Post Graduate Diploma

in

Library Automation and Networking

Assignments

For January 2026 and July 2026 Sessions

ignou
THE PEOPLE'S
UNIVERSITY

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

DATES FOR SUBMISSION OFASSIGNMENTS

FOR January SESSION 30thSeptember 2026

FOR July SESSION 31st March 2027

WHERE TO SUBMIT THE ASSIGNMENTS

Kindly submit your assignments at the concerned Study Centre/TLC within the due dates as mentioned above

Contents   **Page No.**

INSTRUCTIONS FOR ASSIGNMENTS

As a part of PGDLAN Programme, each candidate has to do two Tutor Marked Assignments (TMAs), in all the seven courses except course MLIP – 008: Project. These TMAs comprise theoretical as well as practical assignments.

Assignments carry 20% weightage in the continuous evaluation process of a course. The term-end examinations carry 80% weightage.

The assignments will be evaluated by the Counsellors at the TLCs and the respective weightage of marks will be added to their percentage of marks obtained at the term-end examination. Each candidate will have to complete assignments in order to appear in the term-end examination. Candidates are, therefore, advised to take assignments seriously and submit them in time.

INSTRUCTIONS FOR TUTOR MARKED ASSIGNMENTS

1)   The validity of the assignment is ONE YEAR. 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 2027 session). Similarly, those who take admission in July session have to attempt the assignments of July 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 July session (e.g. if a student of July 2026 session fails to submit her/his assignments till 31st March 2027, s/he will have to attempt the fresh assignments of July 2027 session).

2)   Write your Enrolment Number, Name, Full Address and Date of Despatch at the top right-hand corner of the first page of your answer sheet.

3)   Write the Programme Title, Course Title, Assignment Number, Code and Place of the Study Centre (TLC) 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:

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Programme Title ……………..        Enrolment No. ………………………

Course Code & Title ……………………   Name …………………………..

Assignment Number …………………   Address …………………………..

Study Centre/TLC (Code) ......................        …………………………..

Study Centre/TLC…………....………        ..........................................

Place ...................................        Date ...………………………...
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Note: Candidates are required to follow this format strictly otherwise the assignments will not be evaluated.

4) Your answer sheet should be complete in all respects. Make sure that you have answered all the questions in assignments before you submit them. Incomplete answer sheets will lead to poor marks.

5) As far as possible students are advised to give the relevant points from the course material and elaborate their answers and explanations in their own language instead of reproducing the language of the course materials.

6) You are advised not to copy from the study material while attempting the assignments. In case it is found that the assignments have been copied from study material, you will be awarded zero marks.

7) Avoid copying from the answer sheets of other students. If copying is noticed, the assignments of such students will be rejected.

8) Use only foolscap size paper for your answers, ordinary writing paper, neither too thick nor too thin, will do.

9) Leave 3" 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 in appropriate places. Write question number for each answer.

10) The Coordinator of your Study Centre/TLC will return the evaluated assignments to you. This will also include a copy of assessment sheet 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 in the term-end examinations.

11) The Tutor Marked Assignments should be sent to the Coordinator / Programme In-charge of

the Study Centre/TLC allotted to you.

PRACTICAL ASSIGNMENTS

Assignment No. 2 of each course (TMA – P), which is for practical, is to be carried out at Study Centres/ TLCs. These have to be submitted/shown to the concerned counsellors.

MLI-001: Introduction to Computers
TMA – Theory

Coverage: **Course Code: MLI-001**
Course: Introduction to Computers   **Assignment Code: AST/TMA-T/Jan. & July 2026**

Blocks: 1 to 3
Units: 1to 9   **Total Marks: 50**

I)   Answer **any two** of the following in **not more than 1000 words each**

1)   Explain the steps in creating graphs/charts in MS-Excel.   (15)

2)   Write a detailed note on PowerPoint mentioning its important features.   (15)

3)   Discuss the advantages and disadvantages of Linux operating system.   (15)

II)   Answer **any four** of the following in **not more than 500 words each**

1)   Discuss the status of information workforce in India.   (5)

2)   Describe the different types of files in a UNIX file system.   (5)

3)   Discuss the benefits of secondary storage over the primary memory.   (5)

4)   Describe different types of optical disks.   (5)

5)   Differentiate between analog and digital signals. What are the different types of   (5)
     modulation used in data communication?

6)   Explain the client-server model.   (5)

MLIL-001: Introduction to Computers
TMA – PRACTICAL

Coverage: **Course Code: MLIL-001**
Course: Introduction to Computers   **Assignment Code: AST/TMA-T/Jan. & July 2026**

Blocks: 1 to 3
Units: 1to 9   **Total Marks: 50**

General Instructions for Practical Assignment:

i)   Documents, data, database, etc. to work on for the practical assignments will be provided by the Counsellor/Practical Supervisor in the Study/Tele Learning Centre.

ii)   You are required to do the practical assignment in the Study/Tele Learning Centre. Evaluation of the assignment will be done by the Counsellor/Practical Supervisor on the spot.

iii)   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.

iv)   All questions are compulsory.

I)   Perform the following activities: (10)

A)   DOS:

i)   Rename a directory

ii)   Combine two text files and hide a file

B)   WINDOWS:

i)   Create a new folder on the desktop.

ii)   Paste at least four files in the newly created folder.

iii)   Arrange the icons on desktop alphabetically.

iv)   Create shortcut of MS Word, Power point and Excel on the desktop.

v)   Convert two-word files of the newly created folder into pdf.

C) UNIX:

1) Create a new user with password; write a shell script to sort names alphabetically

2) Prepare a MS Word document, with one paragraph also use word art feature in it. Insert a table having four columns and ten rows, using different font size and styles for heading and text. (10)

3) Prepare a Power Point presentation consisting of 10 slides having text and pictures. Add different slide transition effects for each slide. Also add at least two types of charts in the slides. (10)

4) Create a file in MS-EXCEL showing marks of 20 students in last three years in term end examination of PGDLAN programme. Add a chart to present this data. (10)

5) Prepare a database of around fifteen books with bibliographic details as per AACR2R in MS Access. (Titles will be provided by the Counsellor/ Supervisor). (10)