

2.1 COMMUNICATION SKILLS – II

L T P
3 - 2

RATIONALE

Interpersonal communication is a natural and necessary part of organizational life. Yet, communicating effectively can be challenging because of our inherent nature to assume, overreact to and misperceive what actually is happening. Poor communication or lack of communication is often cited as the cause of conflict and poor teamwork. In today's team-oriented workplace, managing communication and developing strategies for creating shared meaning are crucial to achieve results and create successful organizations. The goal of the Communicating Skills course is to produce civic-minded, competent communicators. To that end, students must demonstrate oral as well as written communication proficiency. These include organizational and interpersonal communication, public address and performance. The objectives of this subject are understanding how communication works, gaining active listening and responding skills, understanding the importance of body language, acquiring different strategies of reading texts and increasing confidence by providing opportunities for oral and written expressions

DETAILED CONTENTS

Section A

- | | | |
|-----|--------------------------------------|----------|
| 1. | Grammar and Usage | (15 Hrs) |
| 1.1 | Prepositions | |
| 1.2 | Pronouns | |
| 1.3 | Determiners | |
| 1.4 | Conjunctions | |
| 1.5 | Question and Question Tag | |
| 1.6 | Tenses (Simple Present, Simple Past) | |

Section B

- | | | |
|-----|--|----------|
| 2. | Reading Skills | (15 Hrs) |
| | Unseen comprehension passages (at least 5 passages). | |
| 3. | Writing Skills | (18 Hrs) |
| 3.1 | Writing Notice | |
| 3.2 | Writing Circular | |
| 3.3 | Writing a Memo | |
| 3.4 | Agenda for a Meeting | |

- 3.5 Minutes of the Meeting
- 3.6 Telephonic Messages
- 3.7 Paragraph writing:
Simple and Current Topics should be covered.

LIST OF PRACTICALS

(Note: The following contents are only for practice. They should not be included in the final theory examination)

- 1. Listening Comprehension
 - 1.1 Locating Main Ideas in a Listening Excerpt
 - 1.2 Note-taking
- 2. Developing Oral Communication Skills
 - 2.1 Offering-Responding to Offers
 - 2.2 Requesting-Responding to Requests
 - 2.3 Congratulating
 - 2.4 Expressing Sympathy and Condolences
 - 2.5 Expressing Disappointments
 - 2.6 Asking Questions-Polite Responses
 - 2.7 Apologizing, Forgiving
 - 2.8 Complaining
 - 2.9 Persuading
 - 2.10 Warning
 - 2.11 Asking for and Giving Information
 - 2.12 Giving Instructions
 - 2.13 Getting and Giving Permission
 - 2.14 Asking For and Giving Opinions

INSTRUCTIONAL STRATEGY

Looking into the present day needs of effective communication in every field, it is imperative to develop necessary competencies in students by giving practical tips and emphasis on grammar, vocabulary and its usage in addition to practical exercises. The teacher should give report writing assignments, projects etc. while teaching this subject.

LIST OF RECOMMENDED BOOKS

1. Communicating Effectively in English, Book-I by Revathi Srinivas; Abhishek Publications, Chandigarh.
2. High School English Grammar and Composition by Wren & Martin; S. Chand & Company Ltd., Delhi.
3. Communication Techniques and Skills by R. K. Chadha; Dhanpat Rai Publications, New Delhi.

SUGGESTED DISTRIBUTION OF MARKS

| Topic No. | Time Allotted (Hrs) | Marks Allotted (%) |
|--------------|---------------------|--------------------|
| 1 | 15 | 30 |
| 2 | 15 | 35 |
| 3 | 18 | 35 |
| Total | 48 | 100 |

2.2 LIBRARY, INFORMATION AND SOCIETY-II

L T P
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RATIONALE

Enable the Diploma students to appreciate the Library & Information Profession. The role of the National and International professional associations and organizations will be explained and knowledge regarding the legal issues will be imparted through this subject.

1. LIS Profession: History, Role and Ethics. (10 hrs)
2. Professional Associations (14 hrs)
 - National : ILA, IASLIC (Indian), ALA (Foreign)
 - International: IFLA
3. Promoters of Library & Information Services (12hrs)
 - RRRLF
 - NKC (National Knowledge Commission) with reference to NML (National Mission on Libraries)
 - UNESCO
4. Resource Sharing & Library Networking (12 hrs)
5. Intellectual Property Right : Copy right (10 hrs)
6. Right to Information Act: Indian Context (6 hrs)

PRACTICALS

- Visit to various libraries and Information centres and preparing reports of such visits.
- Visit to book publishing and newspaper houses and preparing reports of such visits.
- Familiarity of various associations and centres through Web Sites.

INSTRUCTIONAL STRATEGY

Students may be taken to various types libraries for understanding the concept and applications of various contents. History of libraries, underlying principles of library science, Professional associations and role of librarianship in the changing scenario of ICT application to libraries are to be explained.

RECOMMENDED BOOKS

1. Dutta, D.N, Libraries and their uses: A guide for users, Calcutta. The world Press Private Ltd.

2. Kumar PSG., Indian Library Chronology, New Delhi, Metropolitan, 1977
3. Mukerjee, AK, Librarianship: Its Philosophy and History, Bombay, Asia, 1966
4. Khanna, JK, Library and Society, Ess Ess Publishers, New Delhi, 1987
5. Ranganathan, SR, Five Laws of Library Science, Bombay Asia, 1963
6. Saini, OP: Library and Society (Hindi) YK Publishers, 2001, Agra
7. Tripathi, SM; Library and Society (Hindi) YK Publishers, Agra
8. Sharma, SK Pushtkalaya Avam Samaj; Jain Publishers, Delhi
9. Shokeen, NS and others, Basic principles of Library Science: YK Publishers, Agra, 1999

SUGGESTED DISTRIBUTION OF MARKS

| Topic No. | Time Allotted (Hrs) | Marks Allotted (%) |
|------------------|----------------------------|---------------------------|
| 1 | 10 | 16 |
| 2 | 14 | 20 |
| 3 | 12 | 18 |
| 4 | 12 | 18 |
| 5 | 10 | 16 |
| 6 | 06 | 12 |
| Total | 64 | 100 |

2.3 INFORMATION SOURCES & SERVICES-II

L T P
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RATIONALE

In the times to come libraries will not longer be engaged only in acquisition, organization and circulation of documents. They will be the centers for dissemination of information. In order to do so knowledge about sources of information, methods of retrieval and dissemination of information etc need to be given to the students. Hence this subject is introduced in the curriculum.

DETAILED CONTENTS

1. Information services (10 hrs)
 - Current Awareness Service
 - Selective Dissemination of Information
2. Indexing services with special reference to (10 hrs)
 - Reader's Guide to Periodical Literature
 - Guide to Indian Periodical Literature
3. Abstracting services, with special reference to (10 hrs)
 - Indian Science Abstracts
 - Library and Information Science Abstracts
4. Information Needs of users/User's study (6 hrs)
5. Detailed study of the following reference and information source (22 hrs)
 - Encyclopedia
 - Encyclopedia Britannica
 - Encyclopedia of library and information science
 - Dictionaries
 - Webster's third new International Dictionary of the English language
 - Comprehensive English - Hindi dictionary
 - India: a reference annual
 - Biographical Sources
 - India's who's who
 - Educational Sources
 - World of learning
 - University Handbook of India

Geographical Sources

- Lippincott Gazetteer
- Gazette of India

Sources of Current Information

- Kissing's record of world events

6. Internet as a source of information (6 hrs)

LIST OF PRACTICALS

Project related to preparation of CAS/SDI.

INSTRUCTIONAL STRATEGY

The teachers should teach this subject by demonstration method and visits to various types of libraries should be arranged.

RECOMMENDED BOOKS

1. Cheney Frances Neel, Fundamental Reference Sources, Chicago ALA.
2. Guha B , Documentation and its facets, Rev. cd. 2111•World Press, 1983.
3. Ghosh G Band Banerjee BN, Trends of f n formation service in India, Calcutta, The World, 1974.
4. Krishan Kumar, Reference Service, New Delhi, Vikas Publishers, 1982.
5. Kawatra PS, Fundamentals of Documentation New Delhi, Sterling, 1980.
6. Katz, William, Introduction to Reference Work, 7th Edition, 2 V, New York, McGraw Hill, 1995.
7. Mukherjee AK, Reference Work and Its Tools, 2nd Ed., Calcutta, The World 1971.
8. Ranganathan SR, Reference Work and Its Tools, 2nd Ed., Calcutta, The World 1971.
9. Shores Lovias, Basic Reference Sources, Chicago ALA, 1954.
10. Winchell, Constance M, Gide to Reference Books 8th Edition, Chicago ALA, 1967.
11. Krishna Subramanyam, Scientific and Technical Information Resources, New York, Marcel Dekker, 1981.
12. Tripathi SM, Reference and information Service: New Dimensions (Hindi) , Agra
13. Khanna JK , Documentation and Information Services: Systems and Techniques, YK Publishers, Agra, 1999.
14. Shokeen NS and others, Basic Principles of Library Science: Y K Publishers, Agra, 1999.

SUGGESTED DISTRIBUTION OF MARKS

| Topic No. | Time Allotted (Hrs) | Marks Allotted (%) |
|------------------|----------------------------|---------------------------|
| 1 | 10 | 16 |
| 2 | 10 | 16 |
| 3 | 10 | 16 |
| 4 | 06 | 10 |
| 5 | 22 | 32 |
| 6 | 06 | 10 |
| Total | 64 | 100 |

2.4 LIBRARY CLASSIFICATION- II

L T P
3 - 4

RATIONALE

The basic function of a library is to arrange books, periodicals and other reading materials in helpful sequence to facilitate easy retrieval. Classification is the device by which helpful sequence is obtained. The knowledge of various types of classification Schemes and the methods of classifying book according to DDC is therefore included in the curriculum through this subject.

DETAILED CONTENTS

1. Detailed study of standard schemes of classification: (12 hrs)
CC & UDC(21 st Edition)
2. Steps for practical classification; Nine successive steps (10 hrs)
3. Five fundamental Categories (6 hrs)
4. Rounds and Levels (10 hrs)
5. Notation: (10 hrs)
 - Definition, need and functions
 - Types of notation
 - Qualities of a notation

Practice

Classification of documents representing simple subject using Colon Classification (6th Revised. Edition)

INSTRUCTIONAL STRATEGY

Teachers should use demonstration method for teaching this subject, followed by the practice by the students. Students may be taken to various types of libraries for understanding the concept and applications of various contents.

RECOMMENDED BOOKS

1. Introduction to 21 st ed. Dewey Decimal Classification, Bombay, Asia
2. Bhargava, GO and Sood SP, Colon Classification, Theory and Practice, Ujjain
Vijay Prakashan, 1975.
3. Tripathi, SM and Shokeen NS: Fundamentals of Librarcy Classification
(Hindi) YK Publishers. Agra, 1999

4. Gautam .JN and Niranjan Singh; Dewey Decimal Classification Practice (Hindi); YK Publishers, Agra, 1998
5. Ranganathan SR. Elements of Library Classification. yd Ed. Bombav, Asia 1969
6. Krishan Kumar. Theory of Library Classification Ed. 2, 1981
7. Raju AAN. Decimal. Universal Decimal and Colon Classification, 1984
8. Sachdeva, Mohinder Singh, Colon Classification. Theory and Practice, New Delhi Sterling 1975
9. Sayers W. Introduction to Library Classification, Ed. 9. London Grafton. 1958
10. Srivastava AP. Theory of Knowledge Classification in Libraries. New Delhi Lakshmi Book Store, 1964
11. Dewey Decimal Classification (Latest Edition).
12. Shokeen, NS and others, Basic Principles of Library Science(Hindi); YK Publishers, Agra, 1999
13. Sharma,B.K. and others,Library & Information Science (Multiple choice questions), Y.K.Publishers,Agra 2012.
14. Asundi,Y.K.,M C Q in Library Science, NA Prakashan, Bangalore, 2003

SUGGESTED DISTRIBUTION OF MARKS

| Topic No. | Time Allotted (Hrs) | Marks Allotted (%) |
|------------------|----------------------------|---------------------------|
| 1 | 12 | 26 |
| 2 | 10 | 20 |
| 3 | 06 | 14 |
| 4 | 10 | 20 |
| 5 | 10 | 20 |
| Total | 48 | 100 |

2.5 LIBRARY CATALOGUING-II

L T P
3 - 4

RATIONALE

Along with classification, cataloguing is the most important techniques, which help quick retrieval of documents. A catalogue entry is the bridge between the users and the documents in library. Methods of cataloguing various types of book and serials by different cataloguing codes have therefore, to be taught in order to catalogue documents. Topics giving knowledge and skills of various types of catalogues, cataloguing codes and their practices have been included in the subject

DETAILED CONTENTS

1. Study of Rules for description choice and rendering of headings for main and added entries according to CCC. (30 hrs)
 - Single Authorship
 - Joint Authorship
 - Collaborators
 - Pseudonym works
2. Kinds of entries and their parts: Main and added entries according to CCC (12hrs)
3. Chain procedure: How to derive sought subject headings (6 hrs)

LIST OF PRACTICALS

Note: According to CCC (Classified Catalogue Code-5th Revised Edition)

1. Cataloguing of books by:
 - Single Personal Author
 - Joint Authors
 - Collaborators
 - Pseudonym works
2. At least five titles are to be given for each problem for which students are to be keeping a complete record

INSTRUCTIONAL STRATEGY

Teachers should use demonstration method for teaching this subject, followed by the practice by the students. Students may be taken to various libraries for understanding the concept and applications of different contents.

RECOMMENDED BOOKS

1. CCC - 5th Edition by SR Ranganathan
2. Krishan Kumar and Girja Kumar;, Vikas Publishers, New Delhi
3. Shokeen NS (et.al.); Cataloguing Practice CCC and AACR-II (Hindi), YK Publishers, Agra, 2000
4. Anglo – American Cataloguing Rules – 2, 1979 or latest edition
5. Girija Kumar and Krishan Kumar, Theory of Cataloguing 2nd Rev. Ed., New Delhi, Vikas, 1977
6. Ranganathan, SR; Theory of Library catalogue, 1938
7. Ranganathan, SR; Classified Catalogue Code, 5th Ed., Bombay Asia
8. Ranganathan, SR, Cataloguing Practice, New York, Asia, 1974
9. Vishwanathan, CG, Cataloguing: Theory and Practice 4th Ed., New Delhi; Today and Tomorrow, 1970
10. Shokeen, NS and others, Basic Principles of Library Science(Hindi); YK Publishers, Agra, 1999
11. Sharma,B.K. and others,Library & Information Science(Multiple choice questions)Y.K.Publishers,Agra 2012.
12. Asundi,Y.K.,M C Q in Library Science, NA Prakashan, Bangalore,2003

SUGGESTED DISTRIBUTION OF MARKS

| Topic No. | Time Allotted (Hrs) | Marks Allotted (%) |
|--------------|---------------------|--------------------|
| 1 | 30 | 50 |
| 2 | 12 | 35 |
| 3 | 06 | 15 |
| Total | 48 | 100 |

2.6 IT TOOLS AND APPLICATIONS

L T P
2 - 4

RATIONALE

The aim of this subject is to focus on detailed knowledge about computer organisation. It also familiarizes the student with various operating system i.e. DOS, Windows and Linux. In addition to this, the student will be made familiar with MS PowerPoint.

DETAILED CONTENTS

Note: Relevant theory instructions should be imparted along with the practicals in each topic.

1. Computer Appreciation (7 hrs)
Definition of computer, meaning of word 'computer', applications of computers, Characteristics of Computers, Input, Output, storage units, CPU, computer system, Binary number system, Binary to decimal conversion, Decimal to Binary Conversion, Binary Coded Decimal (BCD) Code, ASCII Code.
2. Computer Organisation (18 hrs)
 - 2.1 Central Processing Unit
Control Unit, arithmetic Unit, Instruction Set, Register, Processor Speed, RISC v/s CISC
 - 2.2 Memory
Main memory, Storage Evaluation, Criteria, Memory Organisation, capacity, RAM, Read only Memories, Secondary Storage Devices:- Magnetic Disks, Floppy and Hard Disks, Optical Disks CD- ROM, Mass Storage Devices.
 - 2.3 Input Devices
Keyboard, Mouse, trackball, joystick, Scanner, OCR, Bar-code reader, Digitiser, Voice Recognition, web cam, video cameras.
 - 2.4 Output Devices
Monitors, Printers-Dot Matrix, Inkjet, Laser, Plotters, Computer Output Micro-Film (COM), Multimedia Projector, speech synthesiser
 - 2.5 Multimedia:
Concepts of Multimedia and format, Text, Graphics, Animation, Audio, Images, Video; Multimedia Applications in Education, Entertainment, Marketing.

- 2.6 Computer Software
Relationship between Hardware and software; System Software, Application Software, compiler, Names of some high level languages
- 2.7 Information Technology and Society
Applications of Information in Railways, Airlines, Banking, Insurance, Inventory Control, Financial systems, Hotel management, Education, Video games, Telephones exchanges, Mobile phones
- 3. Overview of Linux-Basic Concepts and Applications, Overview of MS-DOS (7 hrs)
 - 3.1 Networks: LAN, MAN, WAN. Crating & Managing e-mail accounts, Introduction to search engines & MS-outlook.

Note: The underlying concepts may be illustrated using MS Office package/Open Office package.

LIST OF PRACTICALS

- 1. Operating System
 - 1.1 Disk Operating system
Executing simple Linux Commands, Simple file operations, Directory related commands.
 - 1.2 Microsoft Windows
Performing file and folder management through windows. Using essential accessories: System tool-Disk cleanup, Disk defragmenter, Entertainment, Games, calculator, Imaging-Fax, Notepad, Paint and WordPad.
 - 1.3 Presentation Package
Creating, Opening and saving Presentations, Creating, the Look of Your Presentation, Working in Different Views, Working with Slides Adding and Formatting Text, Formatting Paragraphs, Checking Spelling and Correcting typing Mistakes, Making Notes Pages and Handouts, Drawing and Working with Objects, Adding Clip Art and other Pictures, Designing Slide Shows, Running and Controlling a Slide Show, Printing Presentations.

Note: The underlying concepts may be illustrated using MS Office package/Open Office package. The underlying concepts and theory may be taught along with the practicals.

INSTRUCTIONAL STRATEGY

Teachers should lay emphasis on developing computer operational skills. Theory should be taught along with practical demonstration and exercises.

RECOMMENDED BOOKS

MAIN READING

1. P.K. Sinha and P. Sinha, “Foundations of Computing” First Edition, 2002, BPB Publication.
2. S. Sgman, “Microsoft Office 2000 for Windows,” Second Indian Print, 2001, Perason Education

SUPPLEMENTARY READING

1. Turban, Mclean and Webherbe, “Information Technology and Management,” Second Edition, 2001 Wiley & Sons.
2. Unleashed Linux – TechMedia, BPB Publications
3. Basics of Linux, BPB Publications

SUGGESTED DISTRIBUTION OF MARKS

| Topic No. | Time Allotted (Hrs) | Marks Allotted (%) |
|--------------|---------------------|--------------------|
| 1 | 7 | 24 |
| 2 | 18 | 60 |
| 3 | 7 | 16 |
| Total | 32 | 100 |