



Add on Course on

Foundations of Information Literacy and Research Skills

COURSE DURATION 30 HOURS

THE COURSE IS COMPLETELY FREE

About Program

The course is designed for graduate students to acquire essential skills in locating and utilizing information effectively in academic and professional contexts. It emphasizes practical applications and hands-on activities, covering diverse topics such as digital information retrieval, institutional repositories, e-learning platforms, information sources, retrieval methodologies, and research assistance tools. Students develop critical thinking abilities to evaluate information credibility and applicability from various sources, learning how to identify, assess, and effectively utilize it. The curriculum includes instruction on finding information, utilizing digital tools, and conducting studies, aiming to equip students with the necessary skills for success in information acquisition and utilization.



Course Enrolment

[Link](#)

Course Coordinator

Tanmay Saha

Librarian

Asansol Girls' College



Objectives of the Course

1. Help students learn how to find and use information for academic and Professional purposes.
2. Teach practical skills like using digital tools to find information online.
3. Teach students to think carefully about whether information is true and useful.
4. Show students how to do research, like finding data and analyzing it.
5. Make sure students have the skills they need to find and use information well in different situations.

Syllabus

Module 1: Understanding Information (6 hours)

1. Introduction to Data, Information, Knowledge, and Wisdom
2. Types of Information Sources: Documentary and Non-documentary
3. Primary, Secondary, and Tertiary Sources
4. Overview of Reference Sources: Dictionary, Encyclopedia, Statistical, Geographical

Module 2: Information Retrieval Basics (6 hours)

1. Concept and Objectives of Information Retrieval
2. Library and Internet Access Systems
3. Utilizing Library Discovery Tools and Search Techniques
4. Introduction to OPAC (Online Public Access Catalog) and Web-OPAC

Module 3: Institutional Repository and E-Learning (6 hours)

1. Understanding Digital Libraries and Institutional Repositories (IR).
2. Overview of UGC Initiatives: Shodhganga, Shodhgangotri etc.
3. Government Initiatives on E-Learning: SWAYAM, e-PG Pathshala, e-Adhyayan.
4. Introduction to Open Educational Resources (OER), MOOCs, NPTEL and NDLI

Module 4: Digital Information Retrieval (6 hours)

1. Introduction to Electronic Information Sources: Open Educational Resources, Databases example: JSTOR, N-LIST
2. Introduction to Meta Search Engines
3. Basic Concepts of Artificial Intelligence in Information Retrieval

Module 5: Research Support Tools (6 hours)

1. Research Writing Essentials
2. Basics of Referencing and Citation Management Tools
3. Understanding Plagiarism and Introduction to Plagiarism Detection Tools
4. Overview of Intellectual Property Rights (IPR)

Outcome of the Course

At the end of this course, undergraduate students will be able to:

1. Define and differentiate between data, information, knowledge, and wisdom, and recognize various types of information sources.
2. Use library discovery tools and internet search techniques to create efficient search strategies and navigate both physical and digital libraries.
3. Understand the concept and objectives of information retrieval, including familiarity with OPAC and Web-OPAC systems.
4. Access and utilize institutional repositories, digital libraries, and electronic information sources effectively for academic research.
5. Identify and utilize national initiatives in e-learning and open educational resources such as SWAYAM, e-PG Pathshala, and OERs.

6. Understand the basics of digital information retrieval, including meta search engines and the role of artificial intelligence.

7. Develop skills in research writing, referencing, and citation management, while understanding the importance of intellectual property rights and avoiding plagiarism.

By mastering these outcomes, students will be equipped with essential information literacy and research skills to excel in their academic endeavors and beyond.

Process of Evaluation

- Minimum of 75% of classes must be attended.
- MCQ Exam & Seminar Delivery after the course.
- A certificate for the course will be given to students who score 60% or above.

Suggested Reading

1. Singh, Gurudev. (2013). Information Sources, Services, and Systems. New Delhi: Prentice Hall India Learning Private Limited. ISBN: 978-8120346390
2. Guha, B. Documentation and Information: Services techniques and systems. Kolkata: World Press.
3. Stanley, Madan Kumar. Information Access in Digital Libraries, New India Publishing Agency, ISBN: 978-8119215201
4. Goel, Lavika. Artificial Intelligence: Concepts and Applications. Wiley, ISBN: 978-8126519934