

DEPARTMENT OF TECHNICAL EDUCATION
DIPLOMA IN LIBRARY SCIENCE AND INFORMATION MANAGEMENT

FIRST SEMESTER

Course Title: In-Plant Training-1	Course Code: 15LB14P
Type of course: Practical CIE-25 Marks	Total Contact Hours: 78 SEE-50 Marks

COURSE OBJECTIVES

To acquaint and get experience in various activities of the library.

CONTENTS

1. Know the routine activities of different sections like Acquisition, Periodical, Circulation, Reference, Stack Room, Technical section and Binding Work, Shelf rectification.
2. Acquire knowledge of various forms of Conventional and Non-Conventional Documents (Print and e version)
3. Acquire Knowledge of various information/Reference Sources like: Dictionary, Encyclopaedia, Year book & Almanacs, Biographical Sources, Geographical Sources Bibliographical Sources, Hand Books& Manuals, E-Sources Etc.
4. To maintain diary of day to day activities during training period and submit.
5. To Submit Library Record at the end of the training.

COURSE ASSESSMENT AND EVALUATION

	What		To Whom	Frequency	Max Marks		Evidence Collected	Course Outcomes
					Theory	Practical's		
DIRECT ASSESSMENT	CIE- Continuous Internal Evaluation	I A Tests	Students	Two IA tests (Average marks of two IA tests are considered)		10	Blue Books	1 - 6
		Class room Assignments		Record Writing (Average marks of each exercise to be computed)		10	Record Book And Log of activity	1-6
				Student Activity		05		
				TOTAL		25		
	SEE -SEMESTER END EXAMINATION	End Exam		End Of the Course		50	Answer Scripts	ALL CO's
INDIRECT ASSESSMENT METHODS	Student Feedback on course		Students	Middle Of The Course	Feed Back Forms			
	End of Course Survey			End Of The Course	Questionnaire			

***CIE** – Continuous Internal Evaluation

***SEE** – Semester End Examination

Note:

1. I.A. test shall be conducted as per SEE scheme of valuation. However obtained marks shall be reduced to 10 marks. Average marks of two tests shall be rounded off to the next higher digit.
2. Rubrics to be devised appropriately by the concerned faculty to assess Student activities.

1.Blue books (10marks)

2.Student suggested activities report for 5 marks

3.Student feedback on courses regarding Effectiveness of Delivery of instructions &Assessment Methods

Question for CIE and SEE will be designed to evaluate the various educational components, Such as:-

Remembering and understanding : 35% weightage

Applying the knowledge acquired from the course : 35% weightage

Analysis : 30% weightage

Report:

About the library activities where they get the training

Record:

- 1. Five laws of Library Science.**
- 2 Note on different sections of the library,Acquisition, Periodicals, Circulation, Reference, Stack room, Technical, section.**
- 3 Brief note on Type of Libraries**
- 4 List of Conventional & Non-conventional documents.**
- 5 .Definition of different reference sources like Dictionary, Encyclopedia, Year book &Almanacs ,Geographical, Biographical sources, Hand books & Manuals, Bibliography, E-sources.**

SCHEME OF EXAMINATION

The end exam will have the following components

Diary	10 Marks
Record	20 Marks
Viva-Voce	20 Marks
Total	50 Marks