2.1 ENGLISH AND COMMUNICATION SKILLS - II

RATIONALE

The curriculum aims to develop the use of English for three major purposes: social interaction, academic achievement, and professional use. Listening, speaking, reading, and writing skills cannot be thought of as independent skills. They are generally perceived as interdependent where one skill often activates the other skills as well as the paralinguistic skills required for the achievement of effective communication. It is believed that the most effective way to achieve these purposes is through the adoption of a thematic, integrated, content-based approach to teaching and learning.

DETAILED CONTENTS

1. LISTENING

Practical:
- Pre-recorded CDs of famous speeches and dialogues: Comprehension exercises based on the audio
- Note-taking
- Drawing inferences
- Summarizing

Note: Teachers are expected to give necessary demonstrations, instructions and guidelines while teaching above topics

2. SPEAKING

Practical:
- Voice Modulation: Horizons (pitch, tone, volume, modulation)
- Word stress, rhythm, weak and strong form, pauses, group-sense, falling and rising tones, fluency, pace of delivery, dealing with problem sounds, accent, influence of mother tongue etc.
- Situational Conversation/role-playing with feedback, preferably through video recording
- Telephonic Conversation: Types of calls, agreeing and disagreeing, making and changing appointments, reminding, making complaints and handling complaints, general etiquettes,
- A small formal and informal speech
- Seminar
- Debate

Note: Teachers are expected to give necessary demonstrations, instructions and guidelines while teaching above topics
3. **READING**

**Theory:**
- Comprehension, Vocabulary enrichment and grammar exercises based on the following selective readings:

**Section-I**
- The Portrait of a Lady - Khushwant Singh  
- The Lost Child by Mulk Raj Anand  
- The Refugees – Pearl S. Buck

**Section-II**
- Life Sketch of Dr. Abdul Kalam  
- Abraham Lincoln's letter to his son's Headmaster

**Section-III**
- All The World’s A Stage – W. Shakespeare  
- Say Not, The Struggle Nought Availeth – A.H. Clough  
- Pipa’s Song – Robert Browning  
- A Viewpoint – RP Chaddah

- Comprehension exercises on unseen passages

4. **WRITING**

**Theory:**
- The Art of Précis Writing  
- Correspondence: Business and Official  
- Drafting  
  - Report Writing: Progress report and Project report  
  - Inspection Notes  
  - Notices: Lost and found; Obituary; Auction  
  - Memos and Circulars  
  - Notices, Agenda and Minutes of Meetings  
  - Use of internet and E-Mails  
  - Press Release  
  - Applying for a Job: Resume writing; forwarding letter and follow-up  
- Writing Telephonic messages  
- Filling-up different forms such as Banks and on-line forms for Placement etc.

**Note:** Teachers are expected to give practical examples, while teaching above topics
5. VOCABULARY AND GRAMMAR

Theory and Practical exercises on following: (12 hrs.)
- Vocabulary of commonly used words
- Glossary of Administrative Terms (English and Hindi)
- One word substitution
- Idioms and Phrases
- Prefixes and Suffixes
- Punctuation
- Narration
- Forms of verbs: Regular and irregular

6. EMPLOYABLE SKILLS

Theory: (06 hrs.)
Importance of developing employable and soft skills; List and tips for developing of employable skills

Practicals:
- Group discussions
- Presentations, using audio-visual aids (including powerpoint)
- Interview techniques: Telephonic interviews, Group interviews, face to face interviews
- Mannerism and etiquette etc.

RECOMMENDED BOOKS
1. Spoken English (2nd Edition) by V Sasikumar & PV Dhamija; Published by Tata MC Graw Hills, New Delhi.
2. Spoken English by MC Sreevalsan; Published by M/S Vikas Publishing House Pvt. Ltd; New Delhi.
3. Spoken English – A foundation course (Part-I & Part-II) By Kamlesh Sadanand & Susheela Punitha; Published by Orient BlackSwan, Hyderabad
4. Practical Course in English Pronunciation by J Sethi, Kamlesh Sadanand & DV Jindal; Published by PHI Learning Pvt. Ltd; New Delhi.
5. A Practical Course in Spoken English by JK Gangal; Published by PHI Learning Pvt. Ltd; New Delhi.
6. English Grammar, Composition and Usage by NK Aggarwal and FT Wood; Published by Macmillan Publishers India Ltd; New Delhi.
8. Business Communication by Urmila Rani & SM Rai; Published by Himalaya Publishing House, Mumbai.
9. Business Communication Skills by Varinder Kumar, Bodh Raj & NP Manocha; Published by Kalyani Publisher, New Delhi.
10. Professional Communication by Kavita Tyagi & Padma Misra; Published by PHI Learning Pvt. Ltd; New Delhi.
11. Business Communication and Personality Development by Bsiwajit Das and Ipseeta Satpathy; Published by Excel Books, Delhi
12. Succeeding Through Communication by Subhash Jagota; Published by Excel Books, Delhi
13. Communication Skills for professionals by Nira Konar; Published by PHI Learning Pvt. Ltd; New Delhi.
15. Effective Technical Communication By M .Ashraf Rizwi; Published by Tata MC Graw Hills, New Delhi.
16. Basic Communication Skills for Technology by Andrea J Rutherford; Published by Pearson Education, New Delhi
17. English & Communication Skills for students of Science & Engineering by SP Dhanavel; Published by Orient BlackSwan, Hyderabad.
18. Technical Communication- Principles & Practices by Meenakshi Raman & Sangeetha Sharma; Published by Oxford University Press, New Delhi.
19. Technical English by S. Devaki Reddy & Shreesh Chaudhary; Published by Macmillan Publishers India Ltd; New Delhi.
20. Advanced Technical Communication, by Kavita Tyagi & Padma Misra; Published by PHI Learning Pvt. Ltd; New Delhi.
21. Communication Skills for Engineer & Scientist by Sangeeta Sharma & Binod Mishra; Published by PHI Learning Pvt. Ltd; New Delhi.

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2.2 LIBRARY AUTOMATION

RATIONALE

Most of the libraries in today’s world have automated their operations and services. Knowledge about different library operations and services to be automated is very essential for the students.

DETAILED CONTENTS

1. Library Automation (08 hrs)
   - Definition, need and functions
   - System analysis

2. Requirements for Library Automation (08 hrs)

3. Software and Hardware (08 hrs)
   - Selection of Library Software: Criteria

4. Automated Housekeeping Operations (24 hrs)
   - Acquisition
   - Cataloguing
   - Circulation
   - Serial control
   - Stock Verification
   - Library Statistics
   - Reports
   - OPAC

PRACTICALS

Demonstration and practice of different automated housekeeping operations with the help of any standard library software package e.g.
INSTRUCTIONAL STRATEGY

Teachers should use demonstration method for teaching this subject, followed by the practice by the students. Students may be taken to various libraries for understanding the concept and applications of various contents.

RECOMMENDED BOOKS

1. Software Manuals

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2.3 REFERENCE AND INFORMATION SOURCES

RATIONALE

In the present times, libraries are no longer engaged in acquisition, organization and circulation of documents. They are now centers for dissemination of information. Therefore knowledge about various sources of information, methods of retrieval and dissemination of information etc need to be provided to the students.

DETAILED CONTENTS

1. Reference and Information Service: Concepts, Definitions, Importance and Purpose (6 hrs)

2. Types of Reference & Information Services (10 hrs)
   - Library Orientation & User Education
   - Ready Reference Service and CAS (Brief introduction of CAS) Current Awareness Service
   - Long Range Reference Service and SDI (Brief introduction of SDI) Selective Dissemination of Information

3. Reference & Information Sources and their evaluation (General Criteria) (8 hrs)

4. Characteristics of various types of reference & Information sources (24 hrs)
   - Encyclopedia
   - Dictionaries
   - Biographical Sources
   - Educational Sources
   - Geographical Sources
   - Sources of Current Information including Print and Non print and online services (directories and workbooks etc.)
LIST OF PRACTICALS

1. Practice in use of various types of reference and information sources
2. Practice in answering Reference queries from above sources (atleast ten queries of different types).
3. Exposure to above resources online.
4. Preparation of subject guides (Individual and Group activity)

Note: A proper record of practical work is to be maintained by each student.

INSTRUCTIONAL STRATEGY

Teachers should use demonstration method for teaching this subject, followed by the practice by the students. Students may be taken to various types of libraries for understanding the concept and applications of various contents.

RECOMMENDED BOOKS

2. Guha, B., Documentation and its facets.
9. Shores Lovias, Basic Reference Sources, Chicago ALA, 1954
12. Tripathi, SM., Reference and Information Service: New Dimensions (Hindi), , Agra

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2.4 LIBRARY CLASSIFICATION - II

L T P
2 - 4

RATIONALE

The basic function of a library is to arrange books, periodicals and other reading materials in helpful sequence to facilitate easy retrieval. Classification is the devise by which helpful sequence is obtained. The knowledge of various types of classification and the methods of classifying book and non-book materials is therefore included in the curriculum through this subject.

DETAILED CONTENTS

1. Detailed study of Enumerative and Analytical – Synthetic Scheme of Classification, Brief description of other types of classification schemes for general awareness (10 hrs)

2. D.D.C Table I-VII (08 hrs)

3. Introduction of schedules of DDC (08 hrs)

4. Brief Introduction to various knowledge Classification schemes e.g. DDC, CC, UDC (06 hrs)

LIST OF PRACTICALS

1. Twenty five titles on each subject from Dewey Decimal Classification (simple cases only)

2. Use of Tables I to VII (simple case only) DDC theory titles for each table

INSTRUCTIONAL STRATEGY

Teachers should use demonstration method for teaching this subject, followed by the practice by the students. Students may be taken to various types of libraries for understanding the concept and applications of various contents.

RECOMMENDED BOOKS


5. Parkhi, RS, Decimal classification and colon classification in perspective Bombay, Asia, 1964 VII, 526


7. Dewey Decimal Classification Practice by MP Satija

8. Colon Classification Practice by MP Satija

9. Tripathi, SM and Shokeen NS; Fundamentals of Library Classification (Hindi) YK Publishers, Agra, 1999

10. Sharma, UC and Shokeen, NS, Colon Classification Practice (Hindi); YK Publishers Agra, 2003


13. Raju AAN, Decimal, Universal Decimal and Colon Classification, 1984


15. Dewey Decimal Classification (Latest ed)

16. Tripathi, SM, and others: Colon Classification Practice (Hindi), YK Publishers, Agra, 1999

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2.5 LIBRARY CATALOGUING - II

RATIONALE

Along with Classification, Cataloguing is the most important technique which helps quick retrieval of documents. The methods of cataloguing, various types of documents by different cataloguing codes have to be taught.

DETAILED CONTENTS

1. Cooperative and Centralized cataloguing: Basic concepts, need and purpose (06 hrs)

2. Union Catalogue: Basic concepts, need and purpose (06 hrs)

3. Subject headings:
   a) Sears List of Subject Headings (06 hrs)
   OR
   b) Library of congress list of subject headings.

4. Study of rules for description of choice and rendering of headings for main and added entries according to AACR-II, in relation to
   - Collaborators
   - Pseudonym works (14 hrs)

LIST OF PRACTICALS

Note: According to AACR-II, Anglo-American Cataloguing Rules

At least five titles are to be given for each problem for which students are to keep a record.

1. Joint authors
2. Collaborations
3. Pseudonym works
4. Anonymous
INSTRUCTIONAL STRATEGY

Teachers should use demonstration method for teaching this subject, followed by the practice by the students. Students may be taken to various libraries for understanding the concept and applications of different contents.

RECOMMENDED BOOKS

1. CCC - 5th Edition by SR Rangnathan
2. Krishan Kumar and Girja Kumar; Cataloguing Practice, Vikas Publishers, New Delhi
3. Tripathi SM and Shokeen, NS; Fundamentals of Library cataloguing; YK Publishers, Agra, 1999
4. Shokeen NS, Gupta, DK, Sharma, Sanjiv and Vijender Singh; Cataloguing Practice: CCC and AACR-II (Hindi); YK Publishers Agra, 2000
5. ALA, Rules for Filing Catalogue Cards 2nd Ed. Chicago, 1974
6. Anglo – American Cataloguing Rules – 2, 1979 or latest edition
8. Ranganathan, SR; Theory of Library cataloguing, 1938
9. Ranganathan, SR; Classified Catalogue Code, 5th Ed., Bombay Asia
10. Ranganathan, SR, Cataloguing Practice, New York, Asia, 1974

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2.6  IT TOOLS AND APPLICATIONS

L    T    P
2    -    4

RATIONALE

The aim of this subject is to focus on detailed knowledge about computer organisation. It also familiarizes the student with various operating system i.e. DOS, Windows and Linux. In addition to this, the student will be made familiar with MS PowerPoint.

DETAILED CONTENTS

Note: Relevant theory instructions should be imparted along with the practicals in each topic.

1.  Computer Appreciation  (8 hrs)

   Characteristics of Computers, Input, Output, storage units, CPU, computer system, Binary number system, Binary to decimal conversion, Decimal to Binary Conversion, Binary Coded Decimal (BCD) Code, ASCII Code.

2.  Computer Organisation  (18 hrs)

   2.1  Central Processing Unit

       Control Unit, arithmetic Unit, Instruction Set, Register, Processor Speed

   2.2  Memory


   2.3  Input Devices

       Keyboard, Mouse, trackball, joystick, Scanner, OCR, Bar-code reader, Digitiser, Voice Recognition, web cam, video cameras.

   2.4  Output Devices

       Monitors, Printers-Dot Matrix, Inkjet, Laser, Plotters, Computer Output Micro-Film (COM), Multimedia Projector, speech synthesiser

   2.5  Multimedia:

       Concepts of Multimedia and format, Text, Graphics, Animation, Audio, Images, Video; Multimedia Applications in Education, Entertainment, Marketing.
2.6 Computer Software
Relationship between Hardware and software; System Software, Application Software, compiler, Names of some high level languages

2.7 Information Technology and Society
Applications of Information in Railways, Airlines, Banking, Insurance, Inventory Control, Financial systems, Hotel management, Education, Video games, Telephones exchanges, Mobile phones

3. Overview of Linux-Basic Concepts and Applications (6 hrs)

Note: The underlying concepts may be illustrated using MS Office package/Open Office package.

LIST OF PRACTICALS

1. Operating System

1.1 Disk Operating system
Executing simple Commands, Simple file operations, Directory related commands.

1.2 Microsoft Windows

1.3 Linux
Executing simple Commands, Simple file operations, Directory related commands

1.4 Presentation Package
Creating, Opening and saving Presentations, Creating, the Look of Your Presentation, Working in Different Views, Working with Slides Adding and Formatting Text, Formatting Paragraphs, Checking Spelling and Correcting typing Mistakes, Making Notes Pages and Handouts, Drawing and Working with Objects, Adding Clip Art and other Pictures, Designing Slide Shows, Running and Controlling a Slide Show, Printing Presentations.

Note: The underlying concepts may be illustrated using MS Office package/Open Office package. The underlying concepts and theory may be taught along with the practicals.

INSTRUCTIONAL STRATEGY

Teachers should lay emphasis on developing computer operational skills. Theory should be taught along with practical demonstration and exercises.
RECOMMENDED BOOKS

MAIN READING


SUPPLEMENTARY READING

1. Turban, Mclean and Webherbe, “Information Technology and Management,”
2. Unleashed Linux – TechMedia, BPB Publications

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