

**Dr B R AMBEDKAR OPEN
UNIVERSITY
Hyderabad, Telangana
Programme Project Report – PPR**

Name of the Faculty/Department: Faculty of Social Sciences/Department of Library & Information Science.

Name of the Programme: Bachelor of Library and Information Science (BLISc)

S.No.	Parameters	Details
a.	Programmes Mission & Objectives: <i>(its alignment with industrial/ learner demands)</i>	<ol style="list-style-type: none"> 1. Prepare and equip the students with the necessary professional skills in the management of Library & Information Centres. 2. Make the students understand the role of Library & Information Centres in the Society. 3. Familiarize the students with various reference and information sources available in both print and electronic media. 4. Train the students in the use of different classification schemes, catalogue codes. 5. Acquaint the students with basic skills of Information Technology. 6. Help the students to improve the English Language Skills to make them competitive in the work place. 7. Train the students to build good public relations with the administration, faculty, researches and the user community in the library.
b.	Relevance of program with Dr. BRAOU's Mission & Goals:	Dr. B.R.Ambedkar Open University is the first open University established with the objective to create equal higher educational opportunities to a large segment of the population by implementing innovative practices in Teaching Learning methodologies. The Programme BLISc. is relevant to prepare professionals to fulfill the needs and requirements of the Information Age.
c.	Nature of prospective target group of learners: <ol style="list-style-type: none"> 1. Specify the target group: 2. Needs of the target group: 	<ol style="list-style-type: none"> 1.Target Group: <ol style="list-style-type: none"> i) Bachelor's degree with 50% marks (45% for students of SC/ST/OBC/PH category); ii) Graduates with working experience in a recognized library with minimum of one year experience in a regular or substantial post of the rank of a Record Assistant or above (Experience certificate to be in the proforma provided by the university) iii) Bachelor's degree with a Diploma or Certificate in Library Science from Government recognized institutions; iv) Professional Graduates (Law, Pharmacy, Engineering) 2. To become a Librarian and promotion in career advancement in Library & Information Science profession.

d.	<p>Appropriateness of program to be conducted in Open & Distance Learning (ODL) mode to acquire specific skills & competencies: Specify the expected learning outcomes in terms of:</p> <ol style="list-style-type: none"> 1. Learning outcomes: 2. Knowledge attainment: 3. Transferable Skills and Competencies: 4. Reflection of academic, professional and occupational standards: 	<p>1. Learning Outcomes: Prepare and equip the students with necessary professional skills in the management of Library & Information Centres</p> <p>2. Knowledge attainment: Make the students understand the role of LICs in the society. Familiarize the students with various information sources available in both print and electronic media.</p> <p>3. Transferable Skills and Competencies: Acquaint students with basic skills of Information Technology. Help the students to improve English Language Skills to make them competitive in the workplace.</p> <p>4. Reflection of academic, professional and occupational standards: "Reflection is the process of engaging with learning and/or professional practice that provides an opportunity to critically analyses and evaluates that learning or practice. The purpose is to develop professional knowledge, understanding and practice that incorporate a deeper form of learning which is transformational in nature and is empowering, enlightening and ultimately emancipator".</p>
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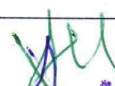
e.	<p>Instructional Design:</p> <ol style="list-style-type: none"> 1. Curriculum design (<i>Outcome of Expert Committee meeting; Programme Structure: specify the theory, practical, fieldwork, project, etc components</i>): 	<p>The curriculum design and delivery is an outcome of the expert committee meeting. It comprises of Theory and practical component. The entire curriculum is developed as per the regulations of the UGC applicable for ODL institutions.</p> <p>First Semester</p> <table border="1" data-bbox="844 1302 1477 1785"> <thead> <tr> <th></th> <th>Course title</th> <th>Credits</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>English for LIS Professionals (LSC)</td> <td>3</td> </tr> <tr> <td>2</td> <td>Public Relations in LICs (AECC)</td> <td>3</td> </tr> <tr> <td>3</td> <td>Basic Computer skills (Practicals) (SEC)</td> <td>3</td> </tr> <tr> <td>4</td> <td>Scholarly Communication (GE)</td> <td>3</td> </tr> <tr> <td colspan="3">Discipline Specific Courses (DSC)</td> </tr> <tr> <td>5</td> <td>Library & Society</td> <td>6</td> </tr> <tr> <td>6</td> <td>Information Technology Basics</td> <td>6</td> </tr> <tr> <td>7</td> <td>Library Classification – Theory & Practice</td> <td>6</td> </tr> <tr> <td colspan="2">TOTAL</td> <td>30</td> </tr> </tbody> </table> <p>Second Semester</p> <table border="1" data-bbox="844 1848 1477 1976"> <thead> <tr> <th></th> <th>Course title</th> <th>Credits</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Database Design (Practicals) (SEC)</td> <td>3</td> </tr> <tr> <td colspan="2">DSE (choice of one from two</td> <td></td> </tr> </tbody> </table>		Course title	Credits	1	English for LIS Professionals (LSC)	3	2	Public Relations in LICs (AECC)	3	3	Basic Computer skills (Practicals) (SEC)	3	4	Scholarly Communication (GE)	3	Discipline Specific Courses (DSC)			5	Library & Society	6	6	Information Technology Basics	6	7	Library Classification – Theory & Practice	6	TOTAL		30		Course title	Credits	1	Database Design (Practicals) (SEC)	3	DSE (choice of one from two		
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		courses offered)	
		2 Electronic Resources in Science & Technology	6
		2 Electronic Resources in Social Sciences & Humanities	
		DSC	
		3 Management of Library & Information Centres	6
		4 Information Sources & Services	6
		5 Library Cataloguing – Theory & Practice	6
		6 Report on Library Visit (Library Practical Work)	3
		TOTAL	30
	2. Total Credit hours (including course wise):	No. of teaching hours for 3 Credit courses = 6 hours No. of teaching hours for 6 Credit courses (DSC4, 5) =12 hours No. of teaching hours for 6 Credit Practical courses (DSC3, 6) = 6 hrs. Theory & 12 hrs. Practical (Total 16 hrs each)	
	3. Detailed syllabi:	Semester - I 1. English for LIS Professionals Block-I BASIC SKILLS IN ENGLISH Block-II CORRESPONDENCE Block-III LIBRARY REPORTS & PROCEDURES 2. AECC: Public Relations in LIC BLOCK-I: COMMUNICATION AND PUBLIC RELATIONS BLOCK-II: STAKEHOLDERS RELATIONSHIPS BLOCK-III: MEDIA STRATEGY 3. Basic Computer Skills BLOCK-I: BASIC COMPUTER SKILLS BLOCK-II: MS-OFFICE BLOCK-III: INTERNET, EMAIL & SOCIAL MEDIA 4. Scholarly Communication BLOCK-I: INTRODUCTION BLOCK-II SCHOLARLY WRITING BLOCK-III TRENDS IN SCHOLARLY COMMUNICATION 5. Library & Society BLOCK-I: LIBRARY AS A SOCIAL INSTITUTION BLOCK-II: DEVELOPMENT OF LIBRARIES BLOCK-III: LIBRARY LEGISLATION AND OTHER ACTS BLOCK-IV: LIBRARY ORGANIZATIONS AND ASSOCIATIONS 6. Information Technology Basics BLOCK-I: APPLICATION AREAS OF INFORMATION TECHNOLOGY BLOCK-II: INTERNET AND WORLD WIDE WEB BLOCK-III: INFORMATION TECHNOLOGY & LIBRARIES BLOCK-IV DIGITAL LIBRARIES 7. Library Classification – Theory & Practice	

		<p>Block-I: LIBRARY CLASSIFICATION - Theory Block-II: NOTATION SYSTEM PART-II: CLASSIFICATION PRACTICE (DDC 23rd Edition) Block-III: CLASSIFICATION OF DOCUMENTS (DDC-23) Block-IV: USE OF TABLES & MULTIPLE SYNTHESIS</p> <p>Semester – II 1. Database Design (Practicals) BLOCK-I INTRODUCTION BLOCK-II DATABASE DESIGN USING WINISIS BLOCK-III INTERNET & ONLINE DATABASE SEARCHING</p> <p>2. Electronic Resources in Science & Technology BLOCK-I SCIENCE INFORMATION BLOCK-II E-RESOURCES BLOCK-III METRICS & CITATIONS BLOCK-IV EMERGING TRENDS</p> <p>2. Electronic Resources in Social Science & Humanities BLOCK-I SOCIAL SCIENCE INFORMATION BLOCK-II E-RESOURCES - I BLOCK-III Metrics & Citations BLOCK-IV EMERGING TRENDS</p> <p>3. Management of Library & Information Centres Block-I: MANAGEMENT PRINCIPLES & ORGANISATION Block-II: LIBRARY GOVERNANCE Block-III: COLLECTION DEVELOPMENT Block-IV: CIRCULATION AND MAINTENANCE</p> <p>4. Information Sources & Services Block-I: INFORMATION SOURCES - I BLOCK-II INFORMATION SOURCES - II BLOCK-III: INFORMATION SERVICES BLOCK-IV : USER NEEDS & USER EDUCATION</p> <p>5. Library Cataloguing Theory & Practice Block-I: LIBRARY CATALOGUING - INTRODUCTION Block-II: STANDARDS & TRENDS Block-III: CATALOGUING OF DOCUMENTS USING AACR2R (PRINT MATERIALS) Block-IV: CATALOGUING OF DOCUMENTS USING AACR2R (NON BOOK MATERIALS)</p> <p>6. Report on Library Visit (Library Practical Work) Project Report</p> <p>Minimum Duration: 1 Year – Two semesters Maximum Duration: 2 Years Minimum Age: No bar Maximum Age: No bar</p> <p>English & Telugu Medium</p>
	<p>4. Duration of the programme (<i>Minimum & Maximum</i>):</p>	
	<p>5. Medium of instruction:</p>	

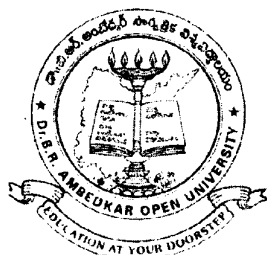
	<ol style="list-style-type: none"> 3. Fee structure: 4. Financial assistance to learners (if any): 5. Activity planner of all academic activities of the academic session: 6. Policy for Evaluation of learner progress along with methods and tools: 	<p>certificate to be in the proforma provided by the university).</p> <p>iii) Bachelor's degree with a Diploma or Certificate in Library Science from Government recognized institutions;</p> <p>iv) Professional Graduates (Law, Pharmacy, Engineering).</p> <ol style="list-style-type: none"> 3. Rs. 5300 per BLISc one year programme. 4. No Financial Assistance to the candidates. 5. Academic Almanac is provided at time of Academic year starting. <p>Evaluation: The University uses summative/term end evaluation for assessing the progress of its learners and evaluation of their performance. Formative/ Continuous evaluation is conducted at two levels i.e. through self check exercises in-built into the SLMs; practical assignments. Summative/term end evaluation is through theory and practical based term end examinations. Digital online evaluation of Semester-end examination scripts comprising of Summative and formative assessment comprising of objective type questions in each subject.</p>
g.	<p>Requirement of the laboratory support and library resources:</p> <ol style="list-style-type: none"> 1. Laboratory support to the learners (if any): 2. Provision of Practical book for learners (if any): 3. Provision of Virtual Reality methods for Practicals in case of Online learning (if any): 	<ol style="list-style-type: none"> 1. Lab support: For practical based courses practical sessions are conducted in face to face mode (which is compulsory component) in laboratories at Learner Support Centres well equipped with such facilities. 2. Library facility is available at all Learner Support Centres; Regional Centres and Headquarters of the University. 3. In the SLM practical component is included to provide comprehensive understanding. 4. Online classes are conducted.
h.	<p>Cost estimate of the program and the provisions:</p> <ol style="list-style-type: none"> 1. Indicate the budgetary requirement for: <ol style="list-style-type: none"> 1. Programme Development: 2. Delivery: 3. Maintenance: 	<ol style="list-style-type: none"> 1. Programme development being an ongoing process and it is reviewed as per the policy of the Academic Regulatory Body of the University. As a precursor to the development of the programme, cost analysis will be done. 2. Budgetary allocation for course development, course material printing and distribution, development of Audio and video lessons and e-content development will be earmarked by the University. 3. The Learner Support Branch maintains the courses offered by the Academic Faculties and provides the necessary counseling support for all the courses.

i.	<p>Quality assurance mechanism and expected program outcomes*:</p> <ol style="list-style-type: none"> 1. Define the review mechanism of the Programme for enhancing the standards of curriculum, instructional design relevant to professional requirements: 2. Define Programme benchmark statements: 3. Mechanism for monitoring the effectiveness of the programme: <p>*Minimum standards must adhere to UGC (ODL) Regulations, 2017 and directions of the Statutory Bodies of the University.</p>	<p>Quality Assurance mechanism: University has:</p> <ul style="list-style-type: none"> ➤ Standard norms and procedures for course design and development; ➤ Standard norms and procedures for establishment of LSCs, ➤ Standard norms for appointment of academic counsellors and evaluators; ➤ Involving external experts in maintaining quality of curriculum design and development , including student evaluation; ➤ All activities of LSCs and examination Centres are monitored by University. <p>1. The University has standardized its courseware based on the credit system. To further standardize its courses it has developed its own house style. There is a mechanism in place for continuous quality assessment for design, development and delivery of its academic programmes. The quality is assured at different phases by statutory bodies of the University namely: Faculty, Board of Studies, and Academic Expert Committee. Programme evaluation is the norm before undertaking revision of the programme.</p> <p>Expected programme outcomes: Learners are expected to acquire knowledge, skills and competencies in the subject area appropriate for Bachelor Graduates in Library and Information Science for managing Libraries and Information Centres.</p>
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 Signature of Head of the Department with seal
 DEAN,
 Faculty of Social Science
 B. R. AMBEDKAR OPEN UNIVERSITY
 HYDERABAD


 Signature of Dean of the Faculty with seal
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 Faculty of Social Science
 B. R. AMBEDKAR OPEN UNIVERSITY
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 Signature of the Director Academic with seal
 B.R. Ambedkar Open University,
 Hyderabad-500 033,



Dr. BRAOU

Report on Compliance status of 'Quality assurance guidelines of learning materials in multiple media and curriculum and pedagogy

Name of Faculty/Department: Faculty of Social Sciences/Department of Library and Information Science

Name of the Programme: Bachelor of Library and Information Science (BLISc.)

S.No.	Parameters	Details (Please tick)
a. Learning Materials	<p>I) SLM is :</p> <p>(a) Self - explanatory</p> <p>(b) Self - contained</p> <p>(c) Self - directed</p> <p>(d) Self - Motivating</p> <p>(e) Self - Evaluating</p> <p>II) SLM Comprises :</p> <p>(a) Overview of Units</p> <p>(b) Objectives</p> <p>(c) Activities</p> <p>(d) Assignments</p> <p>(e) Additional Resources</p> <p>III) SLM has :</p> <p>(a) Credit value assigned for each module or unit in the course</p> <p>(b) Provides Scope for practice at once own pace and own time</p> <p>IV) SLM has :</p> <p style="padding-left: 20px;">Guidelines for :</p> <p>(a) academic integrity</p> <p>(b) Internet etiquette</p> <p>(c) Expectation regarding activity</p> <p>(d) Discussions</p> <p>(e) Plagiarism</p>	<p>(✓)</p> <p>(✓)</p> <p>(✓)</p> <p>(✓)</p> <p>(✓)</p> <p>(✓)</p> <p>(✓)</p> <p>(✓)</p> <p>(✓)</p> <p>(✓)</p> <p>(✓)</p> <p>(✓)</p> <p>(✓)</p> <p>(✓)</p> <p>(✓)</p> <p>(✓)</p> <p>(✓)</p>

S.No.	Parameters	Details (Please tick)	
\	(c) Level and style of presentation and language simple and appropriate	(✓)	
	(d) Clear information on types of support materials and study activities	(✓)	
	(e) Aims, objectives and target audience for the audio or video material are clearly defined	(✓)	
	(f) conforms to the learning out comes	(✓)	
	(g) clear guidelines with regard to the use of the audio or video material	(✓)	
	(h) Audio or video material are given is developed in forms and formats that are easily accessible by the learners and compatible with web-based delivery.	(✓)	
	(i) provides continuity and coherence	(✓)	
	(j) content is interactive with appropriate use of graphics, animations simulations etc., to keep the learners engaged.	(✓)	
	C. Online and Computer based Material		
	(a) The digital content is made available in accessible format such as processing, Portable Document Format or E-Pub format.	(✓)	
	(b) The file size is accessible and downloaded	(✓)	
	(c) course content (in digital format is) easy to navigate and searchable	(✓)	
	(d) The digital content is Unicode compliant	(✓)	
	(e) Digital content gives special attention to the leaners with disabilities.	(✓)	
	(f) Digital content available across platforms and devices	(✓)	
	(g) Audio-video material is made available through streaming		
	(h) The compression of the digital files is optimized so that the quality is not compromised and content is easily accessible.	(✓)	
	(i) The required players are made available to learners.	(✓)	
	D. Curriculum and Pedagogy : Quality Standards		
	Curriculum objectives are :		
(a) Consistent with the mission of Dr.BRAOU	(✓)		

S.No.	Parameters	Details (Please tick)
	(b) Involves all the stakeholders	(✓)
	(c) Follows the University Grants Commission Model of Curriculum or learning outcomes based Curriculum Framework (LOCF) and incorporates local or regional needs	(✓)
	(d) Curriculum appropriate to the stage of learning.	(✓)
	(e) Linkages are given to previous and subsequent stages of learning.	(✓)
	(f) Provides learning experiences which allow in diversity of methods (like learning from practice, opportunities for distributed and concentrated practice, learning with peers, learning in formal situations inside and outside the department, personal study, specific teacher inputs etc).	(✓)
	(g) The structure of curriculum is defined.	(✓)
	(h) Strategy on teaching and learning methods is worked out.	(✓)
	(i) Instructional methods or pedagogy and the media mix are clearly spelt out.	(✓)
	(j) The content is reliable and justifies the learning outcome(s).	(✓)
	(k) Curriculum is relevant to national competency requirement.	(✓)
	(l) Description of credit value for each module or unit in the course is given.	(✓)

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Head of the Department

**DEAN,
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B R AMBEDKAR OPEN UNIVERSITY
HYDERABAD-500 032**

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**DEAN,
Faculty of Social Science
B R AMBEDKAR OPEN UNIVERSITY
HYDERABAD**

Dean, Faculty

[Handwritten Signature]
Director (Academic)

**B.R. Ambedkar Open University
Hyderabad-500 032.**

S.No.	Parameters	Details (Please tick)
	(c) Collaborative learning tasks.	(✓)
	(d) opportunities for observing others	(✓)
	(e) Self-evaluation.	(✓)
	IV) Consideration the Learner Profile	
	(a) literary level (including level of language proficiency)	(✓)
	(b) age group	(✓)
	(c) information communication Technology skills	(✓)
	(d) aim of study,	(✓)
	(e) personal background and home situation	(✓)
	(f) prior knowledge	(✓)
	(g) prior skills, learning situations etc.,	(✓)
	V) Background of learner	
	(a) It is considered the accessibility of course resources and references at the place of learning.	(✓)
	(b) Learning objectives and outcomes are considered prior to developing learning materials.	(✓)
	VI) Group of Learning Material	
	(a) SLM Course Materials	(✓)
	(b) e-books	(✓)
	(c) practical book	(✓)
	(d) student's handbook	(✓)
	(e) question bank,	()
	(f) assignment book	()
	(g) Audio Video material	(✓)
	(h) programme guide,	(✓)
	(i) project manual	(✓)

Head of the Department

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Dean, Faculty

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