1.   SALIENT FEATURES OF THE DIPLOMA PROGRAMME IN LIBRARY AND INFORMATION SCIENCE

1)   Name of the Programme   :   Diploma Programme in Library and Information Science

2)   Duration of the Programme   :   Three years (Six Semesters)

3)   Entry Qualification   :   Matriculation or equivalent as prescribed by State Board of Technical Education, Haryana

4)   Intake   :   40/60 (or as prescribed by the Board)

5)   Pattern of the Programme   :   Semester Pattern

6)   Ratio between theory and Practice   :   34 : 66 (Approx.)

7)   Industrial Training:

   (i)   Six weeks of industrial training is included after IV semester during summer vacation. Internal assessment out of 50 marks and external assessment out of another 50 marks will be added in 5th semester. Total marks allotted to industrial training will be 100.

   (ii)   Project based professional training of 16 weeks in 6th semester in relevant industries

Distribution of Marks for Industrial training

➢ Daily diary and reports of training   -   50 Marks
➢ Viva Voce (External)   -   50 Marks

Distribution of marks for Project Based Professional Training

   Internal : 200 Marks
   External : 100 Marks

8)   Ecology and Environment :

As per Govt. of India directives, a subject on Environmental Education has been incorporated in the scheme.

9)   Student Centred Activities:
A provision of 5-6 hrs per week in each semester has been made for organizing Student Centred Activities for overall personality development of students. Such activities will comprise of co-curricular activities such as expert lectures, games, hobby classes like photography, painting, singing etc. seminars, declamation contests, educational field visits, NCC, NSS and cultural activities etc.

10)   A personality development camp has been included in the 5th semester.

2. EMPLOYMENT OPPORTUNITIES FOR DIPLOMA HOLDERS IN LIBRARY AND INFORMATION SCIENCE

The product of the polytechnics offering the Three years diploma course in library and information science will find employment in

1. In Libraries of Schools, ITIs, Polytechnic Colleges and Universities
2. Public Libraries
3. Libraries maintained by small industrial and business houses
4. Software Development Companies
5. Other small scale private sectors libraries
6. Public and private sectors maintaining Library of their information resources
7. Publishing Houses and Database Companies
8. Organizations dealing with Archives
9. Library Software Management Organizations
10. Large Bookstores
11. Information Brokers
12. Web service providers
13. Information Centres

They are also expected to find employment as technical assistants, programming assistants, programming data entry operators and information assistants in:

i)   Computer centres
ii) Information Centres
iii) Different industries and organizations
iv) Special libraries

The library science course has so far been basically an employment-oriented course. For the first time an attempt has been made to give certain entrepreneurial inputs to the students to enable polytechnic products to be self-employed by opening:

-   Circular/Mobile libraries
-   Information packaging units and marketing of journals, books, library software etc.
-   Auxiliary services to Publishing industry
-   Information Kiosks

With this end in view certain inputs in the areas of marketing and information handling etc. have been provided in the course.

3.   COMPETENCY PROFILE

Keeping in view the employment opportunities for the students of Library and Information Science, the following competencies need to be developed in them:

1.   Housekeeping Operation:

- Acquisition of print and non-print reading/reference materials including serials; budgeting/Accounts

- Technical Processing – Classification, cataloguing, preparing shelf list, filing of cards and preparation of materials for use

- Circulation: enrollment of members, keeping records, issuing borrower's cards, arranging the issue tickets, issue and return, maintaining statistics, reservations, fine and its accounts, procedure regarding these services, no due formalities and reminders etc.

- Reference and information services

- Documentation services: Information storage and retrieval

2.   Library Maintenance : Library Materials (Print and non-print), infrastructure and services

- Shelf arrangements and book display: arrangements of books, standards and other materials, patents and specifications, professional publications, non-serial pamphlets and display of new arrivals
- Stock verification: stock verification, rectification, writing off the materials
- Procurement and upkeep of furniture, equipment
- Upkeep of library building
- Handling of multi-media resources
- Organization of rare and archival materials

3.   Application of ICT (Information Communication Technologies) in libraries and information centres including Database management
4.   Internet search & Search engines
5.   User orientation and customer relations
6.   Resource Sharing and Networking

7. Library committee meetings: preparing agenda, conducting meeting, preparing minutes of meeting, circulation of minutes, follow up of meeting

8. Statistics and report writing

9. Public relations and marketing

10. Entrepreneurship: identification of areas of work, acquisition of resources, establishing and managing the unit, marketing etc

4. DERIVING CURRICULUM AREAS FROM COMPETENCY PROFILE

Sr.	Curriculum Objectives	Curriculum Areas/Subjects
1.	Housekeeping Operation: • Acquisition of print and non-print reading/reference materials including serials; budgeting/Accounts • Technical Processing – Classification, cataloguing, preparing shelf list, filing of cards and preparation of materials for use • Circulation: enrollment of members, keeping records, issuing borrower's cards, arranging the issue tickets, issue and return, maintaining statistics, reservations, fine and its accounts, procedure regarding these services, no due formalities and reminders etc. • Reference and information services • Documentation services: Information storage and retrieval	- Library Information and Society - Information Sources and Services - Library and Information Management - Project Oriented Professional Training - Library Classification - Library Cataloguing - Bibliography and Documentation
2.	Library Maintenance : Library Materials (Print and non-print), infrastructure and services • Shelf arrangements and book display: arrangements of books, standards and other materials, patents and specifications, professional publications, non-serial pamphlets and display of new arrivals • Stock verification: stock verification, rectification, writing off the materials • Procurement and upkeep of furniture, equipment • Upkeep of library building	- Library and Information Management - Project Oriented Professional Training - Library Correspondence - Library Classification - Library Cataloguing - Bibliography and Documentation - Library Automation

	• Handling of multi-media resources • Organization of rare and archival materials	
3.	Application of ICT (Information Communication Technologies) in libraries and information centres including Database management	- Library Automation - IT Tools and Applications - Digital Library and Information Management
4.	Internet search & Search engines	- Library Automation - IT Tools and Applications
5.	User orientation and customer relations	- Communication Skills - Information Literacy - Library Information and Society
6.	Resource Sharing and Networking	- Library and Information Management - Library Automation
7.	Library committee meetings: preparing agenda, conducting meeting, preparing minutes of meeting, circulation of minutes, follow up of meeting	- Library and Information Management
8.	Statistics and report writing	- Communication Skills - Library and Information Management
9.	Public relations and marketing	- Communication Skills - Library Information and Society - Project Oriented Professional Training
10.	Entrepreneurship: identification of areas of work, acquisition of resources, establishing and managing the unit, marketing etc	- Employability Skills - Environmental Education - Project Oriented Professional Training

5.   ABSTRACT OF CURRICULUM AREAS

a)   General Subjects

1. Communication Skills
2. Employability Skills
3. Environmental Education
4. Basics of Information Technology

b)   Applied Subjects

1. Library, Information & Society
2. Information Sources & Services
3. Library Classification
4. Library Cataloguing
5. I.T. Tools & Applications
6. Library Automation
7. Library & Information Management
8. Bibliography and Documentation
9. Library Correspondence
10. Digital Library and information Management
11. Information Literacy
12. Internet Applications in Library
13. Project Oriented Professional Training

7. HORIZONTAL AND VERTICAL ORGANISATION OF THE SUBJECTS

Sr. No.	Subject	Distribution of time in various semesters					
		I	II	III	IV	V	VI
1.	Communication Skills	5	5	-	-	-	-
2.	Library, Information & Society	6	6	-	-	-	-
3.	Information Sources & Services	6	6	-	-	-	-
4.	Library Classification	7	7	7	7	-	-
5.	Library Cataloguing	7	7	7	7	-	-
6.	Basics of Information Technology	4	-	-	-	-	-
7.	I.T. Tools & Applications	-	6	-	-	-	-
8.	Library Automation	-	-	6	6	-	-
9.	Library & Information Management	-	-	7	7	7	-
10.	Bibliography and Documentation	-	-	8	-	-	-
11.	Library Correspondence	-	-	-	8	-	-
12.	Employability Skills	-	-	-	-	2	-
13.	Digital Library and information Management	-	-	-	-	10	-
14.	Environmental Education	-	-	-	-	3	-
15.	Information Literacy	-	-	-	-	7	-
16.	Internet Applications in Library	-	-	-	-	6	-
17.	Project Oriented Professional Training	-	-	-	-	-	40
18.	Student Centered Activities	5	3	5	5	5	-
	Total	**40**	**40**	**40**	**40**	**40**	**40**