure a minimum of **50% marks in the Project/Dissertation work.**

4.5 Resubmission of Project Report/Dissertation

In case a student fails to qualify in Project/Dissertation Work, he/she can complete it within a stipulated time frame of the Programme, after incorporating suggestions made in earlier submitted report. However, he/she has to pay an additional amount for re-submission of the Project Work.

In case a student fails to clear the Project/Dissertation Work within the stipulated time frame, he/she may submit the Project Work within next 2 years with a payment of additional amount.

4.6 Exemption from Project Report/Dissertation Work

Project/Dissertation Work is an essential component of MLIS Programme and as such no candidate is exempted from completing this part for the award of the degree of MLIS.

4.7 Date of Submission

The schedule for submission of Proposal and Final Report for the academic session 2007-08 is as follows:

Submission of Synopsis to the Programme Coordinator	30 th November of the corresponding year for the students admitted in July session and intending to complete the programme in next June.
Approval of Proposal	Before 31 st January of the next year.
Submission of the Project Report (one copy) to: The Registrar (SR&ED) IGNOU, Maidan Garhi	Before 31 st May (for June Term End Examination)/30 November (for December Term End Examination)

5.0 LIST OF PROBABLE AREAS FOR PROJECT/ DISSERTATION WORK

An illustrative list of topics is enclosed (Appendix I) to give you an idea as to what kind of topics could be selected for project work/dissertation work. A student may take up a topic related to a core course or an elective course of MLIS Programme. Student can select a topic, which may have substantial scope for innovation, or, which may originate new knowledge, or, which is from the emerging areas of information/knowledge society.

6.0 POINTS TO REMEMBER

FOR SUBMISSION OF THE PROJECT PROPOSAL

- 1) Send only one copy of the Project Proposal, and retain a copy with you.
- 2) “**MLIP-002**” should be written prominently on the envelope and should be addressed to: The Programme Coordinator (MLIS), Faculty of Library and Information Science, School of Social Sciences, IGNOU, Maidan Garhi, New Delhi – 110068.
- 3) Ensure the inclusion of the following while submitting the proposal:
 - a) Proforma for Approval of Project Proposal (MLIP-002), duly filled and signed by both, the student and the supervisor.
 - b) Detailed Bio-data of the Supervisor/Guide duly signed by him/her.
 - c) Consent letter of the Supervisor/Guide.
 - d) Synopsis of the Project.
- 4) The Synopsis of your Project Proposal should include the following:
 - a) Title of the Project/Dissertation
 - b) Objectives of the study
 - c) Research Methodology to be used for carrying out the study (detailing nature of data, data sources, collection methods, tools and techniques of analysis, sampling, etc.)
 - d) Tools/ Platforms/ Languages to be used (for the design/ development related project)
 - e) Limitations, if any, and the direction for the future study.

FOR SUBMISSION OF THE PROJECT REPORT/DISSERTATION

- 1) The Project Report/ Dissertation should be submitted in original in A-4 size paper, typed in double space, in a bound volume.
- 2) Send by insured registered post/ insured speed post/ by hand to:
The Registrar
(SR&ED)
IGNOU, Maidan Garhi
New Delhi – 110 068
- 3) **"PROJECT REPORT - MLIS"** should be written prominently on the top of the envelope. This will facilitate sorting *out Project Reports* received in SR&E Division for various programmes.
- 4) Before binding the Project Report the student should ensure it contains the following in original:
 - a) Approved Project Proposal Proforma
 - b) Approved Project Synopsis
 - c) Certificate of Originality (Appendix - IV)
- 5) Student should keep a copy of the Project Report with him/her, as the Project Report Dissertation will not be returned to the student.

Appendix I

List of Areas for Project/Dissertation Work

A list of areas for which the Project/Dissertation Work may be carried out is given below. These are only illustrative and not exhaustive.

1. Study of the problems and constraints in initiating library automation in different organizations.
2. Library resources sharing.
3. Comparative study of library and information services of government-funded institutions and self-finance institutions.
4. Library consortia in corporate libraries.
5. Design of web-based information services for the visually challenged persons.
6. Development of Internet-based common gateway.
7. Study of campus wide information networks.
8. Impact of intellectual property rights on information services.
9. Study of professional skills requirements in the knowledge process outsourcing industry.
10. Study of metadata practices in digital repositories.
11. Development of special classification scheme on open and distance education.
12. Development of thesaurus on open and distance learning.
13. Study of marketing strategies in electronic information products.
14. Study of technical writing tools (software packages, style guides, etc.) used in the software industry.
15. Information seeking behaviour of different types of users.
16. Development of Internet-based learning management system for information professionals.
17. Bibliometric/scientometric/webometric studies.
18. Preservation and conservation of library materials.(Case Study of a)
19. Impact of electronic publishing in different types of libraries.
20. Comparative study of information infrastructure in India.
21. A comprehensive study of library associations in India.

22. Online repositories for scholarly materials.
23. Self-archiving of research publications.
24. Comparative study of special classification schemes in S&T disciplines
25. Impact of e-journals published by Indian researchers - a webometric analysis.
26. The usage patterns of online journals vs. printed journals.
27. Cost effectiveness in consortium based subscriptions models.
28. Analysis of central government budgets in development of library and information services in India.
29. Quality management of libraries and information centres.
30. Impact of ICT in the present society
31. Impact of ICT on library and information services.
32. Automatic indexing, web indexing etc.
33. State of the art reports on any emerging areas of Library and Information Science.

Appendix II

Proforma for Approval of Project Proposal (MLIP-002)

Enrolment Number: _____

Name and Address of the Student: _____

Programme Code: MLIS

Course Code: **MLIP-002**

Title of the Project/ Dissertation Work: _____

(Enclose the Proposal/Synopsis)

Name and Address of the Supervisor: _____

Is the Supervisor an Academic Counsellor of MLIS Programme of IGNOU? Yes/ No

If Yes, Name and Code of the Study Centre he/she is attached with: _____

No. of Students Currently Working under the Supervisor for MLIP-002: _____

Academic Qualifications of the Supervisor: _____

Number of Years of Relevant Experience: _____

(Enclose the Bio-data of the Supervisor mentioning the present pay-scale)

Signature of the Student:

Date:

Signature of Supervisor:

Date:

For Office Use Only

Synopsis	Approved	Not Approved
Supervisor	Approved	Not Approved

Comments, if any: _____

Signature of Programme Coordinator and Date: _____

1. A copy of this form *with* the comment of the Programme Coordinator should be enclosed with the revised Proposal wherever required and also with the final report).
2. In case of submission of revised proposal enclose a copy of this form with the fresh proposal form Appendix-II)

Appendix III
Consent Letter of Supervisor/Guide

This is to certify that the Project Report titled _____

For the partial fulfillment of MLIS-Programme of IGNOU will be carried out by

Mr./Mrs. _____ Enrollment No. _____
under my guidance.

(Signature)

Name of the Supervisor :

Date :

**Appendix IV
Certificate of Originality**

This is to certify that the Project Report titled " _____

_____ " submitted to Indira Gandhi National Open

University in partial fulfillment of the requirement for the award of **Master's Degree in Library**

and Information Science (MLIS) is an original work carried out by

Mr./ Ms. _____

(Enrolment Number: _____).

The matter embodied in this Project is a genuine work done by the student and has not been submitted whether to this University or to any other University/ Institute for the fulfillment of the requirement of any course of study.

Signature of the Student

Name:

Enrolment Number:

Place:

Date:

Signature of the Supervisor

Name:

Designation:

Name of Institution/ Organization:

Date:

Appendix V
Remuneration Bill for Guidance of Project/Dissertation Work

To
The Director (SR&E)
IGNOU
Maidan Garhi
New Delhi - 110068

1. Programme Code: MLIS
2. Course Code: MLIP-002
3. Name of Supervisor/ Guide: _____
4. Residential Address: _____

5. Designation: _____
6. Official Address: _____

7. Telephone No. Office: _____
Mobile: _____
Residence: _____

Sl. No.	Project	Enrolment No.	Name of Student	Amount

Certified that I have guided the students for their project/ dissertation work.

Dated: _____ Signature of the Supervisor/ Guide: _____

Note: The remuneration payable for guidance of Project/ Dissertation Work is Rs. 100/- per student.

Certified that the above project Supervisor was approved and recommended by the concerned school of study and above claim may be admitted.

Dy. /Asst Registrar

Section Officer

Dealing Assistant