FOURTH SEMESTER
JM-H-4.3 Personality Development and Communications Skills

Unit 1:
- Understanding self – 'Know yourself'.
- Personality types – Four temperaments and personality. MBTI.
- Understanding personal strengths and weaknesses.
- Emotional Intelligence and competence.
- Stress management. Time management.

Unit 2:
- Communication skills
- Effective speaking. Improving vocabulary and grammar. Elements of effective speaking.
- Types of speaking – Briefing, teaching, lectures, speeches and others.
- Stages in the preparation - understanding the audience, audience analysis, subject , gathering materials, evaluating materials, presenting a talk, and other processes . Non-verbal communication and body language

Unit 3:
- Writing skills. Principles of presentation of ideas. Techniques, skills and tools for effective writing.

Unit 4
- Work and organisation psychology. Leadership and working in teams.
- Working collaboratively. Working and sharing knowledge and experience. Team development.
- Meetings and negotiation skills. Different types of meetings including video conferencing, conference calls. Conducting a meeting. Getting the best out of negotiation. Negotiation strategies.

References

Gladis, S. D. (1993). Write type, personality types and writing styles. Amherst, Mass.: Human Resource Development Press.

Gupta, S. (2009). Personality development and communication skills. Jaipur, India: Book Enclave.

Karten, N. (2010). Presentation skills for technical professionals achieving excellence.. Ely: IT Governance Publications.

Masters, L. A., Wallace, H. R., & Harwood, L. (2011). Personal development for life and work (10th ed.). Australia: South-Western Carnage Learning.

McMurry, J. H. (2002). The etiquette advantage: personal skills for social success. Wilmington, NC: Stellar Publications.

Unit 4:
- Internet services:E-mail; File Transfer Protocol (FTP); Remote Login, WWW; web 2.0; Social Netwroks- Facebook, Twitter, YouTube etc; Teleconferences, Videoconferencing; Bulletin Board Services and Document Delivery Service

Unit 5:
- Cyber laws: Electronic Document; Digital signatures, Digital certificates, Electronic contracts; Regulations of cyber laws
- IT act 2000 and its amendments

Unit 6:
- Acquaintance with search engines, search options and search techniques
- Acquaintance with the use of Internet resources and services

Note: Each student shall compulsorily maintain practical record and submit the same at the time of practical examination

References:
Bose, Kaushik (1994). Information networks in India: Problems and prospects. New Delhi: EssEss
Bradely, Phil (2002). The advanced Internet searcher's Handbook. Ed 2. London: LA
Dawson, Andy (1995). The Internet for Library and Information service professionals. London: Aslib
DRTC (1993). Library Networks in India: Seminar papers
Gopinath M A (1996). and Rama Reddy E (eds). Information access through networks. Hyderabad: Book links,
Kaul, H K (1992). Library networks: An Indian experience. New Delhi: Virgo
Lancaster, F W (1990). Electronic publishing and their implications for libraries and beyond. London: Clive Bingley
Parekh, Harsha (1999). Internet in the scholarly communication process. Mumbai: Knowledge ware
Poulten, Allen and Others (1999. The library and Information professionals guide to the world wide web. London: LA
Tanenmbanum, Andrew S (1998). Computer networks. Ed 3. New Delhi: Prentice-Hall of India
UGC (India) (1989). INFLIBNET report. New Delhi: UGC
Zen, B P (1992). The art of the Internet: A beginner's guide. New Delhi: Prentice-Hall

ML-H-4.2: DIGITAL LIBRARIES (2-0-2)

Unit 1:
- Digital Libraries:Meaning and Definitions, Nature, Objectives, Characteristics, Digital library collections
- Architecture, Interoperability, Compatibility, Protocols, standards, Metadata, Searching and Harvesting, and User Interfaces, Usability and use studies, Cross language retrieval, semantic web, multi-lingual and multi scripts issues
- Institution repositories: Purpose and definition. Steps in creation of institutional repositories. Institutional repositories in India.

Unit 2:
- Digital Resource Management: Identification, DOI/Persistent URL, Accessing, Processing, Storage and retrieval/usage of digital resources
- Study of Greenstone, Dspace and e-Prints: Objectives, Design, Platform, Features.

Unit 3:
- Multimedia: Meaning and Definition, Nature, Historical development, Branches of Multimedia
- Web designing, Animation; Formats: Visual-Image Formats, Audio-Image Formats, Internet-Related Formats
- Multimedia Authoring tools: Graphics and drawing packages, Image editing and animation software's; Digital representation and compression
- Designing a multimedia product for Web or Optical disk; Overview of multimedia software's: Ominipage, Flash, Photoshop, etc.

Unit 4:
- Web Technology:Project planning, Technical brief of the website, contents outline and content delivery plan, templates-HTML, HTML5 (Responsive web design), XML, Front page, Appearance of text, adding images, creating links, creating tables, adding sounds and hosting the web page, Subject gateways.

Unit 5:
- Working with Greenstone/DSpace/E-Prints. Building digital collections; Creating Metadata. Searching, Indexing. Modifying user interface.

Unit 6:
- Working with multi-media software: Ominipage/Flash/Photoshop.

Note: Each student shall compulsorily maintain practical record and submit the same at the time of practical examination

References:
Arms, Williams (2000). Digital libraries. Cambridge: MIT press
Carpenter, Leona., Shaw, Simon and Prescott, Andrew (1998). Towards the Digital Library. London: LA
Chowdhury, G G (2003). Introduction to Digital Libraries. London: Facet Publishing
Cooper. Michael D (1996). Design of Library Automation System: File Structure, Data Structures and Tools. New York: John Wiley
Deegan, Marylin and Tanner, Simon (2002). Digital futures: Strategies for information age. Chennai: Allied
Dspace: Open source digital library system http://www.dspace.org
Greenstone. http://www.greenstone.org/english/home.html
Lesk, M (1997). Digital libraries: Books, Bytes and Bucks. San Franscisco, Morgan Coffman
Pedley, Paul (2001). The invisible Web: Searching the hidden parts of the Internet. London: Aslib
Stem, D (1999). Digital libraries: Philosophies, technical design consideration and example Scenarios. New York: Haworth

TERI. ICDL 2004 (2004) International conference on digital libraries: Conference papers. 2V. New Delhi: TERI

Xavier, C (2000). World Wide Web Design with HTML. New Delhi : TMH

ML-H-4.3Personality Development & Communication Skills (2-0-0)

Unit 1:
- Personality Development: Basics, Developing personality, factors influencing personality, Stages of Personality development
- Personality types – Four temperaments and personality. Personality traits
- Analyzing strengths and weaknesses.
- Emotional Intelligence and competence.
- Personality and career choice and personal growth

Unit 2:
- Communication skills and barriers to communication
- Reading skills,
- Listening skills,
- Speaking skills,
- Writing skills
- Notes making skills

Unit 3:
- Leadership: Basics, styles, group dynamics, team building, interpersonal relationships
- Stress management. Time management. Participatory management, conflict management, disaster management, crisis management, change management
- Building a positive social image, Projecting a professional image,

Unit 4
- Mapping employer's expectations, capabilities of job analysis and job description
- Preparation of Bio-data, Resume, Curriculum – vitae, Bio-profile
- SWOC analysis of self, Getting ready for interview and facing interview, group discussion

References
Gladis, S. D. (1993). Write type, personality types and writing styles. Amherst, Mass.: Human Resource Development Press.

Gupta, S. (2009). Personality development and communication skills. Jaipur, India: Book Enclave.

Karten, N. (2010). Presentation skills for technical professionals achieving excellence.. Ely: IT Governance Publications.

Masters, L. A., Wallace, H. R., & Harwood, L. (2011). Personal development for life and work (10th ed.). Australia: South-Western Carnage Learning.

McMurry, J. H. (2002). The etiquette advantage: personal skills for social success. Wilmington, NC: Stellar Publications.

ML-H- 4.4: STUDY TOUR AND INTERNSHIP (0-0-2)
- **Study Tour:** There shall be an educational study tour to an identified place in the beginning of the fourth semester for a period not exceeding one week. The

Savanur, S K (2008). Research methodology for information sciences. Pune: Universal Prakashan

Simpson, I S (1990). How to interpret statistical data. London: LA

ML-S-3.5: TECHNICAL WRITING (3-0-1)

Unit 1:
- Technical writing: Definition, Overview, Purpose, Types, Characteristics, Functions
- Target groups and their requirements
- Planning, drafting editing, finishing and producing the document
- Use of editorial tools viz., Dictionaries, Style Manuals, Standards and specifications

Unit 2:
- Language and technical skills, styles, Semantics, Syntax, Diction, Sentence structure, Readability and aberrations
- Information searching and gathering skills
- Designing pages: Elements of page design, basic design guidelines, developing a style sheet
- Using Visual aids: Tables, Line graphs, Bar graphs, Pie charts, Charts, and Illustrations
- Defining, Describing, and providing set of instructions including footnotes and end notes, Summarizing

Unit 3:
- Structure and format of journal articles, seminar/ conference papers, review articles, technical reports, informal and formal reports, recommendation and feasibility reports, research proposals, monographs, dissertations/theses

Unit 4:
- Use of Adobe PageMaker and Microsoft Publisher for the preparation, production and presentation of scientific and technical communications
- Preparation and use of multimedia facilities for presentation
- Infographics

Unit 5:
- Trends in technical writing
- Marketing Communication – company white papers, reference manuals, user manuals, on-line help files, application notes, data sheet, errata, newsletters; Documentation support to software products; Business tools to technical writers – Robo help, on-line help, Adobe Frame work and its allied products

Unit 6:
- Work assignments on technical writing basics, technical writing process, techniques and style; Acquaintance, hands on experience and work assignment with software packages and business communication

Note: Each student shall compulsorily maintain practical record and submit the same at the time of practical examination

References:

Anderson, Paul V and Brockamn, R John and Miller, Carolyn (ed) (1997). New essays in Technical and scientific communication: Research, theory and Pracice. Farmingdale: NY, Baywood

Day, Robert A (1989). Writing scientific papers in English Ed 2. Philadelphia: ISI

Joshi, Yateendra (2003). Commnicating in style. New Delhi: TERI

Riodarn, Daniel G and Pauley, Steven E (2004). Technical report writing today. Ed 8. New Deli: Biztantra

Society for Technical Communication (1998). Code for communicators. Washington D C. STC

Staples, Catherine and Ornatowski, Cezar (Ed) (1997). Foundations for teaching technical Communications: Theory, Practice and Program Design. Greenwitch, CT: Ablex

Xerox Publishing standards (1988). A manual of style and design. New York: Xerox press

ML-S-3.6: INFORMETRICS AND SCIENTOMETRICS (3-0-1)

Unit 1:
- Informetrics: Origin, Meaning and Definition, Technologies, Evolution of Informetrics and Scientometrics
- Sources of data, Planning and carrying out a Informetrics study, Informetrics tools

Unit 2:
- Study of Bradford's law of scattering, Lotka law of Scientific productivity, Zipf's law of word occurrence, Price's Square root law, 80/20 rule

Unit 3:
- Describing literature: Growth models, Scattering and Seepage, Identification, Defining and describing of subject literature
- Obsolescence: Concept, Synchronous vs Diachronous studies, Methodology for study of obsolescence of literature

Unit 4:
- Concept of authorship, Credits, Ethics and Problem of Authorship; Concept of solo and collaborative research – Identification, Measurement and quantification
- Citation analysis: Concept, Reasons for citations, history and development of citation analysis, Normative theory of citing, Citation behaviour, Co-citation, Bibliographical coupling

Unit 5:
- Cybermetrics (Webometrics): Qualitative analysis of scholarly scientific communications, hypertext links and various phenomena on the web; Altmetrics

Unit 6:
- Acquaintance and hands on experience with various bibliometrics, scientometrics and webometrics techniques particularly in classical laws and citation analysis.