5.1   EMPLOYABILITY SKILLS – I

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RATIONALE

The present day world requires professionals who are not only well qualified and competent but also possess good communication skills. Our diploma students not only need to possess subject related knowledge but also soft skills to get good jobs or to rise steadily at their work place. The objective of this subject is to prepare students for employability in job market and survive in cut throat competition among professionals.

DETAILED CONTENTS

1.   Writing skills   (08 hrs)

    i)   Official and business correspondence

    ii)   Job application - covering letter and resume

    iii)   Report writing - key features and kinds

2.   Oral Communication Skills   (20 hrs)

    i)   Giving advice

    ii)   Making comparisons

    iii)   Agreeing and disagreeing

    iv)   Taking turns in conversation

    v)   Fixing and cancelling appointments

3.   Generic Skills   (04 hrs)

    i)   Stress management

    ii)   Time management

    iii)   Negotiations and conflict resolution

    iv)   Team work and leadership qualities

5.2   LIBRARY AND INFORMATION MANAGEMENT-III

L T P
5 - 2

RATIONALE

The basic concepts related to library finance, managing people, planning of library, library statistics, reporting, preservation of books and non - books and entrepreneurial leadership are important for the understanding of diploma holders. Hence this subject

DETAILED CONTENTS

1.	Stock Verification: need, functions and methods	(18 hrs)
2.	Library Statistics	(12 hrs)
3.	Annual Report	(12 hrs)
4.	Library Records	(12 hrs)
5.	Preservation and conservation of book, non-book material and archival materials	(12 hrs)
6.	Total Quality Management (TQM)	(04 hrs)
7.	Library and Information Services: Basic concepts, resource sharing, library extension services	(10 hrs)

LIST OF PRACTICALS

1.   Preparing Library Annual Report
2.   Accessioning of Books
3.   Book Ordering

INSTRUCTIONAL STRAGEGY

Students should be taken to multimedia centres using audio-video techniques viz CD's DVD's, Digitization, scanning, video conferencing etc. Practicals for preparation of annual reports, budget allocation etc. should be given as assignments to the students.

RECOMMENDED BOOKS

1.   Library and Information Management by Narayana, GT, Tata McGraw Hill Publishers, New Delhi
2.   Library Administration by Mittal, RL
3.   Library Administration and Management by Krishan Kumar, Vikas Publication House, Delhi

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	18	22
2	12	15
3	12	15
4	12	15
5	12	15
6	04	06
7	10	12
Total	**80**	**100**

5.3   DIGITAL LIBRARY AND INFORAMTION MANAGEMENT

L   T   P
4   -   6

RATIONALE

Digital libraries represent an opportunity to apply new technology for providing library services to an increasingly diverse and distributed population of those needing access to digital information resources from rural, towns and metro cities. Intention of the courses to acquaint the students in digitization projects at all levels.

DETAILED CONTENTS

1.   Digital Libraries   (08 hrs)

- Conceptual framework, definitions, models and theories
- Role in Education and Research

2.   Digital Resources   (08hrs)

Nature, types and characteristics: e-journals, e-books, multimedia resources and online resources

3.   Digital collection Management and evaluation   (12 hrs)

4.   Digitization process   (10 hrs)

Digitization, Electronic document format, File formats, images, multimedia formats, open standard and content migration

5.   Software and hardware for digital Libraries   (10 hrs)

OCR, Image Editing Software, D-space, Green Stone.

6.   Input Capture devices: Scanners, Digital Movie Cameras   (08 hrs)

7.   Data warehousing, Data mining and Meta Data.   (04 hrs)

8.   Institutional Repository: Website of Institutions, Software   (04 hrs)

PRACTICAL EXERCISES

1.   Digital Library: Open Sources, e-prints/ D Space/ Greenstone

INSTRUCTIONAL STRAGEGY

Relevant theoretical aspect of the subject should be taught along with practical exercises. Hand on experience is essential for developing appreciate skills in the students.

RECOMMENDED BOOKS

1. Kanwatra, P.S., Library & Information System in the 21st century, New Delhi: Creast Publishing House, 2000

2. Krishan, Gopal, Intellectual freedom in Digital Libraries, Delhi: Author Press, 2001

3. Kumar, P.S.G, Computerization of Indian Libraries, Delhi: BR Publishing corporation, 1987

4. Deegan Mariliyan and Tanner simon, Digital Future: Strategies for the Information Age, London:Library Association Publishing, 2002

5. Arms, Wiliam Y., Digital Library Amighty Press, Cambridge,2001

6. Grout, C, Purdy, P and Rymer, J, Creating Digital Resources for the visual Arts: Stadards and Good Practice, Oxbow Books, Oxford, 2000.

7. Electronic Information Services, Facet London.

8. Digitization, Facet London.

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	08	10
2	08	20
3	12	10
4	10	12
5	10	20
6	08	10
7	04	10
8	04	08
Total	**64**	**100**

5.4 ENVIRONMENTAL EDUCATION

L T P
3 - -

RATIONALE

Education about environment protection is a must for all the citizens. In addition, a diploma holder must have knowledge of different types of pollution caused by industries and construction activities so that he may help in balancing the eco system and controlling pollution by adopting pollution control measures. He should also be aware of environmental laws related to the control of pollution.

DETAILED CONTENTS

1.   Definition, Scope and Importance of Environmental Education   (02 hrs)

2.   Basics of ecology, biodiversity, eco system and sustainable development   (03 hrs)

3.   Sources of pollution - natural and manmade, causes, effects and control measures of pollution (air, water, noise, soil, radioactive and nuclear) and their units of measurement   (12 hrs)

4.   Solid waste management – Causes, effects and control measures of urban and industrial waste   (06 hrs)

5.   Mining and deforestation – Causes, effects and control measures   (04 hrs)

6.   Environmental Legislation - Water (prevention and control of pollution) Act 1974, Air (Prevention and Control of Pollution) Act 1981 and Environmental Protection Act 1986, Role and Function of State Pollution Control Board, Environmental Impact Assessment (EIA)   (10 hrs)

7.   Role of Non-conventional Energy Resources (Solar Energy, Wind Energy, Bio Energy, Hydro Energy)   (04 hrs)

8.   Current Issues in Environmental Pollution – Global Warming, Green House Effect, Depletion of Ozone Layer, Recycling of Material, Environmental Ethics, Rain Water Harvesting, Maintenance of Groundwater, Acid Rain, Carbon Credits.   (07 hrs)

INSTRUCTIONAL STRATEGY

The contents will be covered through lecture cum discussion sessions. In addition, in order to have more appreciation of need for protection of environment, it is suggested that different activities pertaining to Environmental Education like video films, seminars, environmental awareness camps and expert lectures may also be organized.

RECOMMENDED BOOKS

1. Environmental Engineering and Management by Suresh K Dhameja; SK Kataria and Sons, New Delhi.
2. Environmental Science by Dr. Suresh K Dhameja; SK Kataria and Sons, New Delhi.
3. Environmental and Pollution Awareness by Sharma BR; Satya Prakashan, New Delhi.
4. Environmental Protection Law and Policy in India by Thakur Kailash; Deep and Deep Publications, New Delhi.
5. Environmental Science by Deswal and Deswal; Dhanpat Rai and Co. (P) Ltd. Delhi.
6. Engineering Chemistry by Jain and Jain; Dhanpat Rai and Co. (P) Ltd. Delhi.
7. Environmental Studies by Erach Bharucha; UGC University Press.

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted for Lectures (Periods)	Marks Allotted (%)
1	02	04
2	03	06
3	12	24
4	06	12
5	04	10
6	10	20
7	04	10
8	07	14
Total	**48**	**100**

5.5   INFORMATION LITERACY

L   T   P
4   -   3

RATIONALE

As the Information Literacy skills of efficiently and effectively accessing, evaluating and using information from a variety of sources are essential for survival in the Information Age, the purpose of this paper is to develop Information Literacy skills among the students.

DETAILED CONTENTS

1.	Information Literacy	(08 hrs)
	- Definition need and purpose, Basic introduction to media literacy	
2.	Information literacy standards and guidelines	(08 hrs)
3.	Information literacy Models	(06 hrs)
4.	Empowering eight models of information literacy and its 8 stages	(06 hrs)
5.	Information Sources: Human, Documentary and Institutional	(08 hrs)
6.	Online and offline searching	(06 hrs)
7.	Criteria for evaluation of information, information sources and websites	(10 hrs)
8.	Using information ethically and legally	(06 hrs)
9.	Style guides and citing references	(06 hrs)
	• Manuals/standards for citing references	

PRACTICAL EXERCISES

Online searching, writing assignments, and evaluating information sources

INSTRUCTIONAL STRAGEGY

The following exercises are to be done by the students under the supervision of the faculty.

- Procedure of taking a broadband internet connection
- Connecting and Browsing internet
- Creating E mail Accounts and sending mails

- Sending attachment of different types of documents like text, images, multimedia to single and multiple E mail accounts.
- Creating and using blogs, wikipedia
- Using ftp
- Using chat servers and electronic bulletin boards.

RECOMMENDED BOOKS

1.   Eisenberg, Michal B, Lowe, Carrie A, & Spitzer, Kathleen L, Information Literacy: Essential skills for the information age, 2nd ed.,Westport, Libraries Unlimited, 2004

2.   Ragains, Patrick, Information literacy instruction that works: A Guide to teaching by discipline and student population., New York:Neal-Schman Publishers, 2006

3.   Bruce, C, The seven faces of information literacy, Adelaide(AU), Auslib Press, 1997.

4.   Denver, Co , Colorado Department of Education, Model information literacy guidelines, 1994

5.   Loertscher, D V & Woolls, B, Information Literacy: A Review of the research. San Jose, CA: Hi Willow Publishing, 2002

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	08	12
2	08	12
3	06	10
4	06	10
5	08	12
6	06	10
7	10	14
8	06	10
9	06	10
Total	**64**	**100**

5.6   INTERNET APPLICATION IN LIBRARY

L T P
- - 6

RATIONALE

Internet is one of the important resources for gathering information in today's time. The diploma holders in library and information science have to train themselves in browsing internet, creating e-mail account and using the same and using FTP and telnet. Note: The relevant theory/instructions should be taught along with the practicals.

DETAILED CONTENTS (LIST OF PRACTICALS)

1.   Networking: its concept and applications

  - Internet : Definition   its working and uses
  - World wide Web
  - Web browsers, web page
  - URL

2.   Internet searches: search methods, subject directories,

3.   Search engines and Meta Search Engines; Deep web pages.

4.   Library Networks: INFLIBNET, DELNET

5.   Collaborative Tools

  - Blogs
  - RSS
  - Wikipedia
  - Instant Messaging

6.   Directories/Websites of Publishers

7.   Evaluation of Internet-based information resources.

INSTRUCTIONAL STRATEGY

The following exercises are to be done by the students under the supervision of the faculty.

  - Procedure of taking a broadband internet connection
  - Connecting and Browsing internet
  - Creating E mail Accounts and sending mails
  - Sending attachment of different types of documents like text, images, multimedia to single and multiple E mail accounts.
  - Creating and using blogs, wikipedia
  - Using chat servers and electronic bulletin boards.

PERSONALITY DEVELOPMENT AWARENESS CAMP

This is to be organized at a stretch for two to three days during fifth or sixth semester. Extension Lectures by experts or teachers from the polytechnic will be delivered on the following broad topics. There will be no examination for this subject.

1.   Communication Skills

2.   Correspondence and job finding/applying/thanks and follow-up

3.   Resume Writing

4.   Interview Techniques: In-Person Interviews; Telephonic Interview' Panel interviews; Group interviews and Video Conferencing etc.

5.   Presentation Techniques

6.   Group Discussions Techniques

7.   Aspects of Personality Development

8.   Motivation

9.   Leadership

10.   Stress Management

11.   Time Management

12.   Interpersonal Relationship

13.   Health and Hygiene