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Information and Computer Literacy Skills (ICLS) of Library and Information Science in Bhagat Phool Singh Mahila Polytechnic, Sonipat, Haryana: A Study

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Abstract
The study aims to known the information and computer literacy skills of LIS students in the Bhagat Phool Singh Mahila Polytechnic, Sonipat, Haryana. The college provides the important role for information and computer literacy skills. The 73.81% of the students are awareness with the searching skills. More than 80% of the respondents having knowledge of ICT skill between 16.19 age group. 76.19% of the respondents are using MS Word computer application software.

Keywords: Computer, E-Resources, Information Literacy, Skills, Information Communication Technology.

Introduction
Information Literacy" concept introduced by Paul Zurkowski in 1974. The means of information literacy is people trained in Information Communication Technology (ICT) use to their daily routine work. They learned new skills and techniques for utilizing information tools to find out solution to their problems.
National Research Council (1999) "Computer Literacy" related to specific software and hardware. Information literacy concentrates on searching information, analysis, communication, content and evaluation.

Objective of the Study
1. To know the information and computer literacy skills of LIS students
2. To identify the accessibility of computer
3. To know the purpose of using computer
4. To know the level of satisfaction in using computer
5. To know the problem faced by the LIS students

About information and communication technology skills
Today Information Communication Technology (ICT) skills of using e-resources, e-journals, e-books, e-databases, e-reports, video, e-magazines, e-newspapers, e-documents, online resources etc. and latest ICT development required. The Library and Information Science users can enhance / learn skills themselves. The Library and Information Science users can attend the online programme, training, conference, workshop at their place.

Type of Skills
The various types of skills are given below:
1. Academic skills
2. Communication skills
3. Writing skills
4. Presentation skills
5. Research skills
6. Extension skills
7. Teaching skills

Data Analysis

The above-mentioned Library and Information Science (LIS) are frequently used Information and computer literacy skills (ICLS) in Bhagat Phool Singh Mahila Polytechnic, Sonipat, Haryana.

Table -1.

Questionnaire Distribution		
S. No.	**Frequency**	**Respondents**
1	Questionnaire distribution	56
2	Reponses	42
	Total	**75%**

The table-1 indicate that the 56 questionnaires were distributed to various Library and Information Science students out of the 42 respondents given positively reply 75%.

Table-2.

Frequency of Age wise Distribution of Respondent			
S. No.	**Age wise**	**Respondents**	**Percentage**
1	16 Between 17	13	30.95%
2	18 Between 19	22	52.38%
3	20 Between 21	5	11.90%
4	21 above	2	4.76%
	Total	**42**	**100%**

The table-2 shows that the age wise respondents 16-17 age students are 13 (30.95%), 18-19 age students are 22 (52.38%), 20-21 age students are 5 (11.90%) and only 21 above students are 2 (4.76%). More than 50% highly respondents between age group 18-19.

Table-3.

Frequency of Using Computer Year wise			
S. No.	**Year wise Frequency**	**Respondents**	**Percentage**
1	1st Year	16	80%
2	2nd Year	14	75%
3	3rd Year	12	70%
	Total	**42**	**100%**

The table-3 result shows that the 16 (80%) 1st year students are using computer, 14 (75%) 2nd year students and 12 (70%) 3rd year students are using computer. Overall, we say 75% of the respondents are using computer.

Table-4.

Frequency of Using Computer			
S. No.	**Frequency**	**Respondents**	**Percentage**
1	Daily	17	40.48%
2	Weekly	12	28.57%
3	Monthly	8	19.05%
4	Rarely	5	11.90%
	Total	**42**	**100%**

The table-4 clearly indicate that the highly no. of respondents are using computer daily 17 (40.48%). The 12 (28.57%) respondents are using weekly, 8 (19.05%) using monthly and only 5 (11.90%) rarely using computer.

Table-5.

Searching Skills					
S. No.	**Respondents**	**Yes**	**%**	**No**	**%**
1	Knowledge of how to search information	31	73.81%	11	26.19%
2	Knowledge of how to search web sites	29	69.05%	13	30.95%

The table-5 it is clearly indicate that the highly no. of respondents having knowledge how to search information skills 31 (73.81%). Searching web sites 29 (69.05%) respondents are having searching skills.

Table-6.

Computer Literacy Skills					
S. No.	**Respondents**	**Yes**	**%**	**No**	**%**
1	Knowledge of computer hardware parts	33	78.57%	9	21.43%
2	Knowledge of ON/OFF computer	36	85.71%	6	14.29%
3	Knowledge of create and save files	29	69.05%	13	30.95%
4	Knowledge of create folder	27	64.29%	15	35.71%
5	Knowledge of search file and folder	26	61.91%	16	38.09%
6	Knowledge of MS Office	31	73.81%	11	26.19%
7	Knowledge of print out	32	76.19%	10	23.81%
8	Knowledge of open new sheet	34	80.95%	8	19.05%

The table-6 reveals that the 33 (78.57%) of the users having knowledge of computer hardware parts, 36 (85.71%) of the users having knowledge of ON/OFF computer, 29 (69.05%) of the users having knowledge of create and save files, 27 (64.29%) of the users having knowledge of create folder, 26 (61.91%) of the users having knowledge of search file and folder, 31 (73.81%) of the users having knowledge of MS Office, 32 (76.19%) of the users having knowledge of print out and 34 (80.95%) of the users having knowledge of open new sheet. Over all we say that 36 (85.71% of the respondents are having knowledge of ON/OFF computer literacy skills.

Table-7.

Knowledge of Computer Application Software						
S. No.	**Res.**	**Application Software**	**High**	**Medium**	**Low**	**Total**
1	Yes	Word	14 (33.33%)	11 (26.19%)	7 (16.17%)	32 (76.19%)
	No		6 (14.28%)	3 (7.14%)	1 (2.38%)	10 (23.81%)
2	Yes	Excel	12 (28.57%)	9 (21.43%)	8 (19.05%)	29 (69.05%)
	No		7 (16.67%)	4 (9.52%)	2 (4.76%)	13 (30.95%)
3	Yes	Power Point	8 (19.05%)	12 (26.19%)	6 (14.29%)	26 (61.90%)
	No		4 (9.52%)	6 (14.29%)	6 (14.29%)	16 (38.10%)
4	Yes	Access	5 (11.90%)	9 (21.43%)	13 (30.95%)	27 (64.29%)
	No		3 (7.14%)	2 (4.76%)	10 (23.81%)	15 (35.71%)

The table-7 indicate that the highly no. of respondents 14 (33.33%) using MS Word computer application software, highly no. of respondents 12 (28.57%) using MS excel computer application software. Medium no. of respondents is using power point presentation 12 (26.19%) and lower no. of respondents are using access 13 (30.95%). Overall, we say 33.33% of the respondents are using MS Word computer application software.

Table-8.

Knowledge of Electronic Device						
S. No.	**Res.**	**Application Software**	**High**	**Medium**	**Low**	**Total**
1	Yes	Mobile Phone	9 (21.43%)	11 (26.19%)	8 (19.05%)	28 (66.67%)
	No		6 (14.29%)	5 (11.90%)	3 (3.14%)	14 (33.33%)
2	Yes	Desktop Computer	16 (38.10%)	9 (21.43%)	6 (14.29%)	31 (73.81%)
	No		6 (14.29%)	2 (4.76%)	3 (7.14%)	11 (26.19%)
3	Yes	Laptop	13 (30.95%)	9 (21.43%)	6 (14.29%)	28 (66.67%)
	No		7 (16.67%)	4 (9.52%)	3 (7.14%)	14 (33.33%)
4	Yes	Others	2 (4.76%)	4 (9.52%)	8 (19.05%)	14 (33.33%)
	No		17 (40.48%)	6 (14.29%)	5 (11.90%)	28 (66.67%)

The table-8 shows that 11 (26.19%) medium no. of students are using mobile phone, 16 (38.10%) highly no. of the students are using desktop computer, 13 (30.95%) highly no. of the students are using laptop and 17 (40.48%) highly no of respondents are not using other electronic device.

Table-9.

Purpose of Using Computer			
S. No.	**Purpose**	**Respondents**	**Percentage**
1	Academic Work	35	83.33%
2	Social activities	32	76.19%
3	Entertainments	24	57.14%
4	Increasing Knowledge	29	69.05%

The table-9 indicate that the 35 (83.33%) of the respondent's purpose of using computer for academic work, 32 (76.19%) of the respondents using computer for social activities, 24 (57.14%) of the respondents using entertainment's purpose and 29 (69.05%) of the respondents are using computer for increasing knowledge. Overall, we say mostly users are using computer for academic activates.

Table-10.

Electronic Communication Skills					
S. No.	**Respondents**	**Yes**	**%**	**No**	**%**
1	E-mail account	33	78.57%	9	21.43%
2	Knowledge of e-mail send and receiving	32	76.19%	10	23.81%
3	Knowledge of social networking sites	30	71.43%	12	28.57%
4	Knowledge of google meet / zoom app.	34	80.95%	8	19.05%
5	Knowledge of what app, telegram, facebook, twitter	35	83.33%	7	16.67%

The table-10 shows that the 33 (78.57%) of the students are having e-mail account, 32 (76.19%) of the students are having knowledge of e-mail send and receiving. The 30 (71.43%) of the students having knowledge of social networking sites, 34 (80.95%) of the students having knowledge of google meet / zoom app., and 35 (83.33%) of the students having knowledge of whatsapp, telegram, facebook and twitter for electronic communication skills.

Table-11.

Problems while Using Computer			
S. No.	**Problem**	**Respondents**	**Percentage**
1	Lack of Knowledge	8	19.05%
2	Time Problem	10	23.81%
3	Slow Speed	7	16.67%
4	Not found exact Information	13	30.95%
5	Other Problems	4	9.52%

The table-11 indicate the problems face by the students while using computer that the 13 (30.95%) no. of the students not found exact information, 10 (23.81%) of the students facing time problem, 8 (19.05%) lack of knowledge, 7 (16.67%) slop speed and 4 (9.52%) of the respondents having other problems in using computer like electricity.

Conclusion

Information and computer literacy skills of library and information science students are using in the Bhagat Phool Singh Mahila Polytechnic College. 83.33% of the BPS Mahila Polytechnic users having knowledge of whatsapp, telegram, facebook, twitter ICT skills. 85.71% of the respondents are having knowledge of ON/OFF computer system. The 83.33% of the students are using computer for academic purpose. 40.48% of the respondents are using computer daily for education activities. The students have better communication skills to share and publish their own information.

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