



IGNOU - Student Identity Card

Enrolment Number : 2106539050

RC Code : 07: DELHI 1 (MOHAN ESTATE (SOUTH DELHI))

Name of the Programme : CLIS : CERTIFICATE IN LIBRARY AND
INFORMATION SCIENCE

Name : MITALI SHARMA

Mother's Name : BARNALI SHARMA

Address : A-636A , SUSHANT LOK -1
GURGAONGURGAON HARYANA

Pin Code : 122009



2106539050

Instructions :

1. This card should be produced on demand at the Study Center, Examination Center or any other Establishment of IGNOU to use its facilities.
2. The facilities would be available only relating to the Programme/course for which the student is registered.
3. This ID Card is generated online. Students are advised to take a color print of this ID Card and get it laminated.
4. The student details can be cross checked with the QR Code at www.ignou.ac.in

Registrar
Student Registration Division

PROGRAMME TITLE: CERTIFICATE IN LIBRARY AND INFORMATION SCIENCE	ENROLMENT NO.: 2106 5390 50 NAME: MITALI SHARMA ADDRESS: A-636A, SUSHANT LOK-I, GURGAON-122009, HARYANA
COURSE CODE: BL11-012	DATE: 22/10/2021
COURSE TITLE: DOCUMENT PROCESSING AND ORGANISATION	
ASSIGNMENT NO.: AST/TMA/Jan.2021 - July 2021	
STUDY CENTER CODE: 0707	
STUDY CENTER JAMIA MILIA ISLAMIA UNIVERSITY	<i>Mitali Sharma</i> MITALI SHARMA

1. Classify using DDC-19

1-i) Encyclopedia of History
903.1

2-ii) Genetic Engineering
575.107 24

4-iii) History of Bengali Lit.
891.4409

5-iv) Periodicals of Chemistry
540.5

7-v) Sanskrit Grammar for Teachers
491.25

8-vi) Higher Education in U.S.A.
378.73

9-vii) Plastic Surgery of Nose
617.52

10-viii) Physical Properties of Diamond
549.27

11-ix) Export of Rice
382.41

12-x) Labour Law in Russia
344.47

2. ~~Class~~ Catalogue using AACR-2R.i) Title 1

338.973		
CAR	Carmichael, Richard E.	
	Politics and Economics in America / Richard E. Carmichael. - Boston: Krieger Publishing, 1998.	
43216		xi, 369p.; 24cm.

ii) Title 2

338.943		
ADJ	Adjustments of Economics and Enterprises in a Changing World / edited by Takashi Matsugi Alois Oberhauser. - Berlin: Duncker & Humblot, 1993.	
32323		250p. ISBN 3-428-07658-3

En # 2106 539050

BLII-012: Document Processing and Organisation

Assignment

Coverage:

Course Code: BLII-012

Course: Document Processing and Organisation

Assignment Code: AST/TMA/Jan.2021-July 2021

Units: 1-6

Total Marks: 50

Note: Answer all questions.

1) Classify ANY 10 (out of 12 given titles) of the following titles using Dewey Decimal Classification (19th edition).
10x2=20 marks

1. Encyclopaedia of History
2. Genetic Engineering
3. Political parties of Bhutan
4. History of Bengali Literature
5. Periodicals of Chemistry
6. Indian Students in Britain
7. Sanskrit Grammar for Teachers
8. Higher education in USA
9. Plastic surgery of Nose
10. Physical Properties of Diamond
11. Export of Rice
12. Labour Law in Russia

2) Catalogue any two titles as per AACR-2R. All the added entries are to be provided. The answers are to be worked out on paper only, marking out 5"×3" cards. All titles carry equal marks.).
15x2=30 marks

Title 1:

Politics and Economics in America

By

Richard E. Carmichael

Krieger Publishing

Boston

1998

Other Information:

Call No. : 338.973 CAR

Acc. No. : 43216

Pages : xi, 369

Size : 24 cm.

Title 2:

Adjustments of Economics and Enterprises in a Changing World

Edited by

Takashi Matsugi

Alois Oberhauser

Berlin

Duncker & Humblot

1993

Other Information

Call No. : 338.943 ADJ

Acc. No. : 32323

Pages : 250 p.

ISBN : 3428076583

Title 3:

Working Group on the Reserve Bank of India

Government of India

Report on the Reserve Bank of India,

August 1969

New Delhi

Administrative Reforms Commission

1970

Other information:

Call No. : 332.110954 IND

Acc. No. : 54323

Pages : ii, 42 p

Size : 25 cm
