

Bachelor of Library and Information Science
(B.Lib.I.Sc.)
1st Semester

Ravi *Ravi*
Ravi
Arun

Curriculum
(2023-2024 Admitted Students)



SCHOOL OF EDUCATION & LIBRARY SCIENCE

Bachelor of Library and Information Science

(Department of Library and Information Science)

VISION STATEMENT OF EKLAVYA UNIVERSITY

Eklavya University, will transform lives and communities through learning.

MISSION STATEMENT OF EKLAVYA UNIVERSITY

- Nurture achievers in life and careers through a value based, industry relevant and future ready education.
- Emphasize research, interdisciplinary learning, and practical hands on education.
- Equip every student with the required social and technical skills to achieve employment generation.
- Provide a holistic education deeply rooted in the ways of the traditional Gurukul system.
- Bring quality education within the reach of every individual, by committing to the achievement and maintenance of excellence in education, research and innovation.
- Create and disseminate knowledge through research and creative inquiry.
- Serve students by teaching them problem solving, leadership and teamwork skills, lateral thinking, commitment to quality and ethical behavior.
- Create a diverse community, open to the exchange of ideas, where discovery, creativity, and personal and professional development is encouraged and can flourish.
- Contribute to the social fabric and economic health of the Bundelkhand region, the state and the country at large, by enhancing and facilitating economic empowerment, providing equal opportunities and employment generation.

Arjun

Deep

Arjun

[Signature]

VISION STATEMENT OF LIBRARY AND INFORMATION SCIENCE DEPARTMENT

The Library and Information Science Program cultivates the knowledge and skills needed to prepare librarians and information professionals to manage and evaluate information effectively, to take leadership roles in information settings, to effectively manage organizational and technological change, and to assist diverse information users in effectively accessing and utilizing information for personal, public and organizational decision making and problem solving.

This high-quality professional education informs relevant, ethical and effective practice in a rapidly changing multicultural, multiethnic and multilingual society. Students will be engaged in a student-centered learning environment that focuses on both practice and theory-based principles that prepare them to be critical consumers of research and reflective practitioners. They will participate in scholarly and community-based research, building professional relationships and modeling the behaviors needed to effectively provide service to their communities, meet the needs of underserved groups, and provide library and information services in a rapidly changing technological and global society.

MISSION STATEMENT OF LIBRARY AND INFORMATION SCIENCE DEPARTMENT

In an information society, information professionals need skills and knowledge to assume roles of leadership in organizations that provide or rely upon information. The BLIS Program offers a distinguished professional education relevant in a rapidly evolving age of information and based on the practices and underlying theories of information acquisition, organization, transmission and utilization. It should be crisp and goal oriented.

PC *WAP* *Atim*
SR



Bachelor of Library and Information Science

(Department of Library and Information Science)

PROGRAMME EDUCATIONAL OBJECTIVES (PEOs)

The Department of Library and Information Science is committed to excellence and innovation in the education of librarians and other information professionals, the creation of knowledge and service in a diverse and changing global information environment.

- To cope with the increasing demand for higher education and trained human resources in the field of Library & Information Science.
- To provide quality education at reasonable fee structure.
- Exercise and enact the values and principles of the field and its specializations with an awareness of overarching social responsibility associated with progressive public service for the public good.
- To provide students with opportunities to develop cutting-edge technological skills and competences used across the information professions.

Atiur
Per
SD
Pano



Bachelor of Library and Information Science (Department of Library and Information Science)

PROGRAMME OUTCOMES (POs)

Bachelor of Library and Information Science (B.Lib.I.Sc.) is One year duration undergraduate programme in Library Science, B.Lib.I.Sc. is designed to give students an understanding about philosophy of library science, principles, fundamentals laws and social impact.

Upon successful completion of the programme the graduate would be able to:

- Understand about libraries and librarianship.
- Get acquainted with various standards and tools being used in processing, managing and retrieving information resources.
- Manage information traditionally as well as in modern ways.
- Apply skills in carrying out professional activities such as
 - (i) acquisition, accessioning, classification, cataloguing, and physical processing of documents;
 - (ii) housekeeping operations using library management software and Information and Communication Technologies;
 - (iii) maintaining library collection and;
 - (iv) educating users

Atish
SR



Bachelor of Library and Information Science (B.Lib.I.Sc.)

PROGRAMME SPECIFIC OUTCOMES (PSOs)

- **Professional Skills** – Graduate will be able to develop efficient and effective professional skills using modern library techniques.
- **Disciplinary knowledge:** Capable of demonstrating comprehensive knowledge and understanding of major concepts, principles, theories and laws of various subjects in Library and Information Science and other related fields of study,
- **Digitally literate:** Capable of using digital technology for library housekeeping operations, and for searching information from online public access catalogue, Internet and online databases.
- **Librarianship as a profession**– Ability to serve the information for advancement of society and self.

Atiwa

Ram

JD

Bachelor of Library and Information Science

(Department of Library and Information Science)

CREDIT STRUCTURE

Category-wise Credit Distribution

Courses	Credits
Programme Core courses	20
Programme Electives	0
Summer internship	0
Project	0
Total	20

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

(Bachelor of Library and Information Science)

**DETAILED CURRICULUM
1st Semester**

Atiur

*P. in
Library*

SA

EKLAVYA UNIVERSITY, DAMOH (M.P.)
Scheme of Examination- B.LIB. I. SC 1st Sem. (NEP)

For batch admitted in Academic Session 2023-24

Subject wise distribution of marks and corresponding credits

S.N o.	Subject Code	Subject Name	Maximum Marks Allotted				Total Marks	Contact Periods Per week			Total Credits		
			Theory Slot			Practical Slot		L	T	P			
			Final Year Exam.	IE/ CCE	Assignment/a ttendance	Internal Assessm ent						External Assesse ment	
1	23M1LIBA1T	Foundations of Library and Information Science	60	30	10				4	0	0	4	
2	23M1LIBB1T	Library Classification (Theory)	60	30	10				100	4	0	0	4
3	23M1LIBC1T	Library Classification (Practice)	60	30	10				100	0	0	2	2
4	23M1LIBD1T	Basics of Information and Communication Technology (Theory)	60	30	10				100	4	0	0	4
5	23M1LIBD1P	Basics of Information and Communication Technology (Practical)	60	30	10				100	0	0	2	2
6	23M1LIAE1T	Communication Skills	60	30	10				100	4	0	0	4
		TOTAL	360	180	60	40	60		600	16	0	4	20

HOD

Arjun
Dean

Exam Controller

Registrar

Vice Chancellor

Arjun
Arjun
Arjun

Course code	FUNDAMENTALS OF LIBRARY AND INFORMATION SCIENCE	L	T	P	C
23M1LIBA1T	Paper 1	4	0	0	4
Title	Foundations of Library and Information Science	Syllabus version			
Pre-requisite	To Study this course student must have graduation in any discipline	Mark:100			
Course Type	Core Course				
Course Objectives:					
<ul style="list-style-type: none"> To provide theoretical foundations of libraries and library science. To learn the features of the different types of libraries and information agencies and Recent Trends of libraries. To know principles, legislation and Professional Associations and services. 					
Course Outcome:					
students will able to know:					
<ul style="list-style-type: none"> The foundational aspects of library and information science (LIS), in terms of history, significant developments, major themes, organizations and institutions. To examine major conceptual frameworks for LIS practice and theory, the user perspectives and the history of the modern libraries in India. About different types of libraries. Awareness of different Indian library legislation acts. The five laws of library science, profession and professional ethics. 					
Student Learning Outcomes (SLO):					
<ul style="list-style-type: none"> Comprehend the concept of information and the discipline of Library and Information Science Understand the development of libraries Know the role of libraries in the development of various aspects of society Comprehend the basic philosophy of Library and Information Science Understand laws related to libraries and information Understand librarianship as a profession Assess the role of national and international library associations and organizations 					
UNIT-I					12 Hours
Library as a Social Institution :- Social and Historical of library. Roles of Library in Society Role of Web and Social Media in Library and Information center. Types and Functions of Libraries. <ul style="list-style-type: none"> National Libraries Public Libraries Academic Libraries Special Libraries 					
UNIT-II					12 Hours
Laws and Legislation :- Five laws of Library Science Library Legislation : Need, Features Library Legislation in India Brief outline of various Acts and Provisions.					

Aticus

Perum




The Press and Registration of Books Act 1867
The Delivery of Books and Newspapers (Public Libraries) Act 1954
Copyright to Information Act 2005
Information Technology Act 2000
Plagirism Regulations in India (UGC) 2018

UNIT-III

12 Hours

Information & Communication :-

Information : Definition, Characteristics, Nature, Value and use
Information Science : Definition, Scope and objectives
Conceptual difference between Data, Information & Knowledge
Communication of Information :- Information, Generation and Diffusion.

UNIT-IV

12 Hours

Library Development and Professional Associations :-

Library Movement and development in India
Development of Library and Information Science education in India and Madhya Pradesh.
Library Cooperation and resource sharing
Role of Professionals associations
National – ILA, IASLIC & IATLIS
International – CILIP

UNIT-V

12 Hours

Promoters of Libraries and Information Services :-

Library Promoters: Functions, activities and their role on the development of Library and Information Center.
National Promoters : NISSAT, CSIR, ICSSR, UGC and INFLIBNET, RRRLF
International Promoters : UNESCO, IFLA
Attribute of a Profession, Librarianship as a Profession, Professional Ethics.
Role of Library Professionals in Digital Era.

Keywords / Tags :- Library history, Library knowledge society, Library service, Social Media, Library types, five laws, Library Legislation, Library Legislation – India, Information Science, Information Communication, Library development India, Library Cooperation, ILA, IASLIC, IATLIS, CLIP, NISSAT, CSIR, Library UGC, INFLIBNET, RRRLF, UNESCO, IFLA..



Text Book(s)

1. Sharma, Hemant (2007). Uttar Pradesh Sarvajankpustakalyapranaliawam (U.P. public library act, 2006): samikshatmak Mulyankan . Agra. Y.K Publishers
2. Deshpande, K.S.(1985). University library system in India. New Delhi: Sterling.Khanna, J.K. (1987). Library and society. Kurukshetra: Research Publisher.
- 3 .Kumar,Krishna.(1987). Library organization. New Delhi:vikas 4.Kumar,P.S.G.(2003) Foundations of Library and Information Science. UGC Model Curriculum. New Delhi: Manohar.

Reference Book(s)

1. Ranganathan, S.R. (1957). Five laws of Library Science. 2nd Ed., Bangalore: SaradaRanganathan Endowment for Library Science.
2. Richard, E.R. (2000). Foundations of Library and Information Science. Neal-Schuman.

3. Shera, J.H.(1965) Libraries and organization of knowledge.HampdenArchan
4. Surendra, S. &Sonal Singh. Ed. (2002).Library Information Science and society. New Delhi: ESS ESS.

Atier -> fern 


Course code	KNOWLEDGE ORGANIZATION (THEORY)	L	T	P	C
23M1LIBB1T		4	0	0	4
Title	Library Classification (Theory)	Syllabus version			
Pre-requisite	To Study this course student must have graduation in any discipline	Mark:100			
Course Type	Core Course				
Course Objectives:					
<ul style="list-style-type: none"> To know the basic features and trends in classification and cataloguing. To provide the theoretical knowledge of classification and cataloguing. To know the features of various standards of classification and cataloguing. 					
Course Outcome:					
<ul style="list-style-type: none"> The students will Know Why and how to develop knowledge organization systems. The implications of knowledge organization systems and approaches. The theory and practices involved in library classification. The library classification schemes and the trends in classification. 					
Student Learning Outcomes (SLO):					
<ul style="list-style-type: none"> Explain the nature and attributes of universe of knowledge Elaborate meaning and types of subjects and modes of subject formation Illustrate knowledge as mapped in different classification schemes Express the meaning, purpose, functions, theories and canons of library classification Elucidate various facets of notation and call number Discuss the characteristics, merits and demerits of different species of library classification schemes Highlight salient features of major classification schemes Review current trends in library classification 					
UNIT-I					12 Hours
Basic Concept :-					
Classification - Nature, Definition, Purpose and Scope					
History of Library Classification					
Introduction to colon Classification and Dewey Decimal classification					
Species of Classification scheme					
UNIT-II					12 Hours
Theory of library classification :-					
Ranganathan's Normative Principles of Classification					
Formation, Structure and Development of Subjects					
Fundamental categories					
UNIT-III					12 Hours
Notation and Construction of Class Number :-					
Notation – Definition, Need, Types and Qualities					
Class Number, Book Number and Collection Number					
Construction of Class Numbers					
UNIT-IV					12 Hours
Classification Devices :-					
Mnemonics					
Isolates : Types, Qualities and Use					
Phase Relation Types					

Devices : Definition, Need, Types and Functions

UNIT-V

12 Hours

Trends and Future of Library Classification :-

Online Classification Scheme – Web Dewey

Taxonomy

SKOS

Trends in Classification

Keywords/Tags :- Library Classification Colon classification, Dewey decimal Classification, Normative Principles of Classification, subject formation, subject structure Notation, Class Number, Book Number, Mnemonics, Isolate, Phase relation, Classification device, Mnemonics, Isolate, Phase relation, Classification device.

Text Book(s)

1. Gautam, J.N.andSingh,Niranjan (1997).Modern Library Classification: Theoretical Analysis. Agra: Ram Mehra.
2. Tripathi,S.M and Others (1997).Modern Library Classification: Theoretical Analysis.AgraShri Ram Mehra& co.
3. Chan, L.M.(1994). Cataloguing and classification: An introduction. 2nd Ed. New Delhi: McGraw Hill.
4. Dhyani, P.(1998). Library Classification: Theory and practice. New Delhi: VishwaPrakashan.

Reference Books

1. Krishan Kumar (1988) Theory of Library Classification, 4 Ed. New Delhi: Vikas.
2. Parkhi, R.S. (1977). Library Classification: Evolution of a dynamic theory. Bombay: Asia.
3. Kumar, P.S.G.(2003). Knowledge organization, Information processing and retrieval theory. Delhi: BR.
4. Ranganathan, S.R. (1957 &1965). Prolegomena to Library Classification, Ed2, London:LA.
5. Raju, A.A.N.(1984). Dewey decimal; Universal decimal and colon classification: A study in comparison. New Delhi; Ajanta publications.

Arjun

Pam

Rahul

SD

Course code	KNOWLEDGE ORGANIZATION	L	T	P	C
23M1LIBC1T	Paper	0	0	4	4
Title	Library Classification (Practice)	Syllabus version			
Pre-requisite	To Study this course student must have graduation in any discipline	Mark:100			
Course Type	Core Course				
Course Objectives:					
<ul style="list-style-type: none"> To explore the features of CCC To provide th practical classification skills of CCC To explore the feature of AACR-II and CCC 5 Ed. To provide the practical cataloguing skills according to AACR-II and CCC 5ed To know the Assigning the subject headings. 					
Course Outcome:					
<ul style="list-style-type: none"> To acquaint in cataloguing of documents according to AACR-2 and CCC-5 th ed. Different rules of catalogue entries About rules of cataloguing of books and non-books materials 4. To educate the learners about the rules for personal and corporate authors. 					
Student Learning Outcomes (SLO):					
<ul style="list-style-type: none"> Use the catalogue codes and standards Prepare catalogue entries for various types of information sources 3. Derive subject headings using various methods and tools 					
Teaching Hours: 120 (Each Unit is of 24 Hrs.)					
UNIT-I					12 Hours
Classification of Documents Using DDC- 19th ed. (Practice) :					
Classification of documents with simple subjects using tablets and schedule					
UNIT-II					12 Hours
Classification of Documents with compound subjects using tables and schedule.					
UNIT-III					12 Hours
Classification of Documents with complex subjects using tables and add notes from schedule					
UNIT-IV					12 Hours
How to use relative Index.					
Keywords / Tags :- Library classification practice, Dewey decimal classification practice					

Atina
Pravin
Pravin

Text Book(s)

1. Gautam, J.N. (1996). Practical Manual of AACR-II. Agra. Y.K. Publisher
2. Anglo American Cataloguing Rules (2002). 2nd Ed. Rev. Ottawa: Candian Library Association.
3. Krishan Kumar(1986). An introduction to AACR-II 1988 revision London: LA.
4. Ranganathan, S. R. (1963). Colon Classification

Reference Books

1. RiazMuhamrned (1996). A manual of practical cataloguing. New Delhi: Atlantic
- 2 Vishwanathan, C.G. (Anglo American Cataloguing Rules (2002). 2nd Ed. Rev. Ottawa: Candian Library Association.
- 3 Krishan Kumar (1986). An introduction to AACR-@ 1988 revision. London: LA. MARC 21 and Related standards for Bibliographic Records. New York: LC.

Atim

Peer
IB

Ravi

Course code	INFORMATION SERVICES & COMMUNICATION TECHNOLOGY	L	T	P	C
23M1LIBD1T	Paper	4	0	0	4
Title	Basics of Information and Communication Technology (Theory)	Syllabus version			
Pre-requisite	To Study this course student must have graduation in any discipline	Mark:100			
Course Type	Core Course				
Course Objectives:					
<ul style="list-style-type: none"> To gain the practical skills and commands of operating systems. To understanding the hands on practice of Library Automation Software SOUL. To know the Web Searching 					
Course Outcome:					
<ul style="list-style-type: none"> The basic knowledge about ICTs concepts in terms of hardware, software, and operating systems The possibilities of ICTs in designing library services The use of communication and networking technologies in developing library systems and services The current trends in library networks operational in India. 					
Student Learning Outco(SLO):					
<ul style="list-style-type: none"> Understand the structure of computer and functions of its various units. Plan and implement automation in library housekeeping operations and services. Evaluate various library management software. Identify and state the features of telecommunication channels, modes, media, modulation, standards and protocols. Discuss of Internet, search engines and network security. Examine the concept of library networks and highlight their types and importance. 					
UNIT-I					12 Hours
Fundamentals of Computers Concepts, Generations, Types, Hardware Units of Computers : Arithmetic and logic Unit, Control Unit, Input and Output Unit, Memory Unit					
UNIT-II					12 Hours
Software : System Software – Operating Systems- MS-Windows, UNIX and LINUX, Application Software – MS-Word, MS-Excel and MS-Power Point					
UNIT-III					12 Hours

Library Automation Definition, Purpose, Historical Development Planning and Implementation of Automation in Housekeeping Operations, Retrospective Conversion Standards for Library Automation Library Management Software : Proprietary, Free and Open Source Software (FOSS) Evaluation.	
UNIT-IV	12 Hours
Telecommunication Technologies Transmission Channels, Mode, and Media, ISDN, PSDN Modulation, Frequency, Bandwidth and Multiplexing. Standards and Protocols Wireless Communication : Media, Wi-fi, Li-fi, Satellite Communication, Mobile Communication.	
UNIT-V	12 Hours
Computer Networks and Library Networks Computer Networks : Concept, Need, Topologies, Types : LAN,MAN,WAN Internet: Web browsers, WWW, E-mail: Search Engines (Meta &Entity) Internet Protocols and Standards : HTTP, SHTTP, FTP, SMTP. TCP/IP, URL, URL, Search Strategies. Introduction of Data Security and Network Security Techniques, Anti-virus software, Anti-spyware, Intrusion Detection System. Library Networks : Concept, History, Need, Types (Regional, National, International)	

Text Book(s)	
	<ol style="list-style-type: none"> 1. Sharma, C.K & Sharma, Hemant (2006). SuchnaProdhyogiki (Information Technology), New Delhi, Atlantic Publishers. 2. Bansal, S.K.(2005). Information technology and globalisation, New Delhi: A.P.H. Publishing Corporation. 3. Gupta, V. (2005). Rapidix computer course. New Delhi: PustakMahal. 4. Jain, V.K.(1994). 0 Level Module I: Computer fundamentals. Delhi: BPB Publications.
Reference Book(s)	
	<ol style="list-style-type: none"> 1. Kashyap, M.M. (2003). Database systems. New Delhi: Vikas. 2. Rajaraman, V. (1995). Fundamentals of Computes. New Delhi: PHI, 1995. 3. Satyanarayana, R. (2005), Information technology and its facets. Delhi: Manak

Arjun P. [Signature]

Course code	INFORMATION SERVICES & COMMUNICATION TECHNOLOGY	L	T	P	C
23M1LIBD1P	Paper	4	0	0	4
Title	Basics of Information and Communication Technology (Practical)	Syllabus version			
Pre-requisite	To Study this course student must have graduation in any discipline	Marks:100			
Course Type	Core Course				
Course Objectives:	0				
<ul style="list-style-type: none"> To know features of different forms and sources of information. To know the evolution of information sources. To know the difference reference services and information systems 					
Course Outcome:	<ul style="list-style-type: none"> The student will know The basics of information sources and services and how to critically analyze and evaluate the information sources; Requirements and step-by-step process for handling their information queries; About various Internet resources in the areas of Science and Technology, Social Sciences and Humanities. The process of retrieving databases and on-line /web information resources in network environment. 				
Student Learning Outcomes (SLO):	<ul style="list-style-type: none"> To understand, identify and explore the different types of information sources To evaluate various types of information sources. To explore, collate and facilitate access to the electronic resources, such as journals, e-books, databases and institutional repositories. To provide library services using sources such as blogs, portals, wikis, subject gateways, digital libraries. To understand the concept of library resource sharing and consortia. 				
UNIT-I					12 Hours
Setting of Desktop : Use of Operating System : Use of Word Processing Software, Spread Sheet Management Software and Power Point Presentation Software.					
UNIT-II					12 Hours
Installation and Use of Library Management Software (All modules) : Generation of various reports using Library Management Software.					
UNIT-III					12 Hours
Searching Information from internet using Different Search Engines : Searching : WebOPAC, WorldCat, IndCat : Formulating and applying various strategies.					
UNIT-IV					12 Hours
Searching Database by adopting various search strategies and filters					
UNIT-V					12 Hours
Seach through Meta Search Engine, Internet and E-mail, Advanced Internet Searching					

Text Book(s)

1. Tripathi, S.M&Gautam, J.N (1998). Basic Reference and Information Sources. Agra. Y.K. Publisher.
2. Gautam, J.N. & Rajput, P.S (2009).Encyclopedic Dictionary of Library & Information Technology, Agra. Associate Publication house.
3. Garg,R.G (2009).BhartiyehindiGranth , Ludhiana. Metropolitan Publishers.
4. Rao,I.K.R (2001). Electronic sources of Information. Bangalore: DRTC.s
5. Sewasingh (2001). Hand book of international sources on reference and Information. New Delhi: Crest Publication.
6. Sharma, J.S & Grover, D.R (1998). Reference service and sources of Information. New Delhi: ESS ESS.
7. Krishna Kumar (2003). Reference service, Ed.3, New Delhi: Vikas.

Reference Books

1. Gopinath, M.A (1984). Information Sources and Communication Media. Bangalore :DRTC.
2. Kumar,PSG.(2001). Indian Encyclopedia of Library and Information Science. New Delhi: S. Chand & Co.

Aticus

Ram

SB

Course code	COMMUNICATION SKILLS			L	T	P	C
23MILIAE1T	Paper			4	0	0	4
Title	Communication Skills			Syllabus version			
Pre-requisite	To Study this course student must have graduation in any discipline			Marks:100			
Course Type							
Course Objectives:				0			
<ul style="list-style-type: none"> To know features of different forms and sources of information. To know the evolution of information sources. To know the difference reference services and information systems 							
Course Outcome:							
<ul style="list-style-type: none"> The student will know The basics of information sources and services and how to critically analyze and evaluate the information sources; Requirements and step-by-step process for handling their information queries; About various Internet resources in the areas of Science and Technology, Social Sciences and Humanities. The process of retrieving databases and on-line /web information resources in network environment. 							
Student Learning Outcomes (SLO):							
<ul style="list-style-type: none"> To understand, identify and explore the different types of information sources To evaluate various types of information sources. To explore, collate and facilitate access to the electronic resources, such as journals, e-books, databases and institutional repositories. To provide library services using sources such as blogs, portals, wikis, subject gateways, digital libraries. To understand the concept of library resource sharing and consortia. 							
UNIT-I				12 Hours			
Communication Skills							
Introduction, Meaning and Significance, Process of Communication, Principles of Communication, Barriers to Communication, Types of Communication.							
UNIT-II				12 Hours			
Basic Skills							
Listening : Importance and Principles of Listening Speaking : Effective Public Speaking and art of Persuasion, Reading : Meaning and Types of Reading Writing : Principles of Effective Writing							
UNIT-III				12 Hours			
Writing Skills							
Drafting of Paragraphs, Precise, Memos, Notices, Circulars, Agenda and minutes. Writing Proposals and Project Reports, Preparation of job Applications and curricular Vitae (CV) Writing.							

UNIT-IV	12 Hours
Life Skills 21 st Century Skills, Leadership Skills, Problem solving, Negotiation Skills, Time Management, Stress & Health Management Skills.	
UNIT-V	12 Hours
Work Place Skills Body Language, Presentation Skills, Telephone Skills, Self-introduction, Personal Interview, Group Discussion, Managing video Conferencing Web meeting/ Digital Learning Platforms.	
Keywords/Tags: Communication Skills, Basic Skills, Writing Skills, Life Skills, Workplace Skills.	

Atina *panu* *Prasad*
JP