

Anekant Educations Society's
Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati
(Autonomous)

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

PROFESSIONALS SKILLS IN LIS

Coarse Language	: English /Marathi
Course Category	: Library and Information Science
Mode of Evaluation	: Offline
Learning Path	: Under graduate (B.Lib.I.Sc.)
Total Periods	: 32 Hour
Weekly time Commitments	: 2 Hours
Credits	: 02

Course Objectives (COs)

1. The course aims to immerse a student in a rich learning environment that will build a strong foundation in developing professional skills.
2. Skills provide a historical and disciplinary overview of ICT applications in Library and Information Centers.
3. Upon successful completion of the programme, students will work in the libraries.
4. Building partnerships with local organizations, schools, and community groups to enhance services.

Course Outcomes (COs):

1. Ability to assist patrons in finding information and conducting research effectively.
2. Skills in selecting, acquiring, and managing library resources that reflect community interests and needs.
3. Skills in promoting library services and programs to increase community participation.
4. Commitment to ongoing learning and staying updated on trends in library and information services.



Content/ Syllabus:

Unit I Professionals Skills In Library and Information Science

- ✚ Professional Skills: Concept, Need, Advantages
- ✚ Communication Skills
- ✚ Information Technology Skills, Computer and Network Literacy
- ✚ Stress Management, Innovative and Recreational Skills

Unit II Presentation And Interview Skills

- ✚ Presentation, Preparing Curricular Vitae
- ✚ Online Application, Job Portals for LIS
- ✚ Interview Types, Preparation (Job based)
- ✚ Panel and Board, Group Discussion, Personal Interview, General Awareness
- ✚ Personality Development, Positive Attitude, Body Language

Unit III Drafting Letters in LIS context and Writing Skills

- ✚ Types of Letter: Formal, Informal
- ✚ Drafting Rules, Agenda, Minutes, Recommendations
- ✚ Files Records: Management and Maintenance

Unit IV Teaching and Learning Skills

- ✚ LIS Education: Aim and Objectives, Problems and Prospects
- ✚ Teaching Method: Lecture, Tutorial, Seminar, Symposium, Panel Discussion, Oral Test, Written Test, Assignments, Poster Presentation
- ✚ E-learning Tools, Courseware, Software, Content Management
- ✚ Student Teacher Relations

