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BLIS

**Bachelor's Degree Programme in Library and
Information Science**

ASSIGNMENTS

For

July 2025 and January 2026 Sessions



**Faculty of Library and Information Science
School of Social Sciences
Indira Gandhi National Open University
Maidan Garhi, New Delhi – 110068**

For July 2025 Session

31st March 2026

For January 2026 Session

30th September 2026

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INSTRUCTIONS FOR ASSIGNMENTS:

- 1) Assignments and Practicals carry 30% weightage in the continuous evaluation of a course. The Term End Examination carries 70% weightage. Hence, the marks/grade you get in your assignments and practicals will be counted in your final result. You are, therefore, advised to take assignments and practicals seriously, complete and submit them in time.
- 2) You must remember that assignments and practicals are compulsory. You will not be allowed to appear for the Term End Examination for a course if you do not submit the specified number of assignments and complete the practicals in time for that course.

Instructions for Tutor Marked Assignments:

- 1) The validity of the assignment is ONE YEAR only. If you fail to submit your assignments before the due date of the particular session, then you have to attempt the fresh set of assignments of subsequent sessions (e.g. if a student of July 2025 session fails to submit her/his assignments till 30th March 2026, then s/he will have to attempt the fresh assignments of July 2025 session). Similarly, those who take admission in January session have to attempt the assignments of January session only. If they fail to submit their assignments before the due date of the particular session, they are supposed to attempt the fresh set of assignments of subsequent January session (e.g. if a student of January 2026 session fails to submit her/his assignments till 30th September 2026, s/he will have to attempt the fresh assignments of January 2026 session).
- 2) Write your Enrolment Number, Name, Full Address and Date of Dispatch at the top right end corner of the first page of your answer sheet.

- 3) Write the Programme Title/ Code, Course Title/Code, Assignment Number and Name and Code of the Study Centre on the left-hand corner of the first page of your answer sheet.

The top of the first page of your answer sheet for each assignment should be as follows:

Programme Title/Code..... Enrolment No.....

Course Title/CodeName

Assignment Number Address.....

Study Centre (Code).....

Study Centre (Name)Date.....

(**Note:** Candidates are required to follow this format strictly otherwise the assignments may not be evaluated.)

- 4) Your answer sheet should be complete in all respects. Make sure that you have answered all the questions in an assignment before you submit them. Incomplete answer sheets will bring you poor grades/marks.
- 5) Do not just reproduce your answers from the units. If you reproduce from units, you will get a Zero.
- 6) Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
- 7) Typed and computer print assignments are not permissible.
- 8) Use only foolscap size paper for you answer, ordinary writing paper, neither too thick nor too thin will do.
- 9) Leave 3 inch margin on the left and at least 4 lines in between each answer in an assignment. This will enable your Counsellor to write useful comments at appropriate places. Write question number with each answer.
- 10) The evaluated assignments will be returned to you by the Coordinator of your Study Centre. This will also include copies of assignment sheets containing global comments of the evaluator on your performance in the assignments. This will enable you to improve in your future assignments as well as the Term End Examinations.
- 11) The Tutor Marked Assignments should be sent to the Coordinator of the Study Centre allotted to you.

**BLI-224: ICT FUNDAMENTALS
TUTOR MARKED ASSIGNMENT**

Coverage:

Course: ICT Fundamentals

Blocks: 1 to 4

Units: 1 to 15

Course Code: BLI- 224

Assignment Code: AST/TMA/ Jul.2025/Jan.2026

Total Marks: 35

I) Answer all the questions in not more than 500 words each.

- 1) What is Operating system? Explain various features of a Linux based operating. Also make a comparison of ubuntu and windows. (5)
- 2) Explain the advantages of LibreOffice over the other Office Suites. Also describe its various components. (5)
- 3) What is malicious software? Describe in brief different categories of viruses. (5)

II) Write short notes on the following in not more than 200 words each. (10x2= 20 Marks)

- 4) Storage Devices (2)
- 5) Von Neumann Computer Architecture (2)
- 6) Communication Protocols (2)
- 7) Printer (2)
- 8) Star Topology (2)
- 9) Internet Protocol (IP) (2)
- 10) Types of Media (2)
- 11) Types of Search Tools (2)
- 12) Software in Multimedia Systems (2)
- 13) Types of email account (2)

BLI-224: ICT FUNDAMENTALS
PRACTICAL

Coverage:

Course: ICT Fundamentals

Blocks: 1 to 4

Units: 1 to 15

Course Code: BLI- 224

Assignment Code: AST/PRAC/ Jul.2025/Jan.2026

Total Marks: 35

General Instructions:

- i) You are required to do the practical assignment in the Study Centre. Evaluation of the assignment will be done by the Counsellor/ Practical Supervisor.
- ii) Make Screen Captures for all the answers and save them in one file. The Counsellor/Practical Supervisor will evaluate these screen captures and give marks accordingly.
- iii) All questions are compulsory

- 1) Prepare a one page about your Library using LibreOffice Writer with a table for Collection and staff members with their designation and qualification. Table must be embedded in the document. Table must centre aligned in the text with the content left justified. Top row text must be in a bold face and use colours and shading in the row to distinguish it from other rows. Also insert a photograph. (15)
- 2) Prepare a LibreOffice Impress presentation on Library Orientation programme for your users. The presentation must have atleast 4 slides with a title slide. In the second slide a bulleted list is to be provided. In the third slide insert an image with text description. In the final slide insert a table. Use animation schemes for header and the text and transition effects in each slide. (10)
- 3) Create a file in LibreOffice Calc showing the daily circulation of library documents (atleast for the one week) with separate columns for fine and books reserved. Add a bar chart representing the data. (10)