**All India Institute of Speech and Hearing, Mysuru**

Practical Skill Test for the Post of Library and Information Assistant

August 2022

Marks:50 Duration:2 hours

(Note: There are 14 questions. For the question nos. 1, 2 and 9, write your answers in the sheet provided. For the remaining questions, take the screenshots of your answers as instructed against each question and save in MS Word file, in the folder named after you on the computer desktop. Mention your register number and question number in all the MS Word files with screenshots)

1. Classify the given two documents according to the Dewey Decimal Classification (DDC) and enter the class numbers with the titles of the books in the answer sheet provided.

 (1 mark)

1. Note down the following information of your computer in the answer sheet provided: (a) User name, (b) IPV4 Address, (c) Subnet Mask, (d) Default Gateway, (e) Physical / MAC Address

(1 mark)

1. Install the **Adobe Acrobat Reader** in your computer. Then remove it. Take screen shots of the steps involved in the installation and deletion process and paste onto an MS Word file with file name, **‘Question3’**. Save the file in the folder named after you on the desktop of the computer.

(1 mark)

1. Identify the databases in which the following journals are indexed and enter the details in an MS Word file with file name, **‘Question4’** and save in the folder named after you on the desktop of the computer.
2. Exceptional Children
3. Ear and Hearing

(1 mark)

1. From your computer, remotely connect to the system bearing **IP address**, **192.168.100.26** (*User id: administrator Password: aiishlib@123*). Take a screenshot of the connected system and paste in an MS Word file with file name, **‘Question 5’** and save the file in the folder named after you on the desktop of the computer.(1 mark)
2. Open the **COMDISDOME** Database (<https://www.proquest.com/comdisdome?accountid=50982/>).

Using Advance Search option, search for the articles published by the authors affiliated to the *All India Institute of Speech and Hearing* and download the retrieved records in a format that can be directly imported to **Mendeley** Reference Management System and save the file with the file name ‘**Question6**’ in the folder named after you on the desktop of the computer.

(2 Marks)

1. Create an **MS Excel** file from the data provided in the **MS Word** file, ‘**Data**’ in the folder named after you on the computer desktop with the file name ‘**Question7**’. Multiply the figures in the two columns by creating a formula. Using the data, create a bar chart and save the chart in image format in the same folder with the file name ‘**Question7**’ on the desktop of the computer. Finally, convert the Excel worksheet into a **CSV** text file and save.

(3 marks)

1. Catalogue the given two books using **Koha ILMS** (*Enter only the author, title & publisher information*)

 Koha URL: **http://192.168.102.47:8080**

 User Id: **libadmin**

Password: **Aiish@123**

Take a screenshot of your data entry and paste in an MS Word file with file name ‘**Question 8**’ and save the file in the folder named after you on the desktop of the computer.

(3 Marks)

1. Write the complete **command line statements** in the answer sheet to carry out the following tasks in the **AIISH Institutional Repository** built on DSpace open source software and installed at **C:\Dspace**

Note: ***Do not execute the commands in the computer.***

1. Media filtering to extract full text from documents and to create thumbnails
2. Migrate all the assets within a bitstore, to another bitstore
3. Show the **DSpace** version and other troubleshooting information

(3 Marks)

1. Create a community in **your name** in the ‘**AIISH Institutional Repository**’ and under the community, create a collection with the name ‘**Audiology’**. Under the collection, create a record based on the Pdf file, ‘**File1**’ provided in the folder named after you on the desktop of the computer. Upload the file onto the repository.

 Repository URL: http://192.168.100.26:8080/xmlui

 User Id: lio@aiishmysore.in

Password: Aiish@123

Take a screenshot of the community and collection you have created and the document uploaded, paste in an MS Word file with the name **‘Question 10’** and save in the folder named after your name on the computer desktop.

(5 Marks)

1. Install the free version of the **TeamViewer** or **AnyDesk** or **Ammyy** remote login tool in your computer. Transfer the file **named after your register no**. from the remote system detailed below and save the file in the folder named after your name on the computer desktop.

 IP address: 192.168.100.26

 User id: administrator

 Password: aiishlib@123

Take the screenshots of the steps involved in the above processes and save in an MS Word file with file name, **‘Question 11’** in the folder named after your name on the computer desktop.

(5 Marks)

1. Update the syllabus provided on the AIISH Library and Information Centre web Portal at [www.aiish.ac.in](http://www.aiish.ac.in). by adding the below link of BLISc syllabus. The link must be given your name.

 http://203.129.241.86/question%20papers/Syllabus/BLISc.pdf

Note: The portal is developed using the Koha ILMS.

 Koha admin: <http://192.168.100.27:8080>,

 Id: libadmin

 password: Aiish@123

Take the screenshots of the steps involved in the above processes and save in an MS Word file with the file name, **‘Question 12’** in the folder named after your name on the computer desktop.

(8 Marks)

1. Download and install Windows version of XAMPP in your computer.

a) Make the following changes in the php file

* Increase PHP memory limit to 512 MB i.e. memory\_limit = 512
* Increase File Upload Size in PHP to 5000 i.e. upload\_max\_filesize = 5000 & post\_max\_size = 5000
* Increase PHP maximum execution time i.e. max\_execution\_time =8000

b) Open Mysql and create one database in your name

Take a screenshot of the above activities, paste in an MS Word file with the name **‘Question 13’** and save in the folder named after your name on the computer desktop.

(8 Marks)

1. Generate a report on Koha LMS of AIISH as instructed in the MS Word file **‘Question 14’** in the folder named after you. Take a screenshot of the output and save in the same file. Note down the steps/ script in the answer sheet.

 Koha URL: http://192.168.100.27:8080

 User Id: libadmin

Password: Aiish@123

(8 Marks)