```
                CURRICULUM FOR TWO YEAR
                    (FOUR SEMESTER)
                   DIPLOMA COURSE IN




=====================================
:  LIBRARY AND INFORMATION SCIENCE  :
:  Effective from Session           :
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        :Semester System   :
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              Prepared  By

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   :  Curriculum Development Cell  :
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     INSTITUTE OF RESEARCH DEVELOPMENT
         & TRAINING, U.P.,  KANPUR




               APPROVED BY

    =================================
    :  BOARD OF TECHNICAL EDUCATION   :
    : U.P. LUCKNOW,                   :
    :CORRECTED AS SYLLABUS COMMITTEE OF:
    : B.T.E. MEETING HELD ON 02.06.15 :
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                            STUDY & EVALUATION SCHEME
                                      for
               TWO YEAR (FOUR SEMESTER) DIPLOMA COURSE IN LIBRARY & INFORMATION SCIENCE
                             (Effective from session      )
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I Semester

Le ct ur e.	Tut ori al	Dr g.	Lab.	Work Shop	Tot al	S U B J E C T	Dur.	Marks	Sess. Marks	Total Marks	Dur.	Marks	Sess. Marks	Total Marks	Gran d Tota l
5	–	–	3	--	8	1.1 Professional Communication	2.5	50	20	70	3	20	10	30	100
8	2	–	–	--	10	1.2 Library & Society	2.5	50	20	70	–	–	–	–	70
6	2	–	10	--	18	1.3 Knowledge Organisation-I	2.5	50	20	70	3	30	10	40	110
–	–	–	10	--	10	1.4 Information Processing & Retrieval Practices-I	–	–	–	–	3	30	10	40	40
19	4	–	23	--	46	<---------TOTAL----------->	--	150	60	210	--	80	30	110	320

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             Games/NCC/Social and Cultural Activity + Dicscipline (15 + 10)    |   25|
                                                               TOTAL           |  345|
                                                                               ------
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I Semester

Le ct ur e.	Tut ori al	Dr g.	Lab.	Work Shop	Tot al	S U B J E C T	Dur.	Marks	Sess. Marks	Total Marks	Dur.	Marks	Sess. Marks	Total Marks	Gran d Tota l
–	–	–	10	--	10	2.1 Knowledge Organisation Practices-I	–	–	–	–	3	30	10	40	40
6	2	–	8	--	16	2.2 Information Processing & Retrieval-I	2.5	50	20	70	3	30	10	40	110
8	2	–	–	--	10	2.3 Reference Sources And Services.	2.5	50	20	70	–	–	–	–	70
2	–	–	5		7	2.4 Introduction To Computer	–	–	–	–	3	60	30	90	90
4	1	–	–	--	5	2.5 Library Correspondance	2.5	50	20	70	–	–	–	–	70
20	5	–	23	--	48	<---------TOTAL----------->	--	150	60	210	--	120	50	170	380

```
             Games/NCC/Social and Cultural Activity + Dicscipline (15 + 10)    |   25|
                                                               TOTAL           |  405|
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NOTE:-    (1) Each period will be of 50 minutes duration.
          (2) Each session will be of 16 weeks.
          (3) Effective teaching will be at least 14 weeks.
          (4) Remaining periods will be utilised for revision etc.
          (5) 4 weeks structured and supervised, branch specific, task oriented
              industrial/field exposure to be organised after IV Semester.
              Student will submit a report. There will be 80 marks for this exposure.
              These marks will be awarded by project examiner in the IV Semester.
              (Examination marks : 50, Sess. marks : 30 ).
          (6) Field visit and extension lectures are to be organised and managed
              well in advance at institute level as per need.
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III Semester

Lecture	Tutorial	Drg.	Lab.	Work Shop	Total	SUBJECT	Theory Exam Dur.	Theory Marks	Theory Sess. Marks	Theory Total Marks	Practical Exam Dur.	Practical Marks	Practical Sess. Marks	Practical Total Marks	Grand Total
6	2	-	-	--	8	3.1 Management of Library & Information Centres	2.5	50	20	70	-	-	-	-	70
6	-	-	8	--	14	3.2 Knowledge Organisation-II	2.5	50	20	70	3	30	15	45	115
-	-	-	8	--	8	3.3 Information Processing & Retrieval Practices-II	-	-	-	-	3	30	15	45	45
6	2	-	-	--	8	3.4 Information System and Services	2.5	50	20	70	-	-	-	-	70
2	-	-	6		8	3.5 Information Technology In Libraries	--	--	--	--	-	60	30	90	90
-	-	-	2	-	2	3.6 Field Exposure	--	--	--	--	-	50	30	80	80
20	4	-	24	--	48	<---------TOTAL----------->	--	150	60	210	--	170	90	260	470

Games/NCC/Social and Cultural Activity + Discipline (15 + 10) — 25

TOTAL — 495

IV Semester

Lecture	Tutorial	Drg.	Lab.	Work Shop	Total	SUBJECT	Theory Exam Dur.	Theory Marks	Theory Sess. Marks	Theory Total Marks	Practical Exam Dur.	Practical Marks	Practical Sess. Marks	Practical Total Marks	Grand Total
-	-	-	10	--	10	4.1 Knowledge Organisation Practices-II	-	-	-	-	3	30	15	45	45
6	2	-	10	--	18	4.2 Information Processing & Retrieval-II	2.5	50	20	70	3	30	15	45	115
6	2	-	-	--	8	4.3 Library Automation & Information Technology:Basics	2.5	50	20	70	-	-	-	-	70
4	-	-	-	-	4	4.4 Environmental Education* & Disaster Management	2.5	50	-	--	- va	--	--	--	--
-	-	-	8		8	4.5 A. Project Work	--	--	--	--	-	100	50	150	150
-	-	-				B. Study Tour	--	--	--	--	-	--	--	--	--
16	4	-	28	--	48	<---------TOTAL----------->	--	100	40	140	--	160	80	240	380

Games/NCC/Social and Cultural Activity + Discipline (15 + 10) — 25

TOTAL — 405

50% Carry over from I & II Sem. — 375

100% Carry over from III & Iv Sem. — 900

Aggregate Total — 1275

NOTE:-
Each Period Duration   : 50 Minuts.
Each Session of   : 16 Weeks.
Effective Teaching for Completing Syllabus : Atleast 14 Weeks.
Revision of Syllabus   : Remaining Weeks.
(*) It is compulsory to appear & to pass in examination, But marks will
not be included for division and percentage of obtained marks.

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C O N T E N T S

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I.   MAIN FEATURES OF THE CURRICULUM

1.   Title   of   the   Course   :   Diploma   in   Library   &
                                        Information Science

2.   Duration of the Course   :   Two Years(Four Semester)

3.   Type of the Course   :   Full Time Institutional

4.   Pattern of the Course   :   Semester System

5.   Intake   :   60

6.   Entry Qualification   :   10+2 with Engilsh

7.   Admission Criteria   :   Joint Entrance Examination

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II.   LIST OF EXPERTS

        List of Experts who contributed in the semester system   of
        curriculum of Two year (Four Semester) Diploma in Library & Information
        Science on dated 21-04-2015 at I.R.D.T.U.P., Kanpur.

1.   Shri S.D.K. Tripathi   Head,Deptt. of Library Science
                                  D.G. College, Kanpur

2.   Shri B. D. Sharma   Principal (Off.)
                                  A.D.Khandewal Mahila Poly., Mathura

3.   Shri V. K. Tewari   Principal
                                  S.R.D.R.D.M. Poly., Kanpur

4.   Smt. Mamta Awasthi   Lecturer, Library & Information Science
                                  S.R.D.R.D.M. Poly., Kanpur

5.   Smt. Neetu Kanuajia   Lecturer, Library & Information Science
                                  S.R.D.R.D.M. Poly., Kanpur

6.   Smt Anita Purwar   Librarian,(Off.),H.B.T.I., Kanpur

7.   Km. Kalpana Devi   Asstt. Professor
                                  I. R. D. T., Kanpur

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III. NEED ANALYSIS:

Knowledge has an unlimited domain. Every day additions taking place in the treasure of knowledge. A scientific procedure is required to handle properly and systematically the enormous literature available in the world. The curriculum in library science needs revision on account of changes being introduced in the system due to adaption of new technology in this field also. The Computers are assisting us, to manage the job properly and exessesability has improved through introduction of Internet and Networking.

On account of increasing literacy the number of libraries have also increased. Small and medium size libraries are managed by middle level man power. The diploma holder in library science can handle the responsiblities assigned to him in efficient manner if he/she is equipped with modern techniques of organising, classifying, cataloguing, administration and reference services knowledge.

Besides educational institutions some research organisations and manufacturing industries also maintain their libraries. A diploma holder in library science may be prepared to share this type of assignment also.

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IV. PROFILE DEVELOPMENT :

A tool in the form of questionnaire for getting information about job potential, job opportunities, man power requirements and job activities of Diploma holder in Library Science was designed and sent to various organisations, industries and higher technological Institutions and Polytechnics. The response was not very much encouraging. So efforts were made to get feed back through mutual interaction with the experts of above organisations, industries,higher technological institutes and polytechnics. The feed back received was discussed and analysed in a workshop and a draft curriculum was prepared adopting the following procedure.

1.   Listing job potential and job activities.
2.   Analysing activities into acknowledge and skill.
3.   Determining course objectives.
4.   Planning horizontal and vertical organisation of the subjects.
5.   Developing study and evaluation scheme.
6.   Development of detailed course content and coverage time keeping in view the knowledge and skill requirement.
7.   Determination of resource input in the form of human resource, space, equipment etc.

It is hoped that revised curriculum of Diploma in Library Science will be useful in producing middle level manpower for world of work.

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V.   JOB POTENTIAL/JOB OPORTUNITIES :

1.   Librarians in :

   -   Schools

   -   ITIs

   -   Polytechnics

   -   Small Public Libraries

   -   Departmental Libraries, libraries maintained by
       public and private sector.

   -   Industries/Small Computer Centres

2.   Assistant Librarians in the institutions mentioned
     under 1 and colleges.

3.   Library Assistants : Semi-Professionals in
     Universities, ITIs, Regional Engineering Colleges and
     Degree Colleges, Institutions and Special Libraries.

4.   Technical Assistants/Junior Programmers/Information
     Assistants in Computers/Industries, Special Libraries.

5.   As data analyst cum operators.

6.   Cataloguer cum computer operator.

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VI. JOB ACTIVITIES :

1. As Librarians:

    1.1   Acquisition   :   Selection, checking of duplicates ordering, Receiving, tallying with bills and verifications of bills, Accessioning Transferring of books to processing section.

    1.2 Technical   :   Classification, Cataloguing Preparing shelf list filling of cards, preparation of books for use.

    1.3 Circulation   :   Enrolement of members, keeping their records, issuing borrower's cards, arranging the issue tickets, statistics, reservation, fine & fine accounts, procedure regarding these services, No dues formalities and reservations.

    1.4 Periodicals   :   Selection, Ordering, Registering the periodicals issuing regarding binding arrangements and display of periodicals.

    1.5 Text Books   :   Issue and return of books within the library fines overnight issues and reservations.

    1.6 Rendering reference :
        services

    1.7 Preparation and issue of information bulletins.

    1.8 Display of Library Materials

    1.9 Conducting Library Committee Meetings.

    1.10 Inter Library Loan.

    1.11 Preparing buget estimates and allocation of funds.

    1.12 Writing annual report of Library

    1.13 Stock verification and rectification.

    1.14 Maintenance   :   Care and preservation of books and other library materials.

    1.15 Selection and acquisition of library furniture,

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equipment and materials.

1.16 Management of book bank

1.17 Storage and retrieval of information through computer.

1.18 Operating circulation services through computer.

1.19 Serial control through computer.

1.20 Maintaining programme for various library operation.

2.   Assistant Librarians:

2.1	Acquisition	:	Accessioning, Ordering, Checking of duplication, checking of bills, transferring of books to technical section.
2.2	Technical	:	Catalogue card preparation ,preparation of shelf list, Filing of catalogue cards and preparation of books for use.
2.3	Circulation	:	Enrolment of members, keeping their records, issue borrowers cards, tickets, issue and returns maintaining statistics, accounts, procedure regarding these services. No dues formalities, reminders.
2.4	Periodicals	:	Ordering, checking, registering the periodical issuing riminders, payment, payment environ -ment and keeping records of members, reminder of missing issues, issuing of no dues certificate. arrangement and display of periodicals processing for binding.
2.5	Text Books		Issue and return of books within the library, fines, overnight issues and reservations, binding

2.6 Arrangement of books and standards, patents and specifications professional publications, non serial pamphlets and display of new arrivals.

2.7 Care and repair of reading materials and preservation to library equipment.

2.8 Management of book bank.

2.9 To prepare language for programming.

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2.10 To operate library service through computer.

3.   As Library Assistant:

3.1	Acquisition	:	Checking of duplicates receiving, Tallying with bills, Accessioning Transferring of books to technical section.
3.2	Circulation	:	Isuing borrower cards arranging for issue tickets issue and returns, maintaining statistics, reservations, fine and fine accounts, no dues formalities and reminders.
3.3	Periodicals	:	Checking, registering the periodicals, issuing reminders, preparation of sets for bindings, arrangement and display of periodicals.
3.4	Text Books	:	Issue and return of books with in the library, fines, overnight reservations.
3.5	Book Bank	:	Issue and return of books, keeping the records, No dues.
3.6	Departmental Library	:	Routines concerned with transfer of books and periodicals to departmental libraries issue and returns and keeping records of departmental library.

4.   Technical Assistants/Programmers/Information Assistant In Computer Centers/Industries/Special Libraries:

4.1 To prepare flow charts.

4.2 To prepare language charts.
4.3 Programming.

4.4 Information storage.

5.   As Computer Operator:

5.1 To operate computers.

5.2 To maintain computer.

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VII. ACTIVITY ANALYSIS:

Activity   Knowledge Required   Practice Skill
                                                  Required
----
1.   As Librarian

Activity	Knowledge Required	Practice Skill Required
1.1 Acquisition	Knowledge about sources of supply. Book selection tools, Conversion and discount rates. Drafting preparation and placing of orders, checking of duplications, reminders. Accessioning, Checking and verification of bills.	Practical Training in accessioning.
1.2 Technical	(a) Elementary knowledge of schemes of classifications.	Practices in the use of Colon classification & Dewey classification .
	(b) Detailed study of dewey decimal classification and colon classification.	
	(c) Systems of books numbers.	
	(d) Detailed study of AACR-2, Sears list of subject heading & CCC	Practice in cataloguing according to AACR-2 & CCC.
	(f) Rules for filling of cards.	
	(g) Preparation and filling of shelf list cards.	
	(h) Design & Preparation of book cards, date slips books pockets and plates.	
1.3 Circulation	Knowledge about rules and regulations of the Library, various records and charging systems	Practical training in Charging system
1.4 Periodicals	(a) Knowledge about venders and other sources of supply periodical directories, Conversion and discount rates.	Practice in registration and cheking of periodicals through various methods
	(b) Crafting, Preparing and placing of orders ,checking of missing issues and duplicates ,reminders.	

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                     (c)  Registration

                     (e)  Binding

                     (f)  Routines  of    this
                          section   maintenance
                          of text book section.

1.5  Text Books     Issue and Return routines.

1.6  Reference      (a)  Theory of  reference    (a) Practice in
                         service.                    Reference
                                                     work.

                    (b)  Knowledge &  evaluat-   (b) Evalution of
                         ion of reference tools      reference
                                                     tools
-------------------------------------------------------------
Activity            Knowledge Required          Practice Skill
                                                Required
-------------------------------------------------------------
                    (c)  Routines of reference
                         work.

1.7  Preparation    Types,   preparation    of   Practice in
     & Issue of     information bulletin    and   preparation
     information     indexes.                     information
     bulletins                                    bulletins
                                                  & indexes.

1.8  Display of     Elementary   knowledge    of
     Library        display.
     materials.

1.9  Library        Library           committee,
     Committee.     composition, functions.
1.10 Inter Library  Rules & Procedures
     Loan.          functions.
1.11 Preparing      Allocation   of  funds  and   Budget
     budget estim-  records.
     ates & alloc-
     ation of funds.
1.12 Annual          Knowledge of report writting
     Report.
1.13 Stock verifi-  Methods      of      stock    Practice in
     cation and     verification and rectific-    methods of
     rectification  ation,  Rules  for  writing   stock verifi-
                    off the books.                cation.


1.14 Maintenance    Elementary   knowledge    of
     care & pres-   various   methods   of   care
     ervation of    and preservation of   books
     books and      and other materials.
     other library
     materials.

1.15 Selection &    Specification of furniture
     acquisition    and equipment. Sources   of
     of library     supply.
     furniture,
     equipment &
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        materials.

1.16 Book Bank.       Management of Book Bank.

1.17 Storage  &       Knowledge required  about    Practical Trai-
     retrieval        computer operation, progr-   ning in progra-
     of informat-     amming    flow    charts     mming.
     ion through      languages.
     computer.

1.18 Computerised
     Circulation

1.19 Control of
     serial
     through
     computer.

1.20 Maintaining
     library
     statistics
     through
     computer
1.21 Writing programme
     for various
     library operation.

2.   Assistant Libraians
2.1  Acquisition Same as 1.1
2.2  Technical Same as   1.2
2.3  Circulation Same as 1.3
2.4  Periodicals Same as 1.4
2.5 Text  Book Same as   1.5              Practice in han-
                                          dling various
                                          types of charg-
                                          ing systems.
---------------------------------------------------------------
Activity              Knowledge Required          Practice Skill
                                                  Required
---------------------------------------------------------------

2.6  Arrangement of books, stand             Knowledge about
     ards patents. Specification             shelf arrangem-
     professional, publication and           ent & display
     non serial publications pamp-           methods.
     hlets and display of new
     arrivals.

2.7  Filing of cata- Acquentance with filling
     logue shelf     rules and filling system.
     list cards,
     book prepar-
     tion.

3.   Library Assistant:


3.1  Acquisition Same as 1.1

3.2  Circulation Same as 1.3

3.3  Periodicals Same as 1.4              Practical
                                          Training in
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3.4 Text Book Same as   1.5   Charging.

3.5 Book Banks Same as 1.16

3.6 Departmental   Records of transfer of
     Libraries.   books and periodicals
                     charging systems keep-
                     ing records.

4.   As Assistants/Programmers/Information Scientists In Computer
     Centre/Industries

4.1 To prepare   Steps for drawing flow   Practical trai-
     flow charts   charts, knowledge   for   ning for the
                     start, input, processing   system of flow
                     output, termination stop   charts.
                     etc.

4.2 To prepare   Knowledge   of   Basic   Practical trai-
     language   language, Cobol language,   ning about Basic
     charts.   Fortran language, Pascal   Cobol, Fortran,
                     language, System Analysis   & Pascal Language
                     and Design.

4.3 As Programmer
     Programming   same   Practical Train-
     as 4.2   ing programming

4.4 Information Assistant:

4.4 Information   Organisation of informat-   Practical tra-
     Storage   ion, knowledge of indexing   ining in infor-
                     & abstracting services.   mation storage.

5.   As Computer Operator
5.1 To operate   Application of computer in   Practical trai-
     computer   library routines, computer   ning for
                     awareness.   computer awar-
                                                    eness & opera-
                                                    tion.
5.2 To maintain   Complete knowledge about   Practical trai-
     computer.   computer, its parts, its   ning about
                     operation and maintenance.   computer and
                                                    about its
                                                    functioning
                                                    repairable
                                                    knowledge about
                                                    the various
                                                    parts of
                                                    computer.

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VIII.   COURSE OBJECTIVES:

(1) To manage and run the libraries on scientific lines.

(2) To acquire reading materials.

(3) To organise and arrange the resources of the library
     systematically.

(4) To prepare an inventory of reading material on the
     scientific lines.

(5) To circulate reading materials.

(6) To assist readers in the maximum exploitaion of library
     resources.

(7) To promote use of the library.

(8) To collect, organise and retrieve information.

(9) To handle library correspondence.

(10) To operate computer for data processing and information
     retrievals.

(11) To write computer programmes for various library operations.

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IX. CURRICULUM ANALYSIS FOR IDENTIFYING SUBJECTS OF STUDY:

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------------------------------------------------------------
S.NO.        COURSE OBJECTIVE            CURRICULUM AREAS
------------------------------------------------------------
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S.NO.	COURSE OBJECTIVE		CURRICULUM AREAS
1.	To manage and run the libraries on scientific lines	1. 2. 3.	Law of librarianship Principle of organi- sation and adminis- tration. Types of Libraries.
2.	To acquire reading materials	1. 2. 3.	Principle of book selection. Study of Readers interest. Acquisition.
3.	To organise & arrange the resources of the library systematically.	1. 2.	Principle of classi- fication. Methodology of class- ification.
4.	To prepare an inventory of reading materials on scientific lines	1. 2.	Principle of catalo- guing. Methodology of catal- oguing.
5.	To circulate reading materials.	1.	Circulation.
6.	To assist reader in the maximum exploitation of library resources.	1.	Reference Services.
7.	To promote use of the library	1. 2.	Library administra- tion. Extension Services.
8.	To collect, organise & retrieve information.	1. 2.	Conventional biblio- graphical service & documentation. Computerised services
9.	To handle library correspondence	1. 2. 3.	Communication Technique. Library correspon- dence. Computer Application.
10.	To write computer programmers for various libraries.	1. 2.	Computer language Programme writing.
11.	To operate computer for data processing & information retrieval.	1. 2. 3.	Introduction to computer. Computer programme for information and retrievals. Use of computer.

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I Semester
1.1 PROFESSIONAL COMMUNICATION

[Common to All Engineering/Non Engineering Courses]

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                                        L    T    P
                                        5    -    3
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Rationale:

Communication forms an important activity of diploma holder. It is essential that he/she should be in a position to communicate in writing and orally with superiors,equals and subordinates. This subject aims at providing working knowledge of languages like Hindi and English so as to train the students in the art of communication. It is suggested that maximum attention should be given in developing Communication abilities in the students while imparting instructions by giving maximum emphasis on practice.

Sr.No.	Units	Coverage time		
		L	T	P
1.	Introduction to communication methods meaning,channels & media written and verbal.	5	-	-
2.	Development of comprehension of English & Hindi through study of text material& language exercises.	10	-	-
3.	Development of expression through A. Letters(English & Hindi)	10	-	-
	B. Report writing (English) Note making and minutes writing	10	-	-
4.	Paragraph writing, Essey writing, Proposal writing	10	-	-
5.	Composition	10	-	-
6.	Remecial Grammer & Vocabulary Building	15	-	-
		70	-	42

1.   PART I : COMMUNICATION IN ENGLISH (40 Marks)

1.1 Concept of communication, importance of effective communication, types of communucation, formal, informal, verbal and nonverbal, spoken and written. Techniques of communication, Listening, reading, writting and speaking, Barriers in communication, Modern tools of communication- Fax, e-mail, Telephone, telegram, etc.

1.2 Technical communication Vs. General Communication : Development of comprehension and knowledge of English through the study of text material and language exercises based on the prescribed text book of English.

1.3 Development of expression through:

1.3.1 Paragraph writing, Essay writing, Proposal writing.

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1.3.2 Business and personal correspondence (Letters) :
   Kinds of letters:-
   Official, demi-offical, unofficial , for reply or in reply, quotation, tender and order giving letters. Application for a job, Resume.

1.3.3 Report writing and Note making and minutes writing.

1.4 Functional Grammer : Study of sentences and parts of speech (word class), Preposition, Verb, Articles, Abbreviations.

1.5 Vocabulary Building : Homophones, One word substitution, Idioms and Phrases.

1.6 Composition on narrative, descriptive, imaginative, argumentative, discussion and factual topics.

2.   PART II : COMMUNICATION IN HINDI (10 Marks)

2.1 Development of comprehension and knowledge of Hindi usage through rapid reading and language exercises based on prescribed text material developed by IRDT.

2.2 Development of expression through ;

   Letter writing in Hindi:
   Kinds of letters:-
   Official, demi-offical, unofficial , for reply or in reply, quotation, tender and order giving letters, Application for a job, Press release in Hindi, Report writing.

Note: Paper should be in two parts, part I - English and part II Hindi.

REFERENCE BOOKS

1.   Bookshelf worksheet of Professional Communication, New Delhi : Bookshelf 2008

2.   Functional Skills in language and literature by R. P. Singh, New Delhi : Oxford University Press.

3.   Oxford Engilsh Hindi English Dictionary, New Delhi : Oxford 2008

LANGUAGE LAB PRACTICE

For the practice/exercise the following is suggested :-

1.A. Phonetic transcription
  B. Stress and intonation :
     (At least 10 word for writting and 10 word for pronunciation)

2.   ASSIGNMENT : (Written Communication)

   Two assignment of approximately 400 word each decided by the teacher concerned.

   THE FOLLOWING MODEL IS PROPOSED :

   1.   a picture/photograph

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2. an opening sentence or phrase
3. a newspaper/magzine clipping or report
4. factual writting which should be informative or argumentative.

(The students may refer to "Bookshelf worksheet" for technical communication)

3. Oral Conversation:

1. Short speeches/declamation : Bid farewell, Felicitate somebody, Celebrate a public event, Offer condolences
2. Debate on current problems/topics
3. MockInterview : Preparation, Unfolding of personality and Expressing ideas effectively
4. Group discussion on current topics/problems
5. Role Play/ general conversation : Making polite enquiries at Railway Station, Post Office, Banks and other Public places, Replying to such enquiries, enquiring about various goods sold in the market and discussing their prices. Complaining about service at Hotel, restaurant, Offering apologies in reply to such complaints, complain to a company about a defective product you have brought, reply to such complaints.
6. Presentation skill, Use of OHP and LCD.
7. Through drilling of model words involving different phonetic symbols (Vowels, Consonants, Difthongs).

4. Aural :

Listening to conversation/talk/reading of short passage and then writting down the relevant or main points in the specified number of words and answering the given questions

The assignments/project work are to be evaluated by the internal/ external examiner. The distribution of 30 marks e.g.

10 marks for assignment (Given by subject teacher as sessional marks)
10 marks for conversation and viva-voce
10 marks for phonetic transcription

STRUCTURE OF THE PAPER OF PROFESSIONAL COMMUNICATION

Distribution of Marks

Theory Paper : 50 Marks
Sessional   : 20 Marks
Pratices   : 30 Marks

Q1. Question based on the topics of the prescribed syllabus will be set for testing candidates ability to understand the content, explain words and phrases, making sentence of given words and ability to summarise will be included. All questions will have to be answered.

A. from English Text Book   10 Marks
B. from Hindi Text Book   5 Marks

Q2. Candidates will be required to write one letter (English) and one letter in (Hindi) from a choice of two -

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         A.   English Letters                    5 Marks
         B.   Hindi Letters                      5 Marks

Q3.   Report Writting on given outlines   5 Marks

Q4.   There will be a number of short answer questions to test the
      candidates knowledge of functional grammer, structure  and
      usage  of the language. All the items in this question  will
      be compulsory. The grammar questions has four parts -

      (Total Part: A For 5 Marks, B For 3 Marks, C For 3 Marks and
      D For 4 Marks)

         A.   This    part  of  the  question  has  to  do  with    the
              transformation  of  sentences.  English  uses   several
              patterns of sentence formation and the same meaning can
              be expresed by several patterns e.g. Active to  Passive
              voice  and  vice  versa, Direct  to  Indirect  and  vice
              versa,  Reframing sentences by changing part of  speech
              e.g  Noune  to  Adjective, Interchanging  degree   of
              comparison.

              Interchanging   Moods   -  Affirmative   to   Negative,
              Assertive to Interrogative or to exclamatory

         B.   The  second part usually requires blanks in a  sentence
              to  be  filled  in  with  a  suitable  preposition and
              articles.

         C.   The third part is usually an exercise on tenses.

         D.   The fourth part concerns with one word substitution and
              abbrevation, uses of idioms and Phrases, Homophones.

Q5.   COMPOSITION : (About 300 Words) (5 marks)

      Candidates will be required to select one composition  topic
      from  a  choice of five. The choice  will  normally  include
      narrative   descriptive,  argumentative,   discussion   and
      factual  topics. The main ceteria by which  the  composition
      will be marked are as follows

A.    the  quality  of  the  language  employed,  the  range    and
      appropriateness  of  vocabulary and sentence  structure    the
      correctness  of  grammatical  construction,  punctuation   and
      spelling.

B.    The  degrees  to which candidate have been  successfully   in
      organising  both  the  composition  as  a  whole  and    the
      individual paragraphs.
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1.2 LIBRARY AND SOCIETY

1. Modern concept of a library : Role in education,culture and communication.

2. Types of libraries their orgasisation and functions : Public, Academic, Special.

3. Five laws of library science, their implecations.

4. Library Building : Basic factors in planning, building committee, Fittings, Furniture, Lighting & Ventilation.

5. Library legistation : Need and purpose and its history in India.

6. Library Association :Functions of ILA,IASLIC,UPLA.

7. Professional Ethics.

8. Extension Services : Arranging exhibition of books, subjects, film shows, lectures, Mobile library.

9. Copy Rights and Books Delivery Act in India.

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1.3 KNOWLEDGE ORGANISATION-I

1. General theory of classification : Definition, need purpose

    and functions.

2. Concept of isolate, array and chain.

3. Common Isolate : Definition, Kinds and need

4. Features of classification scheme : Colon   classification

    and Dewey Decimal classification.

5. Notation : definition, need,types and functions.

6. Fundamental Categories:Facet analysis,Facet sequence.

7. Call number:Class number,Book number and Collection number.

List of Practicals

Classification of simple types, documents using   Dewey

Decimal Classification 19th edition.

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1.4 INFORMATION PROCESSING AND RETRIEVAL PRACTICE-I

Catalouging of simple titles of personal authors using Anglo Americal cataloguing rules 2nd edition (AACR-2).

1. Personal authors : Single and shared responsibility.

2. Works produced under editorial directions.

3. Pseudonymous work

4. Multivolumes

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2.1 KNOWLEDGE ORGANISATION PRACTICE-I

Classification of simple types, documents using Colon Classification. 6th revised edition.

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2.2 INFORMATION PROCESSING AND RETRIEVAL-I

1. Definition, Need,Purpose,Functions of library catalogue.

2. Types of catalogue (Internal Form) : Alphabatical,Classified and Alphabatico-Classed catalogue.

3. Physical forms (External Form) of library catalogue : Book Form,Sheaf Form,Card Form , OPAC (Online Public Access Catalogue).

4. Choice and rendering of personal authors including single and shared (joint) authorship especially Indic and Western names as per AACR-2 and CCC.

5. Types of entries and their functions (AACR-2 and CCC) : Main entry,added entries,references.

6. Subject Cataloguing : Sears list and chain procedure.

List of Practicals

Catalouging of simple titles of personal authors using classified catalogue code 5th edition (CCC).

1. Personal authors : Single and shared responsibility.

2. Works produced under editorial directions.

3. Pseudonymous work

4. Multivolumes

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2.3 REFERENCE SOURCES AND SERVICES

1.   Reference Services ;Definition, Need, Purpose & Its Function

2.   Types of reference services - Ready and Long range reference service.

3.   Library Orientation

4.   Catagories of reference sources ; Primary, Secondary and Tirtiary.

5.   Brief introduction to the following types of reference sources -

-   Bibliographical Sources

-   Geographical Sources.

-   Biographical Sources.

-   Dictionaries

-   Statistical Sourses.

-   Encyclopedias.

-   Year book & Almanacs.

-   Directories.

-   CARS (Computer Aided Reference Services)

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2.4 INTRODUCTION TO COMPUTER

[Common with Civil Engg., Civil (Spl. With Rural), Mechanical Engg.,(Specialisation in Production, Automobile, Refrigeration and Air conditioning), Electronics Engg.,Instumentation and Control Engg., Dairy Engg., Leather Technology, Footwear and Leather Goods Tech., Cermics, Chemical Engg.(Four year Sandwitch), Chemical Tech. (Rubber & Plastic), Chemical Tech. (Fertilizer)]

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                                          L   T   P
                                          2   -   5
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Rationale:

Computers are being used for design and information processing in all branches of engineering. An exposure to fundamentals of computer programming is very essential for all diploma holders. this subject has been included to introduce students in the use and application of computers in engineering.

TOPIC WISE DISTRIBUTION OF PERIODS

Sl.No.	Units	Coverage Time		
		L	T	P
1.	Introduction to Computer	4	-	-
2.	Introduction To Operating System (MS DOS/Windows)	3	-	-
3.	Word Processing	4	-	-
4.	Worksheet	4	-	-
5.	Presentation	4	-	-
6.	Data Base Operation	3	-	-
7.	Introduction to Internet	2	-	-
8.	Introduction to advance tools	4	-	-
		28	-	70

DETAILED CONTENTS

1. Introduction to Computer:

    A.   Block Diagram of Computer.
    B.   Types Of Computer
    C.   Types of Input and Output devices
    D.   Memories Devices (Its Types and Basic).

2. INTRODUCTION TO OPERATING SYSTEMS (MS-DOS/MS-WINDOWS:)

    What is operating system, its significance, Commands of DOS, Features/Application of window.

3. WORD PROCESSING:

    File : Open, Close, Save, Save as, Search, Send to, Print Preview, Print and Page Setup
    Edit : Cut, Copy,Paste, Office Clipboard, Select All, Find, replace, Goto, etc.
    View : Normal/Web Layout/Print Layout; Tool Bars; Header/Footer; Zoom, etc.
    Insert: Break, Page Number, Date & Time, Symbol, Comment, Reference, etc.
    Format: Font, Paragraph, Bullets & Numbering, Borders &

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```
              Shading, Column, Change case, Back ground, etc.
        Tools : Spelling & Grammer, Language, Word Count, Letters &
              Mailing, Options, Customize, etc.
        Table : Draw, Insert, Delete, Select, Auto Format, AutoFit,
              Convert, Sort, Formula, etc.
        Mail Merge
```

4.   WORKSHEET:

        Introduction, Use of Tools/Icons for preparing   simple
        Mini Project.

5.   PRESENTATION :

        Introduction, Use of Tools/Icons for preparing   simple
        presentation on Power Point.

6.   DATABASE OPERATION :

        Create database using MS Access, Create Table and Creating Reports.

7.   Introduction to Internet:

        What is Network, How to send & receive messages, Use of
        Search Engines, Surfing different web sites. Creating Mail
        ID, Use of Briefcase, Sending./replying emails.

8.   INTRODUCTION TO ADVANCE TOOLS:

        I. Steps requires to solving problems.
        A. Flow Chart
        B. Algorithm
        C. Programming

II. Use of advance Tools such as Skype, Team viewer, Installation of   Modem,
use of Wi-Fi, Etc.

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INTRODUCTION TO COMPUTER LAB

List Of Practicals

1.   Practice on utility commands in DOS.

2.   Composing, Correcting, Formatting and Article (Letter/Essay/
     Report) on Word Processing tool Word and taking its print
     out.

3.   Creating, editing, modifying tables in Database tool.

4.   Creating labels, report, generation of simple forms in
     Database tool.

5.   Creating simple spread sheet, using in built functions in
     Worksheet tool..

6.   Creating simple presentation.

7.   Creating mail ID, Checking mail box, sending/replying e-
     mails.

8.   Surfing web sites, using search engines.

Note : In the final year, related students have to use the concept of MS Word/MS Excel/MS Access/ MS Power Point in their respective branch's project work such as creating project report through MS Word/Creation of statistical data in MS Excel/Creation of database in MS Excel/ Demonstration of project through Power Point Presentation.

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2.5 LIBRARY CORRESPONDENCE

Library correspondence regarding :

- Acquisition : Inviting quotations for supply rates and discount, Placing of orders, follow-up, cancellation of orders.

- Library Meeting : Notice/for inviting of meeting, Agenda and Recording of proceedings (Minutes)

- Inter Library Loan.

- Periodicals : Inquaries regarding subscription of journals, Placing subscription order, Renewal of subscription, Payment of subscription and follow-up, Reminders for missing issues.

- Quotations/Tenders invitation for supply of library material, equipment, machines/tools, furniture, stationery, disposal of waste papers, binding of books and journals.

- Correspondance of various sections of the library to the users.

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III Semester

3.1 MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

1. Definition, function and principles of library management.

2. Library Committee : Kinds, composition and functions.

3. Routines, Forms, Procedures of various sections of the library: Circulation, Periodicals, reference, Aquisition, Processing and Maintenance.

4. Principles and procedure of Book Selection : Different types of selection tools and their importance.

5. Library finance : Budgeting and Accounting .

6. Stock verification :Methods and procedures,writting off and Weeding, Loss of Books :Causes and responsibility.

7. Library rules and regulations.

8. Library statistics and report.

9. Binding and preservation of library material : Books, Periodicals and Manuscripts

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3.2 KNOWLEDGE ORGANISATION-II

1. Mnemonics : Definition, need and use. Kinds and mnemonics.

2. Canons : Array,Chain and Filiatory sequence.

3. Features of UDC.

4. Phase Relations.

5. Hospitality in Array and Chain : Various devices viz.
    Geographical, Chronological, Subject, Alphabetical, Super
    imposition.

6. Principles of helpful sequence.

List of Practicals

Classification of compound titles/documents using Colon

Classification 6th revised edition.

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3.3 INFORMATION PROCESSING AND RETRIEVAL PRACTICE -II

- Catalouging of documents useing CCC 5th edition.

- Cataloguing of publications of corporate   authorship:

    Institution, Government and Conferences.

- Uniform titles.

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3.4 INFORMATION SYSTEM AND SERVICES

1. Information: Definition,need,purpose & importance.

2. Qualities and qualification of a   reference librarian and information officer .

3. Search Strategies.

4. Methods of dessimination of Information:

5. Current awareness services(CAS).

6. Selective dissimation of information(SDI).

7. Information systems : NISSAT

8. Index and Indexing Services.

9. Abstract and abstracting Services.

10. Abstracts: Types and Uses

11. Organisation and services : UNESCO, IFLA, NISCAIR, NASSDOC, DESIDOC, VINITI.

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3.5 INFORMATION TECHNOLOGY IN LIBRARIES(Practicals)

RATIONALE:

In the modern high-tech age, application of computers has now become very common in all the professions. Modern Libraries are also heading towards automation and digitalization. Therefore it has become essential that the students of Library and Information Science must train themselves about the application of computers in their profession to meet out the requirements in the global markets. This practical examination has been introduced to the students for the practical use and application of computers in libraries.

DETAILED CONTENTS

1. UNIT I :

   Library Software Package : Brief introduction of softwares, their utility, commands and application. (A) Granthalaya (B) Maitrayee (C) Libsys (D) SOUL (E) DELNET . At least 3 practical should be given, based on the above mentioned software application.

2. UNIT II :

   Different Software for Libraries :
   A. On line Search Assistance Software, OPAC
   B. DBMS
   C. Digitalization of Libraries.

   At least 3 practicals should be given, based on the above mentioned software applicaiton.

3. UNIT III:

   A. Use of Operating Systems.
   B. Data Base Creation : Using at least one DBMS Software.
   C. Data Base Search and Retrieval.

3.6 B-FIELD EXPOSURE

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IV SEMESTER

4.1 KNOWLEDGE ORGANISATION PRACTICE -II

Classification of compound titles/documents using DDC 19th edition.

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4.2 INFORMATION PROCESSING AND RETRIEVAL-II

1. Development of cataloguing code after middle of 19th century.

2. Choice and rendering of corporate authorship:Institutions, Government and Conferences as per AACR-2 and CCC.

3. Comparative study of CCC and AACR-2.

4. Canons of cataloguing.

5. Centralised and co-operative cataloguing.

6. Simplified and Selective cataloguing, Union Catalogue.

7. Rules of filing of catalogue cards/entries;Alphabatical and classified; Filing problems and their solutions.

List of Practicals

-   Catalouging of documents useing AACR-2.

-   Cataloguing of publications of corporate authorship: Institution, Government and Conferences.

-   Periodical publications (AACR-2).

-   Uniform titles.

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4.3 LIBRARY AUTOMATION AND INFORMATION TECHNOLOGY :(BASICS)

1. Information   Technology : Definition, need, scope   and
    objectives.

2. Communicaiton Technology : Fundamentals, Modern channels of
    communication and barriers. Social Networking Site : Your
    Tube, Facebook, Twitter

3. Computer application in library and information science:
    Brief history, need and purpose

4. Computerization of library house-keeping operation   and
    services : Acquisition, classification, cataloguing   and
    indexing, circulation control, serial (periodical) control,
    information retrieval system.

5. Library Networking : Need, utility and type : LAN and WAN.

6. Library networking in India : Brief history, National
    library networks : NICNET, INDONET, INFLIBNET, CALIBNET,
    DELNET, BONET, etc.

7. Concept of Digital Library.

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4.4 ENVIRONMENTAL EDUCATION & DISASTER MANAGEMENT

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                                      L   T   P
                                      4   -   -
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RATIONALE:

A diplima student must have the knowledge of different types of pollution caused due to industrialisation and construction activities, so as he may help in balancing of eco-system and control pollution by providing controlling measures. They should be also aware of the environmental laws for effectively controlling the pollution of environment. The topics are to be taught in light of legislation Para-3.

TOPIC WISE DISTRIBUTION OF PERIODS:

SL. NO.	TOPIC	L	T	P
1.	Introduction	6		
2.	Pollution	4		
2.1	Water Pollution	8		
2.2	Air Pollution	8		
2.3	Noise Pollution	4		
2.4	Radio Active Pollution	6		
2.5	Solid Waste Management	6		
3.	Legislations	4		
4.	Environmental Impact Assessment	4		
5.	Disaster Management	6		
	TOTAL	56	-	-

DETAILED CONTENTS

1.   INTRODUCTION :

-    Basics of ecology, Ecosystem, Biodiversity Human activities and its effect on ecology and eco system, different development i.e. irrigation, urbanization, road development and other engineering activities and their effects on ecology and eco system, Mining and deforestation and their effects.

-    Lowering of water level , Urbanization.

-    Biodegradation and Biodegradibility, composting, bio remediation,   Microbes .Use of biopesticidies   and biofungicides.

-    Global warning concerns, Ozone layer depletion, Green house effect, Acid rain,etc.

2.   POLLUTION :

Sources of pollution, natural and man made, their effects on living environments and related legislation.

2.1 WATER POLLUTION :

-    Factors contributing water pollution and their effect.

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-   Domestic waste water and industrial waste water. Heavy metals, microbes and leaching metal.

-   Physical, Chemical and Biological Characteristics of waste water.

-   Indian Standards for qulity of drinking water.

-   Indian Standards for quality of treated waste water.

-   Treatment methods of effluent (domestic waste water and industrial/ mining waste water), its reuse/safe disposal.

2.2 AIR POLLUTION :

Definition of Air pollution, types of air pollutants i.e. SPM, NOX, SOX, GO, CO2, NH3, F, CL, causes and its effects on the environment.

-   Monitoring and control of air pollutants, Control measures techniques. Introductory Idea of control equipment in industries i.e.

A. Settling chambers
B. Cyclones
C. Scrubbers (Dry and Wet)
D. Multi Clones
E. Electro Static Precipitations
F. Bog Fillers.

-   Ambient air qulaity measurement and their standards.

-   Process and domestic emission control

-   Vehicular Pollution and Its control with special emphasis of Euro-I, Euro-II, Euro-III and Euro IV.

2.3 NOISE POLLUTION :

Sources of noise pollution, its effect and control.

2.4 RADISACTIVE POLLUTION :

Sources and its effect on human, animal, plant and material, means to control and preventive measures.

2.5 SOLID WASTE MANAGEMENT :

Municipal solid waste, Biomedical waste, Industrial and Hazardous waste, Plastic waste and its management.

3. LEGISLATION :

Preliminary knowledge of the following Acts and rules made thereunder-

-   The Water (Prevention and Control of Pollution) Act - 1974.

-   The Air (Prevention and Control of Pollution) Act - 1981.

-   The Environmental Protection (Prevention and Control of Pollution) Act -1986. Rules notified under EP Act - 1986

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Viz.

    #   The Manufacture, Storage and Import of Hazardous Chemical (Amendment) Rules, 2000

    #   The Hazardous Wastes (Management and Handling) Amendment Rules, 2003.

    #   Bio-Medical Waste (Management and Handling) (Amendment) Rules, 2003.

    #   The Noise Pollution (Regulation and Control) (Amendment) Rules, 2002.

    #   Municipal Solid Wastes (Management and Handling) Rules, 2000.

    #   The Recycled Plastics Manufacture and Usage (Amendment) rules, 2003.

4.   ENVIRONMENTAL IMPACT ASSESSMENT (EIA) :

-    Basic concepts, objective and methodology of EIA.

-    Objectives and requirement of Environmental Management System (ISO-14000) (An Introduction).

5.   DISASTER MANAGEMENT :

Definition of disaster - Natural and Manmade, Type of disaster management, How disaster forms, Destructive power, Causes and Hazards, Case study of Tsunami Disaster, National policy- Its objective and main features, National Environment Policy, Need for central intervention, State Disaster Authority- Duties and powers, Case studies of various Disaster in the country, Meaning and benifit of vulnerability reduction, Factor promoting vulnerability reduction and mitigation, Emergency support function plan.

Main feature and function of National Disaster Management Frame Work, Disaster mitigation and prevention, Legal Policy Frame Work, Early warning system, Human Resource Development and Function, Information dissemination and communication.

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4.5 A-PROJECT WORK

Any one of the following.

  i. Comparative study of different library systems/services.

                        OR

      Case study of library of repute.

 ii. Plans and proposals for establishing a library/documentation centre.

iii. Users Survey.

                        OR

      Any other related topic/subject covered in the syllabus.

4.5 B-STUDY TOUR

Visiting of Libraries of National Repute and Submission of Report

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          DIPLOMA IN LIBRARY & INFORMATION SCIENCE
                    STAFF STRUCTURE
          Intake of the course          60
          Pattern of the course         2yrs (Four Semester)

1.    Principal                          1
2.    H.O.D.                             1
3.    Lecturers                          2
4.    Lecturer  Language                 1 - Part  time  or
                                             Common with
                                             other discipline
                                             if the intake is
                                             more than 180.
5.    Computer Programmer                1
6.    Steno typist                       1
7.    Accountant/Cashier                 1
8.    Student/Library Clerk              1
9.    Store Keeper                       1
10.   Class IV                           6
11.   Sweeper                            Part time as per
                                         requirement.

          The  posts  of Choukidar and Mali  will  be  sanctioned
     according to the justification of institution. Services  for
     existing staff in other disciplines of the institute may  be
     utilised if possible.
          Guest  lectures may be organised at  suitable  time.The
     post  of  "Computer  Programmer"  in  not  needed  in   the
     institutions  where diploma in "Electronics Engineering"  is
     running.
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STAFF QUALIFICATIONS

1.	H.O.D.	Second Class Master Degree in Library Science with Six Years professional experience

OR

Second Class Bachelor Degree in Library Science with Eight Years professional experience with Master Degree in any other discipline

2.	Lecturer	Second Class Master Degree in Library Science

OR

Second Class Bachelor Degree in Library Science with Master Degree in any other discipline and three Years professional experinence.

3.	Computer Programmer	Bachlor degree with Physics or Mathematics, Knowledge of operating computer system & Diploma in Electronics.

OR

B.Sc. with Mathematics & Physics with 3yrs Experience in Computer Operation.

OR

Diploma in Electronics Engg. with 4yrs Experience in concerned field.

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SPACE REQUIREMENT

A.   Administrative Block

1.	Prinicipal's room	1	30 M.Sq.
2.	Steno room	1	6 "
3.	Confidential room	1	10 "
4.	Office room	1	80 "
5.	Head of Department	1	20 "
6.	Lecturer Cabin	2	20 "
7.	Library (common with other disciplines)	1	150 "
8.	Common room	1	80 "
9.	Class rooms	2	150 "
10.	Store	1	60 "

B.   Laboratories/Workshops

1.	Computer room @ 4 Sq.m. per student.	1	60

C.   Common Facilities

1.	Dispensary	1	40
2.	Canteen & tuck shop	1	50
3.	Parking space/cycle stand with garrage	1	for 50% students
4.	N.C.C. block	1	70
5.	Guest room	1	30

D.   Residential Facilities

1.	Hostel for students	1	for 40% student
2.	Staff quarters		
	Principal	1	Type IV
	HOD/Warden	1	Type IV
	Lecturer	2	Type IV
	Technical/Ministerial staff	2	Type II
	Class IV	6	Type I
3.	Play ground (common)	1	_____

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                        LIST OF EQUIPMENT

        Only those of the equipments given below which are
essentially required for the conduction of practicals mentioned
in the curriculum are to be procured by the institutions.

        "Machine/Equipments/Instruments of old BTE list which are
not included below are to be retained in the Lab/Shop for
Demonstration purpose but not to be demanded fresh for purchase."

NOTE : Equipment for different shop and lab of latest verson
should be purchased.

1.    Catalogue Cabinets                    2 Nos.
2.    Bookshelves as per stock              4 Units.
3.    Periodical Racks                      1  "
4.    Filing cabinet                        1 No.
5.    Pamphlet Box                          20 Nos.
6.    Issue Trays                           5 Nos.
7     Over Head Projector                   1 No.
8.    Slide Cum Film Strip Projector        1 No.
9.    Filing Trays                          6 Nos.
10.   Plane Paper Copier                    1 No.
11.   Cyclostyle Machine                    1 No.
12.   SOUL                                  1 No.
13.   Libsys                                1 No.

14.   Books:

      A.   Number of sets of Deway Decimal Classification and
           Colon Classification schedules in the ration of 1 set
           for 2 student and 1 set for staff.
      B.   Sears list of subject heading in the ratio of one book
           for 5 student and 1 for staff.
      C.   A.A.C.R. 2 and C.C.C Vth edition in the ratio of 1 code
           for 2 students.
      D.   Cuter tables at the rate of 1 set for 10 students.

15.   Digital Library Cum e-Resourece Library
-     PC Latest Configuration              10 No.
      with Computer Table & Chair
-     Laser Printer with Scanner           1 No.
      For Bar Code Purpose
-     UPS                                  10 No.
-     AC                                   2 No
-     Broad Band Connectivity/WiFi         1 No
-     Hand Scanner                         2 No
-     CD Box (Wooden)                      1 No.

16.   Membership of professional societies.

      A.   I.L.A.
      B.   I.A.S.L.I.C.

17.   Journals (Subject to availability of funds)

      -    Library science with slant to documentation.
      -    Annals of library science and documentation.
      -    Library Herald.
      -    Lucknow Librarian.
      -    Herald of library science.
      -    Journal of library and Information Science.
      -    LIBRA
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-   Library resources and technical services.
-   IASLIC Bulletin
-   ILA Bulletin

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INTRODUCTION TO COMPUTER (Common to all Trades)

COMPUTER CENTRE

S.No.	DESCRIPTION	QTY.	APPROX. COST (in Rs.)
1.	Core-2 Quad Processor, 4GB RAM 1 GB SATA HDD, 19" TFT Monitor/ Server of Latest Specification OS-Windows 2007/2008/Latest Version	02 Server	1,20,000=00
2.	General Desktop Computer-Intel i5 or Higher(with latest Specification Pre loaded latest Anti Virus with Life time Subscription, Licence Media and Manual with UPS 660 VA with latest window OS Including licence OR Computer of latest Specification With latest window os including licence	60 node	36,00,000=00
3.	Software :((Latest Version)		
	i. MS OFFICE 2010/Latest Version	LS	LS
	ii COMPILER 'C', C++, JAVA-7	LS	LS
4.	Hardware	4,50,000.00	LS
	i. Switch-32 Port	02	
	ii. Router	02	
	iii. Hub	04(8 Port)	
	iv. Ext. Modem	02	
	v. Wireless N/W Adaptor	02	
	vi. Series Access Point	02	
	vii.LAN Cable Meter	05	
	viii. LAN Cable Analyzer	05	
	ix. Crimping Tool and all other accessories related to Networking	15	
5.	Scanner- Flat Bed A4/Auto Lighter (Bit depth 48)	02	20,000
6.	132 Column 600 CPS or faster 9 Pin dot matrix printer with 500 million character head life	02	50,000
7.	Laser Jet-A4 All In one 20 page per min (2 Each)	04	50,000
8.	Desk Jet-A4 Photo Smart (2 Each)	04	40,000
9.	5 KVA on line UPS with minimum 30 minute battery backup along with sealed maintenance free batteries. Provision for connecting external batteries with network connectivity.(For 2 Labs)	04	8,00000

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10.	Split Air Conditioner 1.5 tones capacity with ISI mark along with electronic voltage stabilizer with over voltage and time delay circuit	08	35,0000
11.	Room preparation and furniture	LS	
12.	19" rack, 24-port switch. connector RJ-45 Cat-6 cabling for network	LS	10,0000
13.	2 KVA Inverter Cum UPS	02	6,0000
14.	Fire Extinguisher (2 Kg.)	04	15000
15.	Fire Extinguisher (5 Kg.)	04	25000
16.	Vacuum Cleaner	02	25000
17.	LCD Projector 3000 Lumen with all Accessories	02	350000
18.	Pen Drive 16 GB	10	10000
19.	DVD Writer External	02	10000
20.	HDD External 500 GB	02	15000
21.	PAD (Latest Configuration)	02	15000
22.	Broadband For Internet(Speed Min. 8mbps)	04	LS
23.	USB Modem	02	8000
24.	Generator 15 KVA Water Coolant	01	450000

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(Subject to availability of funds)

LIBRARY CLASSIFICATION

1. MANN (Margaret)   Introduction to cataloguing and
                           classification books.

2. MILLS(J)   Modern outline of library
                           classification.

3. PALMER(Bernard I)   Fundamentals of library
    &WELLS(Arthur James)   classification

4. PARKHI (R S)   Decimal classification and colon
                           classification in perspective.

5. RANGANATHAN (S R)   Descriptive account of colon
                           classification in perspective.

6. RANGANATHAN (S R)   Prolegomena to library classification.
                           3rd edition.

7. KRISHAN KUMAR.   Theory of classification.

8. C.D. Needhum   Organising knowledge of libraries.

9. DEWEY (Melvil).   Decimal classification and relative
                           index. 20th edition New York Lake
                           Plecid Club, 1979.

10. RANGANATHAN (S R)   Colon Classification. 6th   reprint
                           edition. Bombay Asia, 1964.

11. Lewis Chan   Library cataloguing and classification.

LIBRARY CATALOGUING

1. GIRJA KUMAR AND   Theory of cataloguing.
    KRISHAN KUMAR

2. SENGUPTA (B)   Cataloguing : its theory and practice.

3. RANGANATHAN (S R)   Classified Catalogue Code with additional
rules   for

                           dictionary catalogue 5th edition.

4. ERIC HUNTER   Cataloguing

5. C. G. VISHWANATHAN   Cataloguing Theory and Practice 6th
                           editon.

6. Anglo - American Cataloguing Rules IInd edition 1978.

7. Sear's list of subject headings. Latest edition available.
8. BOLL (John J). Introduction to cataloguing 3 volumes.
9.. S.N.SINGH &   Manual of AACR.
    H.N. PRASAD

10. ERIC HUNTER   Examples illustrating AACR.
11. C. D. SHARMA   Classified catalogue.

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LIBRARY ORGANISATION

1.	MARSHAL (D N)	History of Libraries.
2.	ORR (J M).	Designing library buildings for activity.
3.	RANGANATHAN (S R)	Five Laws of library science 4nd ed.
4.	SADHU (S N) and SARAF (B N)	Library legislation in India.
5.	Report of the Advisory Committee for Libraries, 1958.	
6.	INGEBORG (Haintze)	Organisation of the small public library system.
7.	KAULA (P N)	National Library of India : Critical study.
8.	RANGANATHAN (S R) & NEELAMEGHAN (A).	Public library system : India, Sri lanka, ULKA, U.S.A., comparative Library legislation.
9.	C. G. VISHWANATHAN	An Introduction to Library Organisation
10.	J. K. KHANNA	Library & Society.
11.	S. N. MUKHERJEE	Library organisation and administration.

LIBRARY ADMINISTRATION

1.	BROWN (James Duff)	Manual of library economy.
2.	HAINES (Helen E)	Living with books the art of book selection.
3.	CARTER (M D) and BONK (W J)	Building library collection.
4.	RANGANATHAN (S R)	library book selections.
5.	-do-	Library manual.
6.	-do-	Library Administration.
7.	MITTAL (R L)	Library Administration.
8.	EDMOND	Library Organisation & Administration.
9.	KRISHNA KUMAR	Library Administration.
10.	C. G. VISHWANATHAN	Public Libraries Services & Operations Legislation (UNESCO)

REFERENCE SOURCE SERVICE

1.	CHENEY (F N)	Fundamental reference sources.
2.	HUTCHINS (Margaret).	Introduction to reference work.
3.	KATZ (Willaim A).	Introduction to reference work.

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4. MUKHEREJEE (A K)   Reference work and its tools.

5. RANGANATHAN (S R)   Reference services 2nd ed.

6. WALFORD (A J)   Guide to reference material.

7. WINGHELL(Constance M) Guide to reference books 8th ed.

8. KENT & OTHERS   Encyclopaedea of Library & Inforamtion
                          Service.

9. B. M. GUPTA   Hand Book of Libraries, Archives and
                          Information centres in India.

10. KRISHNA KUMAR   Reference Service

11. CHARABORTY (M L)   Bibliography in theory and practice
                          2nd ed.

12. ESDAILE (A)   Student manual of bibliography 3rd ed.

13. GIRJA KUMAR AND   Bibliography 2nd ed.
    KRISHAN KUMAR

Documentation & Information Services

1. BRADFORD (S C)   Documentation 2nd ed.

2. FRANK (O)   ed. Modern documentation   and
                          information practice.

3. SHERA (Jesse H)   Documentation in action.

4. GUHA B.   Documentation   &   Information
`   Services,techniques & systems

5. ASHWORTH   Hand Book of special Librarianship.

6. KWATRA(PS)   Fundamentals of documentation:with
                         special reference to India.
7. MUKHARJEE(AK)   Fundamental of special librarianshipm &
                         Documentation.
8. SOOD(SP)   Pralekhan(Hindi),Delhi:Metripolitan

9. SOOD (SP)   SUCHANA SEVA (HINDI). JAIPUR:RBSA.1995

10. TRIPATHI (SM)   NEW   DIMENSIONS IN INFORMATION
                         SERVICE (HINDI),AGRA:YK PUB.,1994

11. RAJAN (TN)   INDEXING & ITS TECHNIQUES.

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LEARNING RESOURCE MATERIALS

1.	LCD Projector with Screen	1	--	20000
2.	Handicam	1	--	30000
3.	Cutting, Binding & Stitching equipment.	1	--	30000
4.	Desk Top Computer with Internet Core i5/i7- 760, Processor, Genuine Windiw 7, Professional 18 inch HD, Flat Panel Monitor Optical Mouse, Key Board & all related media or latest version	1	--	40000
5.	Home Theater Support Disc type CD. CDR/CDRW DVDR/DVDRW, VCD Supported with USB Port Support-DIVX/JPEG/MP3	1	--	25000
6.	Commerical P A System 16 W-220W output, AC & 24V DC Operated, 5 Mic. & 2 Auxilary input, Speaker output 4 Ohm, 8 Ohm, 17 V & 100 V	1	--	20000
7.	Interactive Board	1	--	50000

ote :

1. This center will be only one at the institute level irrespective of all branches.

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INSTITUTE OF RESEARCH,DEVELOPMENT AND TRAINING U.P.KANPUR -208024

SUBJECT: Questionnaire for ascertaining the job potential and activities of diploma holder in Library Science.

PURPOSE: To design and develop diploma curriculum in Library Science.

NOTE: 1.Please answer the questions to the points given in the questionnaire.

          2.Any other point or suggestion not covered in this questionnaire   may   be   written   on   a   separate   paper   and enclosed with the questionnaire.

1.Name of the organisation:_____

                           _____

2.Name & Designation of the officer _____
   filling the questionnaire   _____

3.Name of the department/section   _____
                                    _____

4.Importent functions of the   _____
   department/section   _____

5.Number of diploma holder employees
   under your charge in the area of _____
   Library Science

6.Please give names of modern equipments/machines handled by a
   diploma holder in Library Science in your   organisation.

      1.   2.   3.

      4.   5.   6.

7.What proficiencies are expected from a diploma holder in
   Library Science.

      1.   2.   3.

      4.   5.   6.

8.Mention the approximate percentage of the following desired in
   Diploma teaching.

      1. Theoretical knowledge   -------------%
      2. Practical knowledge   -------------%
      3. Skill Development   -------------%

9.Do you think " on the job training" / Industrial training

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should form a part of curriculum.   (Yes/ No)
if yes then
(a) Duration of training   --------------
(b) Mode of training   1. Spread over different semesters

                           2. After completion of course

                           3. Any other mode

10.What mode of recruitment is followed by your organisation.

   1. Academic merit
   2. Written test
   3. Group discussion
   4. Interview
   5. On the job test.

11. Mention the capabilities/ Qualities looked for while recruiting
    diploma holder in Library Science.
    (a) Technical knowledge   ------------
    (b) Practical skill   ------------
    (c) Etiquettes and behaviour   ------------
    (d) Aptitude   ------------
    (e) Health habit and social background   --------------
    (f) Institution where trained   --------------

12. Does your organisation have   Yes/No
    any system for the survey of
    different types of Libraries.

13. Does your organisation conducts field   Yes/No
    survey to know users views regarding.
    1. Selection of Books for different
       age groups and sex.
    2. Effect of climatic conditions
    3. Any other
       If yes ; pleas give brief account of each.

14. Which type of assignment do you suggest for an entrepreneur
     in Library Science.

15. In which types of organisations can a diploma holder in
     Library Science get employement.

     1   2   3

     4   5   6

16. Job procepects for the diploma holder in Library Science the
     next ten years in the state / country.

17. In your opinion what should be the subjects to be taught to a
     diploma student in Library Science.

      Theory   Practical

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18. Kindly mention particulars regarding topics/areas which
    should be given more emphasis in the curriculum .

    Theory   Practical

19. Kindly state whether your organisation   Yes/ No
    can contribute towards improvement of
    curriculum in above field.
    If yes : Pleas give names of experts in
    your organisation to whom contact.

20. Kindly give your valuable suggestions for being
    considered at the time of finilisation of curriculum.

21. What changes in technologies or to be incorporated   in the
    development   of curriculum on Library Science.

                                    (Signature)

    Kindly mail the above questionnaire duly filled to:-

            Kalpana Devi
            Asstt. Professor
            Institute of Research,Development & Training,U.P.
            Govt. Polytechnic Campus
            Kanpur-208024

(Please note that all information in this survey is confidential
for the use of curriculum design only)

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ANNEXURE - 2 : SUMMER TRAINING SCHEDULE

     4 weeks structured, supervised, branch specific, task oriented industrial/field exposure to be organised during summer vacation after second year annual examination.

     The student during the vacational training must undertake training in the topics given in the format below.

     The students will work and Focus their attention on the following points which will be incorporated by them in their reports.

1. Name of The Library

2. Year of Establishment

3. Annual Budget Details

4. Library Bulding

5. Library Staff Details

6. Details of collection

7. Classification scheme used.

8. Catalogue Code used

9. Information Servises rendered by the library.

10. Circulation system.

11. Users of the library.

12. Equipment used in the library

     (a) Zerox

     (b) Computer

     (c) Audiovisual

     (d) Electronic Type Writer

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