

6.1 PROJECT ORIENTED PROFESSIONAL TRAINING

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The students of Diploma in Library and Information Science will be required to undergo project oriented professional training in the whole of sixth semester during the final year in a library/ information centre, which will be arranged by the Implementing institutions.

The following type of libraries/information centers may be considered for arranging the project oriented professional training:

- University Libraries
- College Libraries
- School Libraries
- Public Libraries
- Special Libraries
- Information Centers
- Documentation Centers
- Bank Libraries
- Govt. Departmental libraries
- Industrial/Commercial Libraries
- Publishing Houses
- Software Companies and Library Management Software Organisations

While selecting the training station, care should be taken to select such organisations that are willing to accept the trainees and where there is sufficient scope for the trainee to undertake varied kind of experiences relevant to their profession and aptitude.

Major activities to be performed by the students in above-mentioned libraries are as under:

- Acquisition
- Technical processing: classification, cataloguing, preparing shelf lists, filing of cards etc.
- Circulation
- Reference and Information Service
- Use of computer for Libraries/Information Centers
- Periodicals management
- Preparation of bibliographies

The purpose of this project oriented professional training is to expose the students to the world of work and provide professional experience in real like libraries/information centers. The students will have to maintain a weekly/monthly diary/work book and submit detailed reports of their activities. These reports will be certified by a responsible office of the organisation where the student is undergoing professional training and doing his/her project.

Each student is also required to undergo at least one Practical Oriented Project according to his/her area of interest. The concerned teacher will guide the group of students on regular

basis. During the training period once or twice teachers may visit the training institute of the students to inspect and guide.

During training, student will have to work under the guidance of their supervisor for the project assigned to them.

In addition to the above, immediately after completion of the Project Oriented Professional Training, students will report to the concerned supervisor and will have to submit the project within 15 days.

A systematic plan of action is required to be prepared, well in advance, by the polytechnic in consultation with the organisations where professional training and project has to be carried out. The teachers should clearly specify the expected learning outcomes and schedule on monthly basis for the whole of the period of students project oriented professional training. Performa may be developed by the polytechnic teachers in consultation with personnel from libraries/information centers to monitor the progress of the students. The Performa should be filled by the students on monthly basis, and should be duly countersigned by the personnel from industry and concerned teacher attached to the particular student. Each teacher is supposed to guide and supervise about 5-8 students.

A criteria for evaluating student performance by the external (personnel from industry) and internal (teacher) examiner is given below:

Sr. No. Evaluation Criteria Maximum Marks

1.	Initiative, proficiency in skills and sense of responsibility, attendance and performance displayed by the students at their training place.	Attendance = 100 Performance = 100	} Incharge/coordinator Training Programme
2.	Evaluation of the Project and Training Report by the Supervisor	= 100	(Internal)
3.	Evaluation of the Project Report	= 100	} External Examiner
4.	Viva-Voce	= 100	
Total		= 500	

These may be proportional as per study scheme.

The overall grading of the practical training shall be made as per following table:

Range of maximum marks Overall grade

- i) More than 80 Excellent
- ii) 79 <> 65 Very good
- iii) 64 <> 50 Good
- iv) 49 <> 40 Fair
- v) Less than 40 Poor

In order to qualify for the diploma, students must get “Overall Good grade” failing which the students may be given one more chance of undergoing project oriented professional training in the same industry before being disqualified and declared “not eligible to receive diploma in Library and Information Science

Note:

1. Each teacher will guide at least 5-8 students for their project work (depending upon the total number of students in the class).
2. Either teacher will visit once in a week or students will report to the teachers/guide concerned for their project.
3. Each teacher will guide/share the workload at least 6 hours per week for the project work of the students (at least 15 days).