

**\*Note:** MLIS 109 (N) is the practical of MLIS 108 (N), so please do practical from the theoretical book.

Credits:4		<b>Type of Course:</b> Practical (सूचना प्रौद्योगिकी का अनुप्रयोग : प्रायोगिक) MLIS 109(N)
Max. Marks:100	Min. Passing Marks:36	
UNIT –1	Data capturing : Filling data sheet including subject headings for 25 documents (books and journals)	
UNIT - 2	Data entry for 25 documents : books, journals, etc.	
UNIT – 3	Adding data to database and retrieval	
<b>PART –2 Internet : Online Information Search/Retrieval</b>		
UNIT – 1	Log in to a site or database	
UNIT – 2	Searching information from a website/database	
UNIT – 3	Downloading data	
UNIT – 4	Printing download data (printouts)	
<b>PART- 3 E-mail</b>		
UNIT –1	E-mail : Address creation	
UNIT - 2	Mail reading	
UNIT – 3	Mail sending	
<b>PART- 4 Work Processing</b>		
UNIT –1	Text creation	
UNIT - 2	Text editing (addition, deletion, extraction, pasting)	
UNIT – 3	Formatting	
<b>PART- 5 Electronic Documents : Off-line Information search and retrieval</b>		
UNIT –1	Loading edocuments (CD/DVD)	
UNIT - 2	Information search and retrieval from e-documents	
UNIT – 3	Downloading data	
UNIT - 4	Printing Downloaded data (printsout)	