

PGDLAN

**Post Graduate Diploma
in
Library Automation and Networking**

**Assignments
For January 2018 and July 2018 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

30th September 2018

FOR JULY SESSION

31st March 2019

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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Part – A : C++

Part – B : Visual Basic

Part – C : Java

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 2018 session fails to submit her/his assignments till 30th September 2018, s/he will have to attempt the fresh assignments of January 2019 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 2018 session fails to submit her/his assignments till 31st March 2019, s/he will have to attempt the fresh assignments of July 2019 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:

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

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-1/TMA–T/Jan. &Jul.2018

Blocks: 1 to 3

Units: 1 to 9

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

- 1) Highlight the important features of Ms Excel. (15)
- 2) What is batch processing? Discuss batch operating system. (15)
- 3) Discuss the information sector growth in developing countries with particular reference to India. (15)

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

- 1) Differentiate between system software and application software giving suitable examples. (5)
- 2) Explain how tables are created in MS Access. (5)
- 3) Discuss the different wired and wireless modes of data communication. (5)
- 4) Describe categories of secondary storage devices. (5)
- 5) Differentiate between network operating system and distributed operating system. (5)
- 6) Explain Mail Merge facility in Ms-word. (5)

MLIL-001: Introduction to Computers

TMA – Practical

Coverage:

Course Code: MLIL- 001

Course: Introduction to Computers

Assignment Code: AST-1/TMA–P/ Jan. &Jul.2018

Blocks: 1 to 3

Units: 1 to 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.

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- 1) Perform the following activities: (10)
 - A) DOS: Configure MS DOS, make partitions of hard disk.
 - B) WINDOWS:
 - (i) Create and rename a desktop short cut.
 - (ii) Change the background of the desktop.
 - (iii) Arrange the icons on desktop by date.
 - (iv) Set date and time.
 - (v) Install a programme.
 - C) UNIX: Add/delete users, change password; write a shell program to sort the given numbers in ascending order.
 - 2) Prepare a document in MS WORD, with one paragraph and a table having three columns and five rows, using different font size and styles for heading and text. Create a new folder and copy the file in this folder. (10)
 - 3) Prepare a Power Point presentation consisting of 8 slides having text and pictures. Add different slide transition effects for each slide. Also add clip art. (10)
 - 4) Create a file in MS-EXCEL showing enrolment of students in four zones in PGDLAN programme during 2008-2010. Format the borders and add a line chart to present this data. (10)
 - 5) Prepare a database for circulation section of a library in MS Access. (Details will be provided by the Counsellor/ Supervisor) (10)

MLI-002: Library Automation

TMA-Theory

Coverage

Course Code: MLI-002

Course: Library Automation

Assignment Code: AST- 2/TMA-T/Jan. & July 2018

Blocks: 1 to 4

Units: 1 to 14

Total Marks: 50

- I) Answer *any two* questions in *not more than 1000 words each*.
- 1) Discuss how you would plan for automation in a library. (15)
 - 2) Explain the process of searching a bibliographic database with suitable examples. (15)
 - 3) What do you understand by an alerting service? Critically examine the characteristics of a computerized CAS and SDI services. (15)
- II) Answer *any four* of the following in *not more than 500 words each*.
- 1) Discuss the features of an automated circulation control system. (5)
 - 2) Describe the steps involved in providing reference service in an automated Environment. (5)
 - 3) Discuss in brief the criteria for evaluating bibliographic databases. (5)
 - 4) Explain the most commonly used CCF fields in a bibliographic database. (5)
 - 5) Briefly explain the meaning of UNIMARC and describe its structure. (5)
 - 6) Explain in brief the essential features of a library automation software package (5)

MLIL-002: Library Automation

TMA-Practical

Coverage
Course: Library Automation

Course Code: MLIL-002
Assignment Code: AST/TMA-P/Jan. & July 2018

Blocks: 1 to 4

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.

-
1. (a) Create a database of 5 records each for Publishers, Suppliers and Binders with the following fields. Provide meaningful data on your own: 15
Name, address with PIN code, contact person, e-mail and contact no.
 - (b) Generate the list of Publishers, Suppliers, and Binders separately. 10
 2. (a) Create a database of ten records of books requested by users for acquisition. Approve five of these and place order for these. Receive and accession. 15
 - (b) Catalogue the five records and search for them by subject. Generate spine labels for the records catalogued. 10

NB: The questions are based on the software package SOUL, which will be made available to you at the Study/Tele Learning Center.

MLI-003: Information Systems
TMA-Theory

Coverage

Course: Information Systems

Course Code: MLI-003

Blocks: 1 to 4

Assignment Code: AST-3/TMA-T/ Jan. & Jul. 2018

Units: 1 to 14

Total Marks: 50

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

- 1) Define the concept 'information retrieval system'. Describe the models of information retrieval. (15)
- 2) Discuss the structure, design and development of a Management Information System. (15)
- 3) Define Expert Systems. Describe in detail their structure and major components. (15)

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

- 1) Describe the role of a system analyst. (5)
- 2) Discuss the major issues involved in developing digital libraries. (5)
- 3) Briefly describe Boolean search. (5)
- 4) Explain the steps involved in system design process. (5)
- 5) Explain the concept of key in date management. (5)
- 6) Describe the basis of artificial intelligence and the key areas of its application. (5)

MLIL-003: Information Systems

TMA-Practical

Coverage

Course Code: MLIL-003

Course: Information Systems

Assignment Code: AST-3/TMA-P/ Jan. & Jul 2018

Blocks: 1 to 4

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). Attempt the questions using SQL commands or MS – Access.

v). All questions are compulsory.

-
- 1) Design a blank database “LIBRARY” using MS-ACCESS and add to it the following tables: (15)
 - (i) JOURNALS
 - (ii) VENDORSAdd the following fields in the ‘JOURNAL table in the ‘Design View’
 - (a) JOURNAL_ID Auto Number
 - (b) JOURNAL_TITLE Text 255 Null Not Allowed
 - (c) JOURNAL_SPONSOR Text 255 Null Not Allowed Nowadd 15 records in it using Data Sheet View.
 - 2) Add the following fields in the Table ‘SUBJECT’ – SUBJECT_ID, SUBJECT_NAME, AUTHOR_ID. Add 15 records in the table. (15)
 - 3) Make a relationship of JOURNAL_ID field in VENDORS table to the JOURNALS table using ‘Look Up Wizard’ in Design View. (5)
 - 4) Design E-R diagram for the database ‘DOCUMENTS’ to show relationship among the tables. (5)
 - 5) Add 15 records in VENDORS table in Data Sheet View. (10)

**ML1-004: Networking and Internet Technology
TMA-Theory**

Coverage

Course Code: MLI-004

Course: 004 (Networking and Internet Technology) Assignment Code: AST-4/TMA-T/ Jan. -Jul.2018

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) Make a comparative study of Internet, Intranet and Extranet. (15)
- 3) Describe the salient features of Resource Sharing Guidelines formulated by IFLA. (15)

II) Answer *any four questions in not more than 500 words each*.

- 1) Describe different types of Network Topology. (5)
- 2) What is ISDN? Describe its various devices. (5)
- 3) What is NOS? Describe its functions. (5)
- 4) Discuss how the information technology can be useful for inter library loan services. (5)
- 5) Discuss the methods of electronic document delivery service. (5)
- 6) Describe various communication network protocols. (5)

**MLIL-004: Networking and Internet Technology
TMA-Practical**

Coverage

Course Code: MLIL-004

Course: 004 (Networking and Internet Technology) Assignment Code: AST-4/TMA-P/ Jan. & Jul. 2018

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.

-
- 1) Enumerate the steps involved in setting-up network neighbourhood to share printers and files. (10)
 - 2) Identify the union catalogue of any two libraries and information networks from Internet and explore their scope. (10)
 - 3) Identify important library websites (minimum 5 Indian) and highlight their common services. (10)
 - 4) Compare the features of websites as identified at Question no. 3. (10)
 - 5)
 - a) Create e-mail id of your own in Hotmail and Yahoo. (4)
 - b) Generate a small paragraph in Word and send it as an attachment from Hotmail address to Yahoo address. (6)

**MLI-005: Internet Resources
TMA-Theory**

Coverage

Course Code: MLI-005

Course: Internet Resources

Assignment Code: AST-5/TMA-T/Jan.& Jul.2018

Blocks: 1 to 2

Units: 1 to 7

Total Marks: 50

- I) Answer *any two* of the following in *not more than 1000 words each*.
- 1) What do you understand by the term “meta resources”? Explain the methodology for building up meta resources. (15)
 - 2) Define Internet information resources. Enlist the different categories of such resources. Briefly describe any one category with the help of examples. (15)
 - 3) Explain the steps involved in the process of evaluating Internet information resources. (15)
- II) Answer *any four* of the following in *not more than 500 words each*.
- 1) Describe the technical infrastructure required for a digital library. (5)
 - 2) What are the approaches to achieve interoperability in digital library implementation? (5)
 - 3) What are the different types of search tools and facilities available on the Internet? Describe their advantages and disadvantages. (5)
 - 4) What do you understand by Campus Wide Information System (CWIS)? Discuss some of the CWIS available on the net. (5)
 - 5) List the categories of reference sources in humanities available on the Internet. Give your answer with suitable examples under each type. (5)
 - 6) Discuss the ways of keeping up to date with new information resources on the Internet in the area of social sciences. (5)

MLIL-005: Internet Resources
TMA-Practical

Coverage
Course: Internet Resources
Blocks: 1to2
Units: 1 to 7

Course Code: MLIL-005
Assignment Code: AST-5/TMA-P/Jan.&Jul.2018

Total Marks: 50

General Instructions for Practical Assignment:

- i) Documents, data, database, etc. will be provided by the Counsellor/Practical Supervisor in the Study/Tele Learning Centre to work on practical assignment.
 - ii) You are required to do the practical assignment in the Study/Tele Learning Centre.
 - iii) Make Screen Captures for all the answers and save them question wise in one file. Wherever necessary also save the output in MS Word. The Counsellor/Practical Supervisor will evaluate these Screen Captures/ MS Word files and give marks accordingly.
 - iv) All questions are compulsory.
-

- I) Browse the electronic version of the Hindustan Times newspaper.
- List its different editions along with their URLs.
 - Select Delhi edition.
 - Browse the archives of its Delhi edition covering the last 15 days.
 - Select one article each from the editorial/opinion page of the newspaper for the selected 15 days.
 - Select any five editorial articles and try to download them in one MS word file
 - Select any five images from the newspaper and save them in one MS word file
 - Save the articles/images in one Folder titled 'HT Editorial Items'.
- (25)

- II) Browse the IGNOU website
- Find out the names and numbers of schools/divisions/centers and units available in IGNOU.
 - Find out the number of Regional and Study Centers of IGNOU.
 - Find out the links to other websites and resources provided by the IGNOU website.
 - Find out the URL of other State Open Universities in India.
 - Browse IGNOU library home page.
 - List the services given by the Library.
 - Can you name some of the open sources listed in the library web page.
- (15)

III)

- Use the search engine Google and search the web for “Raja Ram Mohan Roy Library Foundation, Kolkata”.
- Search the Directory of Public Libraries and find out the number of Public Libraries in Delhi.
- Open any five websites of such libraries.
- Try to find out the contact details of any such five libraries
- Make the selected websites as favourites or book mark them and save them in a folder named “Public Libraries in Delhi”. (10)

**MLI-006: Content Development
TMA-Theory**

Coverage

Course Code: MLI-006

Course: Content Development

Assignment Code: AST-6/TMA-T/ Jan.&Jul 2018

Blocks: 1 to 2

Units: 1 to 10

Total Marks: 50

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

- 1) Describe the characteristic features of different types of Web documents and the parameters by which the Web documents can be evaluated. (15)
- 2) What are the aspects to be kept in view in content development of electronic and internet resources? Discuss the parameters and guidelines for context setting in this regard. (15)
- 3) What is IPR? Explain its need and importance in the present Internet era. (15)

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

- 1) Describe the basics of Z39.50. (5)
- 2) Discuss the contribution of Electronic Text Encoding and Interchange (TEI) in content development. (5)
- 3) Discuss 'Internet as an information system model'. (5)
- 4) Discuss the role of libraries in Knowledge management. (5)
- 5) Discuss the salient features of W3C and TEI guidelines for content development. (5)
- 6) Discuss the essential features of HTML, XML and DHTML. (5)

**MLIL-006: Content Development
TMA-Practical**

Coverage

Course Code: MLIL-006

Course: Content Development

Assignment Code: AST-6/TMA-P/ Jan.&Jul 2018

Blocks: 1 to 2

Units: 1 to 10

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.

-
- 1) Prepare a metadata for the following document using Dublin Core and HTML. (15)

Jones, Stephen : Own the whole bird flu survival guide. Queensland, Stephen Jones, 2005; 25 pages. (Subject – Medicine, Influenza)

(Source: <http://www.e-books.co.in/search.php?keywords=medicine>)
 - 2) Prepare the entry for “<http://qpaper.ignou.ac.in/Paperindex.htm>” according to field 856 of Marc 21. (10)
 - 3) From the following information design and develop a Website for National Centre for Science Information with the facilities of navigation to two web pages and home page. The homepage should have following features. (25)
 - a) menu button on left side

- b) heading in a large font in the body part of the document
- c) Textual matter is left justified
- d) Graphic links to documents within and outside of the page (you may use table layout for designing the Web page.)

- The National Centre of Science Information (NCSI) was established at the Indian Institute of Science, Bangalore to make available the world class scholarly information to the scientific community in India. It provides varieties of electronic information services to its users. These services are Intranet and Internet access to bibliographic databases, open access resources on Internet, e-print archive, document delivery service, alerting services - Infowatch and online access to 11,000 e-books. It publishes Info Watch, a monthly electronic news letter. NCSI offers a training programme on Information and Knowledge Management of 18 month's duration. The course contents are management of e-information services, digital libraries, knowledge management etc. Selected candidates receive a monthly scholarship. NCSI offers Project and Consultancy services. Some of the projects are Development of OAI – based Institutional Repository Services in India, Scientific Journal Publishing in India, Development of Full Text Database on biomedicine, Development of K-library for ICICI Knowledge Park etc. In 2006 it conducted workshop on Setting up and Maintaining Institutional Repositories and Scientific Journal Publishing in India. Prof. N.V. Joshi is the present Chairman of NCSI.

MLI-007: Programming TMA-T

Assignment No. 7

Course Code: MLI-007

Coverage

Assignment Code: AST-7/TMA-T/ Jan. &Jul.2018

Course: 007 (Programming)

Block: 1

Total Marks: 50

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

- 1) What is System Development Life Cycle? Explain all the stages in the System Development Life Cycle. (15)
- 2) Write an algorithm to accept a 3 digit number and find the sum of its digits. (15)
- 3) What is a flow chart? Explain the various symbols of a flow chart. (15)

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

- 1) Describe various elements of a system (5)
- 2) What are the various skills a System Analyst must possess? (5)
- 3) What are the characteristics of an efficient algorithm? (5)
- 4) Write an algorithm which accepts 5 numbers and sort them in ascending order. (5)
- 5) What is programming? Explain the steps of programming. (5)
- 6) Explain the different strategies available for problem solving. (5)

MLIL-007: Programming

TMA-Practical

Coverage

Course Code: MLIL-007

Course: Programming

Assignment Code: AST-7/TMA-P/ Jan. &Jul.2018

Blocks: 2 to 4

Units: 4 to 24

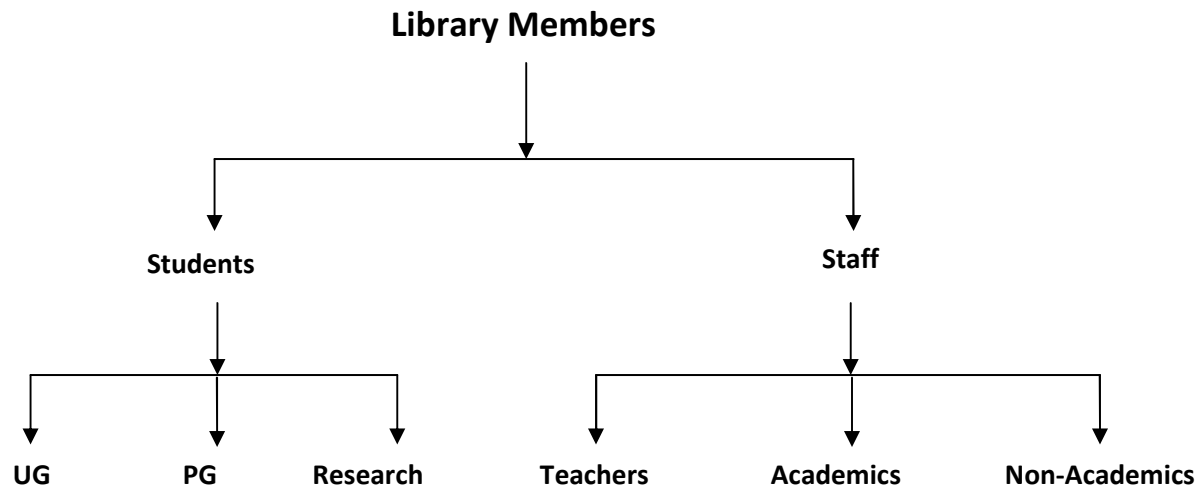
Total Marks: 50

General Instructions for Practical Assignment:

- i) Compilers to work on for the practical assignment will be provided by the counsellor/practical supervisor in the Study/Tele Learning.
- 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) Attempt either Group A (C++) or Group B (Visual Basic) or Group C (Java).
- iv) For Each C++ and Java program, students are required to design a class construct.
- v) All questions are compulsory.

Group A: (C++)

- 1) Design and implement the following class hierarchy in C++: (20)



Your implementation should include:

- a) Member variables
 - b) Constructor and Destructor
 - c) A member function that can display the names of all in a specific category of members
- 2) Create a database of the following items of derived class using C++: (10)

Name of the Journal

Frequency of the Journal

Country of Publication

Name of the Publisher

Price of the Journal

ISSN of the Journal

- 3) Write a program to calculate the overdue charges on late returning books in a library. Use the following data for the calculation of overdue charges: (10)

No. of days	Amount to be charged
< 30	No fine
31-45	Rs 1/day
46-60	Rs 2/day
61-90	Rs.3/day
> 90	Rs 500 + Rs. 5/day

- 4) Write a program to find out the lowest and the highest prices amongst seven books. Print the lowest and the highest prices with appropriate message. (10)

OR

Group B: (Visual Basic)

- 1) Write a program with the following table using appropriate VB elements. The data provided in second column of the table are not exactly related to data in first column. The exact match is: “1 = d; 2 = c; 3 = a; 4 = e; and 5 = b”. When a user clicks on ‘submit’ button, the program should rearrange the data with exact matches as mentioned above: (15)

Title of the book	Name of the Author
1) Colon Classification	a) Minnie Earl Sears
2) Dewey Decimal Classification	b) Library of Congress
3) Sears List of Subject Headings	c) Melvil Dewey
4) Universal Decimal Classification	d) S R Ranganathan
5) Library of Congress Classification	e) Paul Otlet and Henri la Fontaine

- 2) Write an event procedure that accepts a string as input and displays the words in it in separate lines. (10)

For example, if input : WE ARE PGDLAN STUDENTS OF IGNOU, then the

Output : WE
ARE
PGDLAN
STUDENTS
OF
IGNOU

- 3) Create a form, which takes input base, diameter of a circle and outputs its area in a text box. (10)
- 4) Design a menu interface as shown below using the Menu Editor: (15)

<u>F</u>ile	<u>E</u>dit	<u>V</u>iew		
Add Picture <u>S</u> hortcut	<u>U</u> ndo Ctrl+Z	<u>T</u> humbnails Ctrl+T		
<u>L</u> ocate Picture	<u>R</u> edo Ctrl+Y	<u>F</u> ilmstrip Ctrl+B		
<u>S</u> ave	Discard <u>C</u> hanges	Single <u>P</u> icture Ctrl+G		
Save <u>A</u> s	Select <u>A</u> ll	<u>S</u> hortcuts		
Save <u>A</u> ll		Show File <u>N</u> ames		
<u>E</u> xport				
<u>P</u> rint				

OR

Group C: (Java)

1. Write a Java program to create a base class named *User Class* for a library and derive other categories of users like Students, Academics, Non-Academics, etc. You should use *Super* and *This* keywords at appropriate place in your program. (15)

2. Write a Java program which asks for the name of the first author of a book. Print the first author name according to AACR. For example, if input is Dilip Kumar Mishra, then the output should be Mishra, Dilip Kumar. (20)

3. Write a Java program to prepare a list of books available in a library. (15)