

CSK Himachal Pradesh Krishi Vishvavidyalaya, Palampur-176 062
“University Library”

Course Outline

1. Academic year: 2022-23 2. Semester: I 3. Course No. PGS-501
 4. Credit hours : 0+1 5. Course title: Library and Information Services
 6. Name & Designation of course Instructors: Mr. Sunny Kumar (Assistant Librarian)
 7. Practical schedule:

Name of Topic	No. of tentative lectures/ practical	No. of actual lectures/ practical*	Remarks*
Practical: Friday 2:00PM TO 4:00PM			
UNIT I: Introduction to library and its services; Role of libraries in education, research and technology transfer; Classification systems and organization of library.		4	
UNIT II: Sources of information- Primary Sources, Secondary Sources and Tertiary Sources; Intricacies of abstracting and indexing services (Science Citation Index, Biological Abstracts, Chemical Abstracts, CABI Abstracts, etc.)		5	
UNIT III: Tracing information from reference sources; Literature survey; Citation techniques/ Preparation of bibliography; Use of CD-ROM Databases,		3	
UNIT IV: Online Public Access Catalogue and other computerized library services; Use of Internet including search engines and its resources; e-resources access methods.		4	
Total		16	

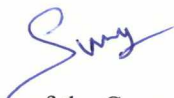
*Information to be supplied to the HOD after the completion of the course

8. Main references (Theory/Practical):

1. Special Libraries in the Electronic Environment by S. P. Singh (Author), K. Kumar (Author)
2. Library Information and Resource Sharing: Transforming Services and Collections by Beth Posner (Editor)
3. Reference Service And Sources Paperback by C.K. Sharma (Author)
4. Library Catalogue: Computerization & OPAC Services by Devendra Bhongade (Author)
5. Understanding Basics of Library and Information Science (For B.lib.sc. Examinations): Reference Services and Information Sources (Fifth Paper), and Information Technology (Seventh Paper) by K. Kumar (Author), C. Lal (Author)

9. Examination schedule:

Name of examination	Week of examination	Weightage (%)
Mid Term Practical	As per notification	30
Assignment	-	10
End Term Practical	As per notification	60
Total Marks		100



Signature of the Course Instructors

No. 606-07. Dt. 01/06/22



Signature of HOD

Copy to:

1. The Dean, PGS, CSKHPKV, Palampur

2. The Head of Department, PGD, CSKHPKV, Palampur

3. Individual Student concerned

CSK Himachal Pradesh Krishi Vishvavidyalaya, Palampur-176 062
“University Library”

Course Outline

- 1. Academic year:** 2022-23 **2. Semester:** I **3. Course No.** PGS-502
4. Credit hours : 0+1 **5. Course title:** Technical Writing and Communication Skills
6. Name & Designation of course Instructors: Mr. Sunny Kumar (Assistant Librarian)
7. Practical schedule:

Name of Topic	No. of tentative lectures/ practical	No. of actual lectures/ practical*	Remarks*
Practical: Friday 2:00PM TO 4:00PM			
UNIT I: Various forms of scientific writings- theses, technical papers, reviews, manuals, etc.; • Various parts of thesis and research communications (title page, authorship contents page, preface, introduction, review of literature, material and methods, experimental results and discussion);		4	
UNIT II: Writing of abstracts, summaries, précis, citations, etc.; Commonly used abbreviations in the theses and research communications; • Illustrations, photographs and drawings with suitable captions; pagination, numbering of tables and illustrations;		4	
UNIT III: • Writing of numbers and dates in scientific write-ups; • Editing and proof-reading; • Writing of a review article; • Communication Skills - Grammar (Tenses, parts of speech, clauses, punctuation marks); • Error analysis (Common errors), Concord, Collocation, Phonetic symbols and transcription;		4	
UNIT IV: Accentual pattern: Weak forms in connected speech; • Participation in group discussion; • Facing an interview; • Presentation of scientific papers		4	
Total		16	

*Information to be supplied to the HOD after the completion of the course

8. Main references (Theory/Practical):

1. Barnes and Noble. Robert C. (Ed.). 2005. Spoken English: Flourish Your Language.
2. Chicago Manual of Style. 14th Ed. 1996. Prentice Hall of India.
3. Collins' Cobuild English Dictionary. 1995.
4. Harper Collins. Gordon HM and Walter JA. 1970. Technical Writing. 3rd Ed.
5. Holt, Rinehart and Winston. Hornby AS. 2000. Comp. Oxford Advanced Learner's Dictionary of Current English. 6th Ed. Oxford University Press.
6. James HS. 1994. Handbook for Technical Writing. NTC Business Books.
7. Joseph G. 2000. MLA Handbook for Writers of Research Papers. 5th Ed. Affiliated East-West Press.
8. Mohan K. 2005. Speaking English Effectively. MacMillan India.
9. Richard WS. 1969. Technical Writing.
10. Sethi J and Dhamija PV. 2004. Course in Phonetics and Spoken English. 2nd Ed. Prentice Hall of India.
11. Wren PC and Martin H. 2006. High School English Grammar and Composition. S. Chand & Co.

9. Examination schedule:

Name of examination	Week of examination	Weightage (%)
Mid Term Practical	As per notification	30
Assignment	-	10
End Term Practical	As per notification	60
Total Marks		100



Signature of the Course Instructors

No. 608-09 dt: 01/06/22


Signature of HoD

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