

**PGDLAN**

**Post Graduate Diploma**  
**in**  
**Library Automation and Networking**  
**Assignments**  
**For January 2026 and July 2026 Sessions**



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

**DATES FOR SUBMISSION OF ASSIGNMENTS**

**FOR January SESSION 30<sup>th</sup> September 2026**

**FOR July SESSION 31<sup>st</sup> March 2027**

**WHERE TO SUBMIT THE ASSIGNMENTS**

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

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## **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:**

<b>Programme Title .....</b>	<b>Enrolment No. ....</b>
<b>Course Code &amp; Title .....</b>	<b>Name .....</b>
<b>Assignment Number .....</b>	<b>Address .....</b>
<b>Study Centre/TLC (Code) .....</b>	<b>.....</b>
<b>Study Centre/TLC.....</b>	<b>.....</b>
<b>Place .....</b>	<b>Date .....</b>

**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-004: Networking and Internet Technology**

**TMA – Theory**

**Coverage:**

**Course Code: MLI-004**

**Course: Networking and Internet Technology    Assignment Code: AST/TMA-T/Jan. & July 2026**

**Blocks: 1 to 3**

**Units: 1 to 14**

**Total Marks: 50**

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

- 1) Identify the components of computer network and describe their functions. (15)
- 2) Describe the seven layers of ISO-OSI model with a suitable diagram. (15)
- 3) Define search engine. Enumerate various categories of search engines and explain the functioning of a search engine in detail. (15)

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

- 1) What is ISDN? Describe its various devices. (5)
- 2) Explain inter-library loan standards (5)
- 3) Describe the role of Virtual Private Network (VPN) in Libraries (5)
- 4) Define computer viruses and how can they be avoid viruses. (5)
- 5) Discuss the methods of electronic document delivery service. (5)
- 6) Describe areas of resource sharing. (5)

## **MLIL-004: Networking and Internet Technology**

### **TMA – Practical**

**Coverage:**

**Course: Networking and Internet Technology**

**Course Code: MLIL-004**

**Assignment Code: AST/TMA-T/Jan. & July 2026**

**Blocks: 1 to 3**

**Units: 1 to 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) Use Google Chrome and search Five Titles on “Library Science” in IndCat. Explain the types of searches available in IndCat.
- 2) Create an e-Mail ID using Gmail, create one folder “Important Communication” and Two sub-folder in it (Internal and External) and organize your emails as “Internal” and “External” using folder option.
- 3) Identify websites of the important Indian library networks (minimum 3) and highlight their common services.
- 4) Evaluate the various types of services offered by the ERNET.
- 5) Search the term “Library and Information Science as Career” using Boolean Operators (AND, OR, NOT) and compare the search results, also provide the screenshots of the respective search.