Post Graduate Diploma

in

Library Automation and Networking

Assignments

For January 2026 and July 2026 Sessions

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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-002: Library Automation
TMA – Theory

Coverage: **Course Code: MLI-002**
Course: Library Automation   **Assignment Code: AST/TMA-T/Jan. & July 2026**

Blocks: 1 to 4
Units: 1to 14   **Total Marks: 50**

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

1)   Explain the concept of library automation and its historical evolution in India.   (15)

2)   Explain the functions and features of integrated library management systems (ILMS).   (15)

3)   Explain the importance of standards (e.g., MARC, ISO 2709, Z39.50) in library automation.   (15)

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

1)   Explain the concept of computerized reference services.   (5)

2)   What is the role of metadata in digital libraries?   (5)

3)   What are the advantages of open-source library automation software?   (5)

4)   What is the function of the acquisitions module in an ILMS?   (5)

5)   What are the key features of Koha as an open-source library automation software?   (5)

6)   Describe the role of automation in interlibrary loan services.   (5)

MLIL-002: Library Automation
TMA – PRACTICAL

Coverage: Course Code: MLIL-002
Course: Library Automation   Assignment Code: AST/TMA-T/Jan. & July 2026
Blocks: 1 to 4
Units: 1to 14   **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.

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1) Write down the steps involved in (a) checking duplicate (b) preparing supply orders (c) merging acquisition record with OPAC with the help of a library software package. (10)

2) Add 05 publishers in the Master Database and generate a list thereof. (10)

3) Generate Barcode Labels after entering the data for books and theses (minimum 05 entries each). (10)

4) Create a database for 8 departmental budget heads and allocate Rs 2 lakh each for every head. Generate reports for the list of budget heads and the amount allocated. (10)

5) Create a database of 10 national and international periodicals. Generate reports for the list of national and international journals by subject. (10)