

DEPARTMENT OF TECHNICAL EDUCATION

DIPLOMA IN LIBRARY SCIENCE & INFORMATION MANAGEMENT

FOURTH SEMESTER

Course Title: In Plant Training in Libraries/ Information Centers - II	Course Code: 15LB47P
Type of course: Practical CIE – 25 Marks	Total Contact Hours: 78 See -50 Marks

PRE REQUISITE: Should work in the library for practical purpose

COURSE OBJECTIVES:

1. Apply Theoretical concepts in actual Library Operations.
2. Acquire Knowledge of various Electronic information/Reference Sources. Learn to serve information users with their required information.
3. Acquire knowledge of variant forms of conventional and non-conventional documents.

Student Activity:

- 1) Acquire Knowledge of various Electronic information/Reference Sources like: Dictionary, Encyclopaedia, Year book & Almanacs, Biographical Sources, Geographical Sources Bibliographical Sources, Hand Books& Manuals, E-Sources Etc. Learn to serve information users with their required information [Students have to search the web and list at least 10 E-Sources of each category with description and website address].
- 2) Acquire knowledge of variant forms of conventional and non-conventional documents and List them in detail.
- 3) To maintain diary of day to day activities during training period and submit.
- 4) To Submit Library Record at the end of the training

Note: Students will be deputed to various libraries/Information centers continuously for a period of one month instead of 6 hours per week on weekly basis. However in plant training may be arranged according to local situation.

[Viva Voce includes overall course literature of the 4 semesters of the programme.]

COURSE OUTCOME

Students deputed for training to nearby local libraries three days in a week /One month will acquaint with library activity.

At the end of the course the students will learn to:

1. Manage different routine jobs carried out in the various sections of the library.
2. Other activities to be carried out in the library.
3. Provide information using Automation.
4. Serve users with required information

MAPPING COURSE OUTCOMES WITH PROGRAMME OUTCOMES :

CO – PO MAPPING

	COURSE OUTCOME	EXPERIMENT LINKED	PO MAPPED	COGNITIVE LEVEL	LAB SESSIONS
CO1	Manage different routine jobs carried out in various sections of the library	1,2	1,2,3,5,6,7,9	U	16
CO2	Other activities to be carried out in the library	3,4,	1,2,4,5,6,7,8,10	U/A	20
CO3	Provide information using Automation	1,2	1,4,5,6,8,9	A/App	20
CO4	Serve users with required information	1,2	1,2,5,6,7,8,9	App	22
TOTAL NO. OF INSTRUCTION					78

U-Understanding; A-Analysis; App-Application

2. Course with program outcomes Level mapping

Name of the course	Program Outcomes									
	1	2	3	4	5	6	7	8	9	10
In-plant training	3	3	2	3	3	3	3	3	3	2

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

COURSE ASSESSMENT AND EVALUATION								
	What		To Whom	Frequency	Max Marks		Evidence Collected	Course Outcomes
					Theory	Practical's		
DIRECT ASSESSMENT	CIE – Continuous Internal Evaluation	Diary Work	Students	Diary of the Inplant Training		10	Diary	1 to 4
		Report Writing		Report Writing (Average marks of each exercise to be computed)		10	Library Report	1 to 4
				Student Activity		05	Log of activity	2/3
				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 Mini project/Student activities.

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	: 28% Weightage
Applying the knowledge acquired from the course	: 35% Weightage
Analysis	: 15% Weightage

SUGGESTED LIST OF STUDENT ACTIVITIES

Note: The following activities for assessing CIE (IA) for 5 marks (Any one)

1.	Collect samples from different sections of the library like due date slip, Book card, Catalogue card etc., and paste them in a book
2.	Make the list of all References sources with bibliographical details in library where you are undergoing training

Note: Concerned faculty (Course co-ordinator) must be given to a group of FIVE students Example: Model of Rubrics/Criteria for assessing student activity Task given – Preparation of Bay guides according to DDC

Dimension	Scale					Students score (5students)				
	1 Unsatisfactory	2 Developing	3 Satisfactory	4 Good	5 Exemplary	1	2	3	4	5
1 Organisation	Has not included relevant information	Has included few relevant information	Has included some relevant information	Has included many relevant information	Has including all relevant information needed	3				
2. Fulfill team's role and duties	Does not perform any duties assigned	Perform very little duties	Performs partial duties	Performs neatly all duties	Performs all duties of assigned team roles	3				
3. Conclusion	Poor	Less Effective	Partially effective	Summarises but not exact	Most effective	4				
4. Conventions	Frequent error	More error	Some error	Occasional error	No error	4				
Total marks (14/4=3.5, rounded off to 4)						4				

Note: Viva Voce Questions can be asked from all four semesters contents.

SCHEME OF EXAMINATION

The end exam will have the following components

Diary	10 Marks
Assignments	10 Marks
Report	15 Marks
Viva Voce	15 Marks
Total	50 Marks