

DEPARTMENT OF TECHNICAL EDUCATION

DIPLOMA IN LIBRARY SCIENCE & INFORMATION MANAGEMENT

FOURTH SEMESTER

Course Title: <b>Professional Ethics and Indian Constitution</b>	Course Code: <b>15LB44T</b>
Type of course: <b>Theory</b> <b>CIE – 25 Marks</b>	Total Contact Hours: <b>52</b> <b>SEE – 100 Marks</b>

**PRE REQUISITE:** Know basics of Library Ethics

**COURSE OBJECTIVES:**

1. To create an awareness on Library Professional Ethics and Human Values.
2. To instill Moral and Social Values and Loyalty.
3. Create awareness among Library Professionals about their social responsibilities
4. Appreciate the Ethical issues
5. To Know the Human rights and concept of women empowerment
6. To know features of our constitution and parliamentary system followed in India

UNIT NOS.	CONTENTS	NO. OF HRS.
1.	Human Values	08
2.	Ethics of Librarianship	09
3.	Responsibility of Library Professionals	10
4.	Right to Information Act	06
5.	Human Rights	07
6.	Indian Constitution	12

**UNIT I Human Values**

Human values-Objectives-Morals-Values and Ethics- Integrity-Work Ethic- Service Learning Virtues-Civic Virtue - Respect for Others - Living Peacefully-Caring-Sharing-Honesty-Courage-Valuing Time-Co-operation-Commitment-Empathy-Self-Confidence-Spirituality.

**UNIT II Ethics of Librarianship**

Ethics Introduction, Definition, Importance. Professional Ethics. Ethics of Librarianship. ALA Code of Ethics. IFLA Code of Ethics. ILA Code of Ethics for Indian Librarians.

**UNIT III Responsibility of Library Professionals.**

Competencies for Librarianship, ALA's Bill of Rights. IFLA/UNESCO Manifesto for Digital Library, Observing the Copy Right, Patents, Standards, Trade Marks, plagiarism and other issues in the provision of information services. Berne convention, Universal Copy right Convention. Concept of fair use. UNESCO Guidelines to Safeguard Documentary Heritage.

#### **UNIT IV Right to Information Act**

Right To Information Act - India and Karnataka – Provisions, Responsibilities of information officers in the Provision of Information, Library and Information Service Policy of India.

#### **UNIT V: Human Rights**

Human rights-Definition-Right to -pursue legitimate personal interest- Right to make a living- Right to privacy- Right to property- Right of non-discrimination- Right to education- Professional rights - employee rights- Intellectual Property Rights (IPR)–Meaning-Need for protection-patents-Meaning- Copy right-Meaning-Trade mark-Meaning -Women's Empowerment- Concept, Definition and need - Special Programs for Women's Development- Special legislation for women- Dowry Prohibition act 1961-Hindu succession act 1956- Domestic violence act 2005- Sexual harassment at work place bill 2006.

#### **UNIT VI: Indian Constitution**

Introduction to the Constitution of India-Formation of constituent assembly- The Making of the Constitution and Salient features of the Constitution- Preamble to the Indian Constitution Fundamental Rights & its limitations- Fundamental Duties-Parliament-Basic structure-Lok Sabha- Rajya Sabha-Composition-election- Presiding officer-term-Powers of parliament- Executive Role –Union Executive- President-Vice President-Prime Minister-Structure of State government-State Legislature-Governor-Chief Minister-Council of Minister -Local self government-meaning-Three tier system-Village panchayath-taluk panchayath-Zilla panchayath-Local bodies-Municipalities and Corporations.-Indian Judiciary system-Supreme Court-High Court-subordinate courts.

**COURSE OUTCOME:** At the end of the course the student will be able to:

1. Practice the moral values that ought to guide the Library profession.
2. Discover the moral principles of obligation, and ideals that ought to be endorsed by the Library Profession and apply them to concrete situations
3. Appreciate the Ethical issues and Know the code of ethics adopted in various professional body's and industries
4. Justify the need for protection of human rights and to know about concept of women empowerment
5. Know Human Rights
6. Create awareness about our constitution and awareness about parliamentary system that adopted in India

## MAPPING

Course outcomes with program outcomes and specification table with hours and distribution of marks with cognitive level.

Course outcomes	Mapped PO	Teaching Hours	Distribution of Theory Marks as per Cognitive levels			Total marks
			R	U	A	
1	1,2,5,7	08	5	15	-	20
2	1,2,3,5,6,7	09	5	15	10	30
3	1,2,3,5,7	10	5	10	15	30
4	1,7,10	06	5	10	-	15
5	1,	07	5	10	05	20
6	1,3,4,5,9	12	5	10	15	30

R-Remember; U-Understanding; A-Application

### Course with program outcomes Level mapping

Name of the course	Program Outcomes									
	1	2	3	4	5	6	7	8	9	10
Professional Ethics & Indian Constitution	3	3	3	1	3	1	3	1	1	1

**Level 3- Highly Addressed, Level 2-Moderately Addressed, Level 1-Low Addressed.**

Method is to relate the level of PO with the number of hours devoted to the COs which address the given PO.

If  $\geq 40\%$  of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 3

If 25 to 40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 2

If 5 to 25% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 1

If  $< 5\%$  of classroom sessions addressing a particular PO, it is considered that PO is considered not-addressed.

## COURSE ASSESSMENT AND EVALUATION

	What		To Whom	Frequency	Max Marks		Evidence Collected	Course Outcomes
					Theory	Practical's		
DIRECT ASSESSMENT	CIE- Continuous Internal Assessment	IA Tests	Students	<b>Theory:</b> Three IA tests for theory (Average marks of three IA tests are considered)	20		Blue Books	1 to 5
		Class room Assignments		Class room Assignments	05		Log of activity	1
				<b>TOTAL</b>	25			
	SEE- Semester End Examination	End Exam		End Of the Course	100		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					

**Note:** I.A. test shall be conducted for 20 marks. Average marks of three tests shall be rounded off to the next higher digit.

**Note to IA verifier:** The following documents to be verified by CIE verifier at the end of semester

1. Blue books (20 marks)
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	: 45% Weightage
Applying the knowledge acquired from the course	: 40% Weightage
Analysis	: 15% Weightage

### MODEL OF RUBRICS/CRITERIA FOR ASSESSING STUDENT ACTIVITY

RUBRICS FOR ACTIVITY (5 marks)						
Dimension	Unsatisfactory	Developing	Satisfactory	Good	Exemplary	Student Score
	1	2	3	4	5	
<b>Collection of data</b>	Does not collect any information relating to the topic	Collects very limited information; some relate to the topic	Collect much information; but very limited relate to the topic	Collects some basic information; most refer to the topic	Collects a great deal of information; all refer to the topic	Ex:  4
<b>Fulfil team's roles &amp; duties</b>	Does not perform any duties assigned to the team	Performs very little duties but unreliable	Performs very little duties	Performs nearly all duties	Performs all duties of assigned team roles	5
<b>Shares work equally</b>	Always relies on others to do the work	Rarely does the assigned work; often needs reminding	Usually does the assigned work; rarely needs reminding	Normally does the assigned work	Always does the assigned work without having to be reminded	3
<b>Listen to other Team mates</b>	Is always talking; never allows anyone else to speak	Usually does most of the talking; rarely allows others to speak	Talks good; but never show interest in listening others	Listens, but sometimes talk too much	Listens and speaks a fair amount	2
Average / Total marks=(4+5+3+2)/4=14/4=3.5=4						

**Note:** This is only an example. Appropriate rubrics/criteria may be devised by the concerned faculty (Course Coordinator) for assessing the given activity.

### FORMAT OF IA TEST QUESTION PAPER (CIE)

Test/Date and Time	Semester/year	Course/Course Code	Max Marks			
Ex: I test/6 <sup>th</sup> weak of sem 10-11 Am	IV SEM	<b>Professional Ethics and Indian Constitution</b>	20			
	Year: II	Course code:15LB44T				
Name of Course coordinator :						

**Note:** Internal choice may be given in each CO at the same cognitive level (CL).

## REFERENCE:

1. Charles B Fleddermann; Engineering Ethics. Ed 4/Prentice Hall, Upper saddle River,Nj, 2010
2. R.S.Naagarazan; A Text book on Professional Ethics and Human Values/ /New age International Publishers, New Delhi, 2006
3. Madhavi Pradhan, and others: Humanities and Social Sciences/ Dream tech press,2012.
4. Brij Kishore Sharma: Introduction to the constitution of India,7<sup>th</sup> Ed. /National Book Trust , India.
5. American Library Association web site – [www.ala.org](http://www.ala.org)
6. International Federation of Library Association and Institutions – [www.ifla.org](http://www.ifla.org)
7. United Nations Educational , Scientific and Cultural Organization - [www.en.unesco.org](http://www.en.unesco.org)
8. Indian Library Association - [www.ilaindia.net](http://www.ilaindia.net)
9. Krishan Kumar : Library and Society
10. R L Mittal: Library Administration: Theory and Practice, Ess Ess Publication; 5 Reprint edition (1 December 2007), New Delhi

## MODEL QUESTION PAPER

Time: 3 Hours

Max. Marks: 100

### Instructions:

1. Question Paper consists of TWO Sections – Part – A, Part – B.
2. Answer any SIX Questions from a set of 9 questions in PART- A, Each question carries 5 marks.
3. Answer any SEVEN questions from a set of 10 questions in PART – B, Each question carries 10 marks.

### Part A

1. Distinguish between ‘morality’ and ‘ethics’
2. State various provisions under ‘human rights’
3. Explain the term ‘respect for others’ with suitable example?
4. State the function of Governor?
5. Define Ethics and Professional Ethics
6. List the competencies requirement for librarianship
7. Write a note on ALA bill of Rights
8. Define Patents, standards and Trade Marks
9. What is the penalty imposed on the information officers when the sought information is not provided under the Right to Information Act.

### Part B

1. Illustrate the ethical aspect principle of caring or sharing, with an example?
2. Explain Occupational crime
3. Explain the basic structure of Parliament?

4. Explain the formation and functions of state high Court?
5. Discuss the importance of Professional Ethics for Library Professionals
6. Explain any 5 competencies required for Library Professionals
7. Discuss the contents of IFLA and UNESCO manifesto for Internet service
8. Define copyright. Discuss the copyright issues with reference to librarianship
9. Explain the Duties of Public Information officer in view of Right to Information Act
10. Write the procedure for requesting Information by a citizen under the Right to Information Act.

## MODEL QUESTION BANK

### Part A

1. List different meanings of 'ethics'.
2. Explain the terms, 'Profession', 'Professional', and 'Professionalism'?
3. List different types of values and give a few examples in each?
4. Explain the role of computers as object of Unethical Acts?
5. Differentiate between 'Patent' and 'Trade secret'?
6. Write Note on gram panchayaths?
7. How do the human values evolve?
8. List the civic virtues one should develop?
9. List the types of virtues, with an example for each.
10. Explain what should one do or not to do live peacefully?
11. List the factors for one to work peacefully?
12. Distinguish between 'caring' and 'sharing'?
13. List different ways the honesty reflects?
14. What are the impediments to proper co-operation?
15. List the benefits of empathy?
16. List two methods of developing self-confidence?
17. Define 'character'. and 'spirituality'?
18. State various provisions under 'human rights'?
  1. Explain briefly 'right of conscientious refusal'?
19. State the features of the employee rights?
20. Explain 'right to due processes'?
21. Explain briefly 'intellectual property rights'?
22. Differentiate between 'Patent' and 'Trade secret'?
23. Explain briefly the 'copyright'?
24. Describe briefly 'trademark'?
25. Explain briefly about patents?
26. List the principles of *conflict resolution*?
27. Explain the concept of women empowerment?
28. Describe briefly about Indian constitution?
29. Explain the Formation of constituent assembly?
30. List the function and powers of parliament?
31. State the positions and powers of the president?
32. State the powers and Functions of the prime minister?
33. Explain the role of vice president?
34. State the positions and powers of the Governor?
35. State the powers and Functions of the Chief Minister?
36. Explain the role of State council of ministers?

37. Write Note on gram panchayaths?
38. State the functions of Taluk panchayaths?
39. Explain the functions of Zilla panchayaths?
40. List the functions of urban local bodies?

### Part B

1. List the situations when moral dilemmas arise?
2. Explain Sexual harassment at work place bill 2006?
3. Define *self-confidence*? State the factors that shape self-confidence in a person?
4. Illustrate the ethical aspect principle of caring or sharing, with an example?
5. Explain various actions of an Librarian leading to dishonesty?
6. Define Service Learning and discuss on its components?
7. List the human values and explain any two in detail??
8. List the features of 'international human rights'?
9. State the provisions under professional rights?
10. Explain on the participation in professional societies?'
11. Explain woman and Development?
12. List the various Special Programs for Women's Development from government?
13. Explain Dowry Prohibition act 1961?
14. Explain domestic violence act 2005?
15. Explain Sexual harassment at work place bill 2006?
16. Explain preamble and its main objectives of Indian constitution?
17. Explain the fundamental Rights of Every citizen?
18. Explain the fundamental Duties of Every citizen?
19. Explain salient features of Indian constitution?
20. Explain the basic structure of Parliament?
21. Explain the composition of Loka sabha?
22. Explain the composition of Rajyasabha?
23. Explain the role of: a) Chairman b) Leader of the house c) Opposition leader in Rajya sabha?
24. Explain the formation and functions of Supreme Court?
25. Explain the formation and functions of state high Court?
26. Explain the formation and functions of subordinate courts?
27. Explain the formation of three tier system for local self government?
28. Discuss the contents of ALA Code of Ethics
29. Discuss the contents of IFLA Code of Ethics
30. Write a note on Berne Convention
31. Discuss the content of Universal Copyright Convention (UCC)
32. Explain the UNESCO guidelines to safeguard Documentary heritage
33. A user come to your library and request for providing xerox copy of 4 articles of a technical magazines which contains 6 articles. Will you provide xerox copy? Explain.
34. Discuss the provision of Right to Information Act of Karnataka
35. What is the time limit to provide the information under Right to Information Act. Explain.