

B.Lib.I.Sc. DEGREE EXAMINATION, JUNE 2022
 (Library and Information Science)
CC20U BLIS 09 - INFORMATION TECHNOLOGY PRACTICAL
 (2021 Admission - Regular)

Time: Three Hours

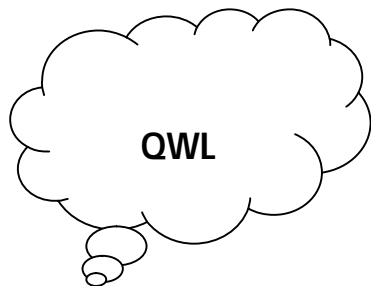
Maximum: 80 Marks

1. Create a folder with your Name-Register No. in the 'D' drive. (5 Marks)
2. Prepare an exact copy of the given text document using MS Word / Open Office Writer and save it in the folder. (25 Marks)

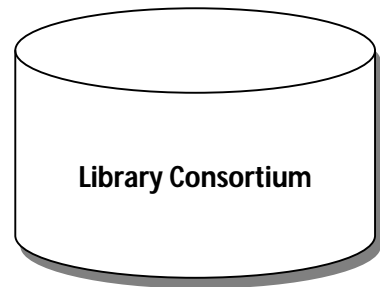
QUALITY OF WORK LIFE

Quality of work life has become an umbrella term which includes the entire humanized working environment provided to the employees. Lloyd Suttle (1977)

defined quality of work life as the degree to which members of a work organization are able to satisfy their personnel needs through their experience in the organizations.



LIBRARIES



QUALITY OF WORK LIFE OF LIBRARY PROFESSIONALS

Service	Responses
Professional Asst.	64
Assistant Librarian	28
Deputy Librarian	12

UNIVERSITY



II. Create and calculate the following salary statement using MS Excel. Calculate DA, HRA, CCA, Gross Salary, PF, Tax and Net Salary using Excel Formula. Present Name and Net Salary using a suitable bar diagram. Store the table and diagram into your folder. (DA= 54 per cent of Basic, HRA= 10 per cent of Basic, CCA= One per cent of Basic, PF= 15 per cent of Basic, Tax= 5 per cent of Basic, Gross Salary=Basic+DA+HRA+CCA, Net Salary=Gross Salary-(Tax+PF)).

(25 Marks)

Documentation Research and Training Centre, Bangalore

Salary Bill for the Month of July, 2021

Sl. No	Name	Joining Date	Basic	DA	HRA	CCA	Gross Salary	PF	Tax	Net Salary
1	Dr. Kesav Rao	12/12/05	64000							
2	Mr. Prasad M T	22/11/04	55000							
3	Dr. R T V Murthy	01/10/05	70000							
4	Mr. Jayasankar	02/08/02	63000							
5	Dr. Reetha Sunny	03/07/06	52500							

III. Prepare a power point presentation using the following contents. Give a suitable title for the presentation. The presentation slides should be prepared with attractive design, layout, animation, and slide transition. (25 Marks)

Title Page

Your Name and Designation

Courses

- CLISc
- BLISc
- MLISc
- MSc
- MPhil
- PhD

Qualification Required

CLISc → SSLC
 BLISc → Degree
 MLISc → Degree
 MSc → Degree
 MPhil → MLISc
 PhD → MLISc

Job Opportunities

- University libraries
- College libraries
- School libraries
- Special libraries
- Public libraries
- Media libraries
- Software Companies

Research Opportunities

- MPhil
- PhD
- Post Doctoral
- Research Projects

Teaching Opportunities

- Assistant Professor
- Associate Professor
- Professor

Skills Required

- Communication Skills
- Information Technology Skills
- Management Skills
- Soft Skills

Competitive Examinations

- UGC NET/JRF
- PSC
- UPSC
- University
- Kendriya Vidyalaya/Navodaya
