

8. RESOURCE REQUIREMENTS

8.1 Physical Resource Requirements

LIST OF EQUIPMENT AND REFERENCE TOOLS

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| 1. | Catalogue Cabinets | 5 Nos |
| 2. | Book stack | 1 Unit |
| 3. | Periodical Racks | 1 Unit |
| 4. | Kardex | 1 Unit |
| | (Size is to be decided by HOD if not purchased in the library) | |
| 5. | Linedex | 1 Unit |
| 6. | Book Trolleys | 2 Nos |
| 7. | Filing Cabinet | 1 No |
| 8. | Paphlet Boxes (Number to be decided by Head of Department) | |
| 9. | Dictionary Stand | 1 No |
| 10. | Map Stand | 1 No |
| 11. | Classification and cataloguing aids: | |
| | - Number of sets of Dewey Decimal classification (latest edition) and colon classification | |
| | - schedules in the ratio of one set per student and one for staff | |
| | - Sears list of subject headings in the ratio of one book for three students and one for staff | |
| | - AACR (North Americal Text) and cce codes in the ratio of one code for three students | |
| | - Cutter Tables at the rate of one set for ten students | |
| 12. | Audio visual aid equipment: OHP, 16 mm film projector, slide cum filmstrip projector, VCR, VCD,PowerPoint Projection System | |
| | (One each) | |
| 13. | Typewriters in the ratio of one for two students | |
| 14. | Filing Trays | 6 nos |
| 15. | Information Sources Aids/Tools | |
| | At least one set of each reference tools as provided in the list enclosed with the syllabus content of the subject | |
| 16. | Book Selection Aids/Tools | |
| | Atleast one set of each book selection tool as specified in the syllabus of the subject | |
| 17. | Display Boards | 6 Nos |
| 18. | Exhibition stand | 2 Nos. |
| 19. | New arrival's display stands for books and periodicals | 1 No. |
| 20. | Display window | 1 No. |
| 21. | Book Rester | 2 Dozens |
| 22. | Publicity materials (consumables) | |
| | - Charts | |
| | - Paints/brushes | |
| | - Sketch pens | |
| | - Adhesives (fevicol etc.) | |
| | - Thermocol sheets | |

- Book cards
 - Catalogue cards
 - Book labels
 - Book plates
 - Display guides
 - Spine labels
 - Library posters
 - Pencil/pens etc.
 - Membership cards
23. Computers (One server system supporting 15 terminals with prescribed software)
 24. Information Technology Equipment
 25. CD ROM drives
 26. TV, tape recorder and CD player

8.2 Human Resource (as per AICTE Norms)

9. RECOMMENDATIONS FOR EFFECTIVE IMPLEMENTATION OF CURRICULUM

The following recommendations are made for effective implementation of this curriculum.

- a) While imparting instructions, stress should be laid on the development of practical skills in the students.
- b) Field visits be organized as and when required to clarify the concepts, principles and practices involved. For this purpose, time has already been provided in student centred activities
- c) Extension lectures from professionals should be organised to impart instructions in specialised areas
- d) There is no need of purchasing very costly equipment. Efforts may be made to establish linkages with local industries/field organizations
- e) Considerable stress should be laid on personality development of the student, which is very essential for any diploma holder
- f) Teachers should generate competitiveness among the students for the development of professional skills.
- g) Teachers should take interest in establishing linkages with industries and field organizations for imparting field experiences to their students
- h) Hobby clubs and other co-curricular activities be promoted to develop creativity in the students
- i) Teachers should be sent for training in the new areas relevant to their field of specialization
- j) Students should be given relevant and well thought out project assignments. This will help students in developing creativity and confidence in them for gainful employment (wage and self)
- k) A **project bank** should be developed by the department of Library and Information Science of the polytechnic in consultation with modern libraries and information centres.

10. LIST OF PARTICIPANTS

The following experts participated/contributed in the revision of curriculum for diploma programme in **Library and Information Science** during the workshop for revision of subjects of first year for Haryana state held on 05-06 June, 2003 at National Institute of Technical Teachers' Training and Research, Chandigarh.

From Field/Industries/Institutions of Higher Learning

1. Prof. AR Sethi, University Librarian, Panjab University, Chandigarh
2. Mr. Prem Parkash, Librarian, Central State Library, Sector 17, Chandigarh
3. Mr. HPS Kalra, Lecturer, Dept. of Library Science, Punjabi University, Patiala
4. Mr. Dalip Kumar, DTE, Haryana, Chandigarh
5. Dr. VS Kaushal, Punjab Engineering College, Chandigarh

From Polytechnics

6. Dr. RB Singh, Lecturer, VTI, Rohatak
7. Mr. Babu Ram, Lecturer, KC Government Polytechnic for Women, Ambala city
8. Mr. Kanwaljit Singh, HOD, KC Government Polytechnic for Women, Ambala city
9. Dr. NS Shokeen, Lecturer, KC Government Polytechnic for Women, Ambala city
10. Ms Usha Mahajan, Principal, Government Polytechnic for Women, Chandigarh
11. Ms.HK Toor, Principal, Government Polytechnic for Women, Ludhiana

From NITTTR, Chandigarh

12. Mr. Manmohan Singh, Sr. Librarian,
13. Ms. Ravinder Paul Kaur
14. Dr. DD Sharma, Asstt. Professor, EDIC
15. Ms.Ekta Bhullar, Lecturer, Computer Centre
16. Dr. KM Rastogi, Professor & Head Curriculum Development Centre
17. Mr. PK Singla, Asstt. Professor, Curriculum Development Centre

(Coordinator)

The following experts participated/contributed in the revision of curriculum for diploma programme in Library and Information Science during the workshops for revision of complete Curriculum for Haryana state held from 27 – 28 October, 2003 and 22-23 December, 2003 at National Institute of Technical Teachers' Training and Research, Chandigarh.

From Field/Industries/Institutions of Higher Learning

18. Mr. Prem Parkash, Librarian, Central State Library, Sector 17, Chandigarh
19. Mr. HPS Kalra, Lecturer, Dept. of Library Science, Punjabi University, Patiala
20. Mr. R Mishra, Dy. Librarian, IIT, Kanpur
21. Mr. S Banerjee, British Library, Chandigarh
22. Mr. BP Chauhan, Librarian, TIET, Patiala

From Polytechnics

23. Mr. Babu Ram, Lecturer, KC Government Polytechnic for Women, Ambala city
24. Mr. Kanwaljit Singh, HOD, KC Government Polytechnic for Women, Ambala city
25. Dr. NS Shokeen, Lecturer, KC Government Polytechnic for Women, Ambala city
26. Ms. Poonam, Lecturer, Government Polytechnic for Women, Chandigarh

From NITTTR, Chandigarh

27. Mr. Manmohan Singh, Sr. Librarian,
28. Mr. BB Sharma, Chief Librarian
29. Ms. Shano Solanki, Lecturer, Computer Centre
30. Mr. Amit Doegar, Lecturer, Computer Centre
31. Dr. KM Rastogi, Professor & Head Curriculum Development Centre
32. Mr. PK Singla, Asstt. Professor, Curriculum Development Centre

(Coordinator)