

Department of Library and Information Science
Programme : B.Lib.I.Sc.
Programme Learning Outcomes

PLO	Upon completion of B.Lib.I.Sc. Degree Programme, the Graduates will be able to:
PLO 1	<p>Disciplinary knowledge: Acquire in-depth knowledge of major concepts, theories, laws, and principle of various subject matters.</p>
PLO 2	<p>Critical thinking and Problem Solving skills Analyse subjects of documents based on various classification schemes; prepare subject headings, abstracting and indexing entries for documents; think critically for solving various problems pertaining to the management of Libraries and Information Centres, while providing reference and other services and formulate search strategies for searching of information</p>
PLO 3	<p>Practical skills/Skilled Professionals: Classify documents using prominent classification schemes; to catalogue all types of documents using various catalogue codes and metadata standards; to carry out various in-house practices and to provide library and information services by using ICT tools, to search information from Online and electronic databases.</p>
PLO 4	<p>Ethical awareness /Team worker Work effectively in diverse teams in classrooms, and in Libraries and Information Centers; aware of ethical issues related with Intellectual Property Rights, and publication ethics while providing library services to maintain academic and professional integrity.</p>
PLO 5	<p>Communication Skills and Digital Literacy/Lifelong learning Enrich Listening, Speaking, Reading and Writing skills for handling users and authorities in verbal and non verbal forms, in an effective manner; Efficiently use digital technology to communicate, to upgrade knowledge, to do in-house operations, and to search information from various sources to make aware of digital preservation policies. Become self-paced, self-directed and sustained learners aiming at inter and intra personal development.</p>

Programme Specific Outcomes

PSO No	Upon completion of the B.Lib.I.Sc Degree programme, the graduates will be able to:	PLOs Mapped
PSO 1	Demonstrate in depth knowledge of the basic concepts, principles, theories and laws related with the broad field of Library and Information Science and its sub-fields such as types of libraries, types of information sources, library management, reference and information services.	1, 3, 5
PSO 2	Demonstrate professional attitude through commitment for fulfilling the five laws of library science enhancing use of reading material and user satisfaction through effective and efficient library services.	1, 3, 4, 5
PSO 3	Apply skills in carrying out professional activities and housekeeping operations using library management software, digitalization of libraries, Architecture, digital library services and web technology.	1, 2, 3, 5
PSO 4	Reveal skills to provide diverse library services such as document circulation, reference and information services, Internet and database searching.	1, 2, 3, 5
PSO 5	Proceed in-house operations, classification, cataloguing and physical processing of information and Determine knowledge, understanding and skills that offer job opportunities as librarians variety of libraries	1, 2, 3, 4, 5

COURSE PATTERN STRUCTURE

CBCS Syllabus – Bachelor of Library Information Science (Applicable for students admitted in June 2021 and onwards)

SEM	P	Title of the paper	S. Code	H/W	L	T	P	C	Marks		
									I	E	T
I	DSC 1	Fundamentals of Library and Information Science	21UCLS11	4	4	-	-	4	25	75	100
	DSC 2	Information Sources and Services	21UCLS12	4	4	-	-	4	25	75	100
	DSC3	Knowledge Processing and Retrieval: Classification (Theory)	21UCLS13	4	4	-	-	4	25	75	100
	DSC 4	ICT Applications in Libraries	21UCLS14	4	4	-	-	4	25	75	100
	DSCP 1	Knowledge Processing and Retrieval: Classification (Practical)	21UCLS1P1	6	-	-	6	4	40/ 2	60/ 2	100/ 2
	DSCP 2	ICT Applications in Libraries (Practical)	21UCLS1P2	6	-	-	6	4	40/ 2	60/ 2	100/ 2
	AECC	Communication Skills	21UELS11	2	2	-	-	2	25	75	100
			Sub Total		30				26		

Semester – I

Course Title	Fundamentals of Library and Information Science
Total Hrs.	60
Hrs./Week	4
Sub.Code	21UCLS11
Course Type	Core
Credits	4
Marks	100

General Objective:

To know the fundamentals of data, information, communication, library and society

Course Objectives: The learner will be able to:

CO	Course Objectives
CO-1	understand the development and role of library and information centres in the Society
CO-2	understand the meaning, features and other aspects of communication
CO-3	Construct the various legislations related to the Information
CO-4	Advertise Library as Information Institution of different types
CO-5	facilitate with various Professional Associations and Organizations related to Library and Information Science

Unit-1: Libraries- Types and Roles

Library – origin, History and development, Types of libraries and Information Centres – objectives, features, Functions – Public Relations and Extension Activities – Role of libraries in socio-economic, cultural, Educational, Scientific and Technological Developments – five laws of library science and its implications- Library and Information Science as a Discipline.

Unit-2: Information and Communication

Information and Information Science: Information – Meaning, Characteristics - Data, Information, Knowledge and wisdom - Information Society: Features and Characteristics Communication– Models, Barriers, Channels – formal and informal, - Information Transfer Cycle: Generation, Storage and Dissemination of information - Library / Information Centre as communication agency

Unit-3: Library Legislation

Library Legislation: Need, Features - Library Legislation in India - The Press and Registration of Books Act; The Delivery of Books and Newspapers (Public Libraries) Act; Copyright Act – Library Cess - Right to Information Act; Intellectual Property Rights; Plagiarism; Information Technology Act; Copy Right, Trademark, Patents

Unit-4: Library and Society

Library as Information Institution of different types: Archives, Documentation centres, Information Analysis Centres, Museums and their respective roles and functions – Librarianship: Librarian as different Professional - - Professional Ethics

Unit-5: Professional Associations and Organizations

National and International Professional Associations: ILA, IASLIC, IATLIS, IFLA, ALA, CILIP, ASLIB, MALA and SLA - Role of UNESCO, UGC and RRRLF in the promotion and development of Libraries

Text Books:

- K.S.Deshpande, University Library System in India, Sterling Publisher.
- Chakrabarti, B and Mahapatra, P.K. Library and information Science – an introduction, Calcutta, World Press, 2000.
- Kaula, P.N., Library and information society, Calcutta, World Press, 1993.

Reference Books:

- Ranganathan, S.R, Five Laws of Library Science, 1957.
- Colin Harrison, The Basic of Librarianship, Oxford Publisher.
- Ranganathan, S.R. and Neelameghan, A., Public library legislation: India, Sri Lanka, UK and USA. Comparative library legislation. Bangalore, Savada Ranganathan Endowment for library science, 1972.

Course Outcomes: The learners would have learned to:

CO	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Apply the five laws of Library Science in the different types of library and information centres in the society	1, 2	Applying
CO-2	Administer Library and Information Centres as communication agencies.	1, 4	Applying
CO-3	Analyse the legislations related to Library and Information Science	1, 2	Analysing
CO-4	Choose librarianship as a profession by identifying the role of libraries in the development of various aspects of society.	1, 2, 5	Evaluating
CO-5	Recommend the role of national and international library associations and organizations.	1, 3	Evaluating

Relationship Matrix

Semester	Course Code	Title of the Course					Hours	Credit		
I	21UCLS11	Fundamentals of Library and Information Science					60	4		
Course Outcomes (COs)	Programme Learning Outcomes (PLOs)					Programme Specific Outcomes (PSOs)				
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	✓		✓	✓	✓	✓	✓			
CO-2	✓	✓	✓		✓	✓			✓	
CO-3	✓		✓	✓	✓	✓	✓			
CO-4	✓	✓	✓	✓	✓	✓	✓			✓
CO-5	✓	✓	✓		✓	✓		✓		
<p align="center">Number of matches (✓) = ...32.... Relationship = Medium</p> <p>Low (If the No. of matches are less than 25) Medium (If the No. of matches are between 25 and 33) High (If the No. of matches are more than 33)</p>										

Semester – I

Course Title	Information Sources and Services
Total Hrs.	60
Hrs./Week	4
Sub.Code	21UCLS12
Course Type	Core
Credits	4
Marks	100

General Objective:

To know and categorise various information sources, services and information literacy products

Course Objectives: The learner will be able to:

CO	Course Objectives
CO-1	Remember various types of Information Sources
CO-2	Identify Reference Sources and Electronic Information Sources
CO-3	Choose various types of Library Services
CO-4	Explain the role of Reference Librarian in Electronic Environment
CO-5	Consider the concept of Information Literacy Programmes

Unit 1: Information Sources

Basic Concepts – Definition, Importance, Nature and Characteristics, Types and Formats - Documentary and Non-Documentary Sources - Primary, Secondary and Tertiary Sources of Information - Human Sources of Information; Institutional Sources

Unit 2: Reference Sources and Electronic Information Sources

Reference Sources: Characteristics, Types, Usefulness - Electronic Sources: E-books, E-Journals, ETDs - Subject Gateways, Web Portals, Bulletin Boards, Discussion Group/Forum, Multimedia Resources, Databases, Institutional repositories - Evaluation of Reference Sources and Electronic Information Sources

Unit 3: Information Services

Types of Information Services: Documentation Services: Abstracting and Indexing Services – Alerting Services, CAS, SDI, Reprographic Service, Translation Service, Document Delivery and Referral Service, Library Extension Services

Unit 4: Reference and Referral Services

Reference and Information Services: Reference Service Definition, Need and Types Theory and Functions of Reference and Information Service – Enquiry Techniques – Role of Reference Librarian and Information Officer in Electronic Environment.

Unit 5: Information Literacy Programmes

Concept, Objectives, Initiation of Users – Users and their Information needs: Categories of users, Ascertaining users Information needs, Types of user studies– Information Literacy Products, Definition: Librametrics, Bibliometrics, Scientometrics

Text Books:

- Krishna Kumar, Reference Service, Vikas Publishing House Pvt Ltd.
- Dr.Pankaj Kumar Sigh, Library Information Services and Systems, Discovery Publishing House
- Guha,B.: Documentation and information: Services, techniques & Systems: 2nd rev. ed., World Press, 1983.
- Katz W.A.: Introduction to reference work, 8th ed., McGraw-Hill, higher Education, 2002.

Reference Books:

- K.G.Rastogi, Reference Services in Library Science, Alfa Publications.
- Bhagwatiben Govindbhai Prajapati, Library and Information Science, Discovery Publishing House.
- Deepak kumar, Library Indexing and Abstracting, Discovery Publishing House.
- Grogan, Denis: Pracical reference work. London, library Association, 1991.

Course Objectives: The learner will be able to:

CO	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Understand, identify and explore the different types of information sources.	1, 5	Applying, Understanding
CO-2	Categorize the various types of users and user studies	1, 2	Applying
CO-3	Evaluate Reference Sources and Electronic Information Sources	2, 4	Evaluating
CO-4	Decide among the information services	1, 2, 4	Evaluating
CO-5	Adapt to be Reference Librarian in Electronic Environment	1, 2, 4	Creating

Relationship Matrix

Semester	Course Code	Title of the Course					Hours	Credit				
I	21UCLS12	Information Sources, and Services					60	4				
Course Outcomes (COs)	Programme Learning Outcomes (PLOs)					Programme Specific Outcomes (PSOs)						
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO-1	✓	✓	✓	✓	✓	✓				✓		
CO-2	✓		✓	✓	✓	✓	✓					
CO-3	✓	✓	✓	✓	✓		✓		✓			
CO-4	✓	✓	✓	✓	✓	✓	✓		✓			
CO-5	✓	✓	✓		✓	✓			✓			
Number of matches (✓) = ...34.... Relationship = High												

Semester – I

Course Title	Knowledge Processing and Retrieval – Classification (Theory)
Total Hrs.	60
Hrs./Week	4
Sub.Code	21UCLS13
Course Type	Core
Credits	4
Marks	100

General Objective:

To understand the role of Library classification in knowledge organization, mode of formation of subjects in the universe of knowledge, and various concepts, theories and principles in classification.

Course Objectives: The learner will be able to:

CO	Course Objectives
CO-1	Understand the nature and attributes of universe of knowledge and basic concepts of Library Classification
CO-2	Interpret the meaning, purpose, functions, theories and canons of library classification and elaborate meaning and types of subjects and modes of subject formation.
CO-3	Explain the fundamental categories and devices in library classification
CO-4	Construct Call number with reference to various facet notation.
CO-5	Estimate the characteristics, merits and demerits of different species of library classification schemes with reference to major classification schemes and recent developments in library classification

Unit 1: Library Classification

Universe of Knowledge: Nature, Attributes - Subject: Meaning, Types (Basic, Compound, Complex) Library Classification: Concepts, Terminology, Need Purpose and Functions
Species of classification Schemes – History and Development of Library Classification -
Universe of Knowledge as Mapped in Different Classification Schemes

Unit 2: Theory of Library Classification

General Theory – Descriptive Theories of J. D. Brown, E. C. Richardson, E. W. Hulme, W.C. B. Sayers, H. E. Bliss.

Dynamic Theory: S. R. Ranganathan – Normative Principles for various levels – Basic Laws, Fundamental Laws, Canons, Postulates, Principles of facet sequence, Principles of Helpful Sequence.

Unit-3: Approaches to Library Classification

Postulational Approach and Systems Approach, Fundamental Categories, Facet Analysis and Fact Sequence, Phase Relation and Common Isolates, Devices in Library Classification -
Modes of Formation of subjects.

Unit-4: Notation and construction of Classification Number

Notation: Meaning, Need, Functions, Types, Qualities, Call number: Class Number, Book Number and Collection Number, construction of Class Number.

Unit 5: Classification Schemes and Current Trends

Classification Schemes: Species of Library Classification Schemes - Dewey Decimal Classification (DDC), Colon Classification (CC); Universal Decimal Classification (UDC), - Library of Congress Classification (LCC)

Current Trends: Simple Knowledge Organization Systems (SKOS) - Automatic Classification, Web Dewey – Taxonomies – Folksonomy - Classification Research Group (CRG)

Text Books:

- S.R. Ranganathan, Prolegomena to Library Classification, Sarada Ranganathan Endowment.
- S.R. Ranganathan, Classification and Communication, Sarada Ranganathan Endowment.
- S.R. Ranganathan, Elements of Library Classification, Sarada Ranganathan Endowment.
- Chakrabati, B, Library Classification theory, Calcutta, World Press.
- Krishan Kumar: Theory of Classification, Vikas Publisher.

Reference Books:

- A.A.N. Raju, Dewey Decimal Classification [DDC-20]: Theory and Practice: A Self Instructional Manual, T.R. Publications.
- M.S. Achdeva, Colon Classifications, Sterling Publisher.
- S. R. Ranganathan, Colon Classification, Asia Publishing House.
- Rowley, Jennifer E. Organizing Knowledge: an introduction to information retrieval 2nd ex. Ashgati, 1992.
- Rajendra Kumbhar, Library Classification Trends in the 21st Century, Chandos Publishing, 2012.

Course Objectives: The learner will be able to:

CO. No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Explain the nature and attributes of universe of knowledge.	1	Understanding
CO-2	Interpret the meaning, purpose, functions, theories and canons of library classification.	1,2	Understanding
CO-3	Construct different species of library classification schemes and choose among the major classification schemes based on the current developments in library classification	1, 2	Analysing
CO-4	Express the meaning and types of subjects and modes of subject formation.	5	Creating
CO-5	Construct Call number with reference to various facet notation.	1, 4	Creating

Relationship Matrix

Semester	Course Code	Title of the Course					Hours	Credit		
I	21UCLS13	Knowledge Processing and Retrieval – Classification (Theory)					60	4		
Course Outcomes (COs)	Programme Learning Outcomes (PLOs)					Programme Specific Outcomes (PSOs)				
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	✓		✓		✓	✓				
CO-2	✓		✓	✓	✓	✓	✓			
CO-3	✓		✓	✓	✓	✓	✓			
CO-4	✓	✓	✓	✓	✓					✓
CO-5	✓	✓	✓		✓	✓			✓	
<p>Number of matches (✓) = ...28.... Relationship = Medium Low (If the No. of matches are less than 25) Medium (If the No. of matches are between 25 and 33) High (If the No. of matches are more than 33)</p>										

Semester – I

Course Title	ICT Applications in Libraries (Theory)
Total Hrs.	60
Hrs./Week	4
Sub.Code	21UCLS14
Course Type	Core
Credits	4
Marks	100

General Objective:

To introduce the basics of computers and to develop familiarity with networking and Library Networks.

Course Objectives: The learner will be able to:

CO. No.	Course Objectives
CO-1	Understand the structure of computer and functions of its various units and types of softwares.
CO-2	Explain the basics of Database Management Systems (DBMS)
CO-3	Identify components of different computer networking and Library networks
CO-4	Explain about Internet, search engines and network security.
CO-5	Justify the various internet protocols and standards

Unit-1: Introduction to Computer: Definition - History & Generation of Computer - Application of Computer - Advantages of Computer - Characteristics of Computer - Types of Computer: **Memory:** Units, Representation, Types - Primary memory: Secondary memory - Components of CPU - **Input, Output devices** -. Introduction to System Software and Application Software, Genesis of Operating Systems - Word Processing, Spreadsheets, PowerPoint Presentation, Need and purpose of ICT in libraries

Unit 2: Database Management System

Concepts and Components, Database Structures, File Organization and Physical Design, Database Management System: Basic Functions, Potential Uses, RDBMS, Database Management Software.

Unit-3: Networking and Networks

Networking: Concept, need and advantages. Basic components of network Network Topologies – Star, Ring, Bus, Hierarchical, Tree and Complete.. Types of Networks – LAN, MAN, WAN. Wireless Networking Networks: General and Bibliographic. General – ERNET, NICNET, INFONET. Library Networks: OCLC, INFLIBNET, DELNET

Unit-4: Internet and Web Browser

Internet: Definition & History of Internet – Concept, Features, Services- Uses of Internet , Different types of Internet Connections; Dial up connection, Broad band (ISDL,DSL, Cable), Wireless (Wi-Fi, WiMax, Satellite, Mobile) naming convention, Web Browsers – Purpose,

Functions, Facilities available with different Browsers. Definition of Web-Addressing -URL- browsers and Search Engines – Concept. Types and applications. Sample Search by using Internet Explorer and Netscape. Internet Security Internet Reference Sources: Identification, and accessing. Evaluation of Internet Information Sources – Need, Methods / Techniques.

Unit-5: Internet Protocols

Hypertext, Hyper media: Markup Languages – HTML, XML,– Features. Web: Concept, Usefulness. Content Development / Content Creation for Web. Web Design – Methods Protocols: Definition, Concept. Types – General - TCP / IP, OSI. Other Protocols: SMTP, Telnet, FTP, HTTP, Z39.50. Portals – Social Networking sites – Blogs.

Text Books:

1. Rajaraman, V. (2001). Fundamentals of Computers (3rd ed.). New Delhi: Prentice-Hall of India Pvt Ltd.
2. World Wide Web Design with HTML, C.Xavier, New Delhi:TMH, 2014.
3. Alexis Leon and Mathews Leon, Database Management System, Tata Mcgraw Hill.

Reference Books:

1. Internet Standards and Protocols, New Delhi : PHI, 2015.
2. Moorthy A.L, Information Technology Application in Academic Libraries, Information & Library Network Centre.
3. Uyles Black, Computer Networks and Protocols, PHI.

Web Resources

www.oclc.org

<https://ernet.in>

www.nic.in

<https://delnet.in>

www.inflibnet.ac.in

www.ugc.ac.in

Course Objectives: The learner will be able to:

CO	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Recognize the basics of computers in using the application softwares.	3,5	Applying
CO-2	Organize data using MS Access	3,5	Applying
CO-3	Analyse and take part in different networks and recommend a suitable one	3, 5	Analysing, Evaluating
CO-4	Evaluate the internet information sources	3, 4	Evaluating
CO-5	Select which internet protocol and standard can be used in the library	3, 4	Evaluating

Relationship Matrix

Semester	Course Code	Title of the Course					Hours	Credit		
I	21UCLS14	ICT Applications in Libraries (Theory)					60	4		
Course Outcomes (COs)	Programme Learning Outcomes (PLOs)					Programme Specific Outcomes (PSOs)				
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	✓	✓	✓	✓	✓			✓		✓
CO-2	✓	✓	✓	✓	✓			✓		✓
CO-3	✓	✓	✓	✓	✓			✓		✓
CO-4	✓	✓	✓		✓			✓	✓	
CO-5	✓	✓	✓		✓			✓	✓	
	Number of matches (✓) = ...33.... Relationship = Medium Low (If the No. of matches are less than 25) Medium (If the No. of matches are between 25 and 33) High (If the No. of matches are more than 33)									

Semester – I

Course Title	Knowledge Processing and Retrieval: Classification (Practical)
Total Hrs.	90
Hrs./Week	6
Sub.Code	21UCLS1P1
Course Type	Core Practical
Credits	4
Marks	100

General Objective:

To develop skills for in using classification schemes for classifying various documents.

Course Objectives: The learner will be able to:

CO	Course Objectives
CO-1	Identify the main class from the universe of knowledge
CO-2	Associate the fundamental categories
CO-3	Practice use of common isolates
CO-4	Rate the Index/ auxiliary tables/add notes of classification schemes
CO-5	Decide the class number for the given documents with simple, compound, complex subjects

Classification of documents with simple, compound, complex subjects using standard subdivisions/ common isolates/special isolates/auxiliary tables/add notes from schedules according to

1. Colon Classification (6th Revised Edition)
2. Dewey Decimal Classification: 19th Edition

References

1. Ranganathan, S. R. (2008). *Colon classification*. 6th rev. ed. New Delhi: EssEss Publications.
2. Dewey, Melvil and Mitchell, Joan S. (2011). *Dewey Decimal Classification and Relative Index*. 19th ed. Dublin: OCLC

Course Objectives: The learner will be able to:

CO	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Write use of index of the classification scheme.	4, 5	Applying
CO-2	Classify books according to various discipline.	4, 5	Analysing
CO-3	Compile book numbers.	4, 5	Creating
CO-4	Create class numbers by using the standard subdivisions/common isolates/auxiliary tables.	4, 5	Creating
CO-5	Create class numbers for documents with simple, compound and complex Subjects.	4, 5	Creating

Relationship Matrix

Semester	Course Code	Title of the Course					Hours	Credit		
I	21UCLS1P1	Knowledge Processing and Retrieval: Classification (Practice)					90	4		
Course Outcomes (COs)	Programme Learning Outcomes (PLOs)					Programme Specific Outcomes (PSOs)				
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	✓	✓	✓	✓	✓				✓	✓
CO-2	✓	✓	✓	✓	✓				✓	✓
CO-3	✓	✓	✓	✓	✓				✓	✓
CO-4	✓	✓	✓	✓	✓				✓	✓
CO-5	✓	✓	✓	✓	✓				✓	✓
	Number of matches (✓) = ...35.... Relationship = High Low (If the No. of matches are less than 25) Medium (If the No. of matches are between 25 and 33) High (If the No. of matches are more than 33)									

Semester – I

Course Title	ICT Applications in Libraries (Practice)
Total Hrs.	90
Hrs./Week	6
Sub.Code	21UCLS1P2
Course Type	Core Practical
Credits	4
Marks	100

General Objective:

To give hands-on-experience in computer and application to library housekeeping operations and to get familiarise with internet search strategies.

Course Objectives: The learner will be able to:

CO	Course Objectives
CO-1	Visualize and format files using word processing, Spread Sheet and Presentation software
CO-2	Describe library housekeeping operations using library management software
CO-3	Complete different types of report using library management softwares
CO-4	Prioritize and Search information from internet using suitable search strategies
CO-5	Compile bibliographic information from WebOPAC

1. Use of Word Processing Software,
2. Spread Sheet Management Software
3. Power Point Presentation Software
4. Searching Information from Internet using Different Search Engines;
5. Searching Databases by adopting various search strategies and filters
6. Installation and Use of KOHA Library Management Software (all modules);
7. Installation and Use of DSpace Library Management Software (all modules);

Course Objectives: The learner will be able to:

CO	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Create and format files using Word Processing Software, Spread Sheet Management Software and Power Point Presentation Software	3, 4	Creating
CO-2	Facilitate library housekeeping operations using Koha and DSpace	3, 4, 5	Creating
CO-3	Create different types of report using Koha and DSpace	3, 4	Creating
CO-4	Plan and Search information from internet using suitable search strategies	3, 4	Creating
CO-5	Compile bibliographic information from WebOPAC	3, 4, 5	Creating

Relationship Matrix

Semester	Course Code	Title of the Course	Hours	Credit						
I	21UCLS1P2	ICT Applications in Libraries (Practice)	90	6						
Course Outcomes (COs)	Programme Learning Outcomes (PLOs)					Programme Specific Outcomes (PSOs)				
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	✓	✓	✓		✓			✓	✓	
CO-2	✓	✓	✓	✓	✓			✓	✓	✓
CO-3	✓	✓	✓		✓			✓	✓	
CO-4	✓	✓	✓		✓			✓	✓	
CO-5	✓	✓	✓	✓	✓			✓	✓	✓
<p align="center">Number of matches (✓) = ...34.... Relationship = High Low (If the No. of matches are less than 25) Medium (If the No. of matches are between 25 and 33) High (If the No. of matches are more than 33)</p>										

Semester – I

Course Title	COMMUNICATION SKILLS
Total Hrs	30
Hrs/Week	2
Sub.Code	21UELS11
Course Type	AECC
Credits	2
Marks	100

General Objective:

- To discuss the importance of Ethics in English Communication and to develop reading, writing, and vocabulary skills.

Course Objectives: The learner will be able to

CO No.	Course Objectives
CO-1	Understand the basic skills and fundamental aspects of language learning.
CO-2	Develop their interest in vocabulary and awareness of the structure of English.
CO-3	Correlate verbal fluency for face-to-face communication.
CO-4	Distinguish the comprehension skills and clear pronunciation.
CO-5	Create confidence to have more professional approach and expose them to suitable employment opportunities, challenges and jobs.

Unit I

Communication Skills: An Overview

Unit II

Basic Grammar: Parts of Speech

Unit III

Listening Skill

Unit IV

Reading and Speaking Skills

Unit V

Letter Writing

TEXTBOOK:

Communication Skills. PG Department of English.

REFERENCE BOOKS:

1. Fowler H.W. Fowler's Modern English Usage. New Delhi: Oxford University Press, 1996.
2. Hornby. A.S.,ed. Oxford Advanced Learner's Dictionary of Current English. New York: Oxford University Press, 2010.

Course Outcomes

CONo.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Understand the different methods of communication.	1,2	Understanding
CO-2	Apply the various techniques and tools for an effective English communication.	1,2, 4	Applying
CO-3	Analyze the recent learning techniques for an effective communicator.	2,3	Analyzing
CO-4	Evaluate the importance of non-verbal communication.	3, 4	Evaluating
CO-5	Create an appropriate method and engage themselves with good written communication.	2,4,5	Creating

Relationship Matrix

Semester	Course Code	Title of the Course					Hours	Credit				
I	21UELS11	COMMUNICATION SKILLS					2	2				
Course Outcomes (COs)	Programme Learning Outcomes (PLOs)					Programme Specific Outcomes (PSOs)						
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO-1	✓		✓	✓	✓	✓	✓	✓		✓		
CO-2	✓	✓	✓	✓	✓	✓		✓	✓	✓		
CO-3	✓	✓		✓		✓	✓		✓	✓		
CO-4	✓	✓	✓		✓	✓	✓	✓	✓	✓		
CO-5	✓	✓	✓	✓	✓		✓	✓	✓	✓		
Number of matches (✓) = 42 Relationship = High												

Prepared by

Checked by

Dr. Anita Gnanamuttu

Name : Mr. Thalha

Head of the Department

Signature : *Thalha*