

# **MK UNIVERSITY PATAN**

## **FACULTY OF HUMANITIES & ARTS**

### **SUNRISE SCHOOL OF LIBRARY SCIENCE**

#### **PROGRAM: B.Lib.Sc. 2025-26**

#### **INDEX**

<b>S.No.</b>	<b>ITEMS</b>	<b>PAGE NO.</b>
1	University Vision , Mission& Objectives	2
2	School Vision&Mission	3
3	Program Regulations	4-5
4	Program Educational Objectives(PEOs)	6
5	Program Outcomes(POs)	6
6	Program Specific Outcomes(PSOs)	7-8
7	Teaching and Examination Schemes - Semester I	9-10
8	Teaching and Examination Schemes - Semester II	11-12
9	Syllabus and Course Outcomes (Cos) - Semester I	13-34
10	Syllabus and Course Outcomes (Cos) - Semester II	35-51

**MK UNIVERSITY PATAN**

## **Vision**

To be a globally responsive and socially conscious premier academic institution, recognized for its contribution to industry and society through excellence in teaching, learning, research, internationalization, entrepreneurship and leadership.

## **Mission**

The mission of our University is the creation, dissemination and curation of knowledge. As a world leading Centre of academic excellence we aim :

To enhance our position as one of the world's leading research and teaching universities and to measure our performance against the highest International Standards

To provide the highest quality learning and teaching environment for the greater well-being of our students and deliver an outstanding educational portfolio.

To produce graduates fully equipped with knowledge and skill to achieve the highest Personal and Professional standards.

To develop global professionals and entrepreneurs with innovative spirit, tolerance and desire to make a difference to the society.

## **Objectives**

The objective of our University is the creation, dissemination and curation of knowledge. As a world leading Centre of academic excellence we aim :

To enhance our position as one of the world's leading research and teaching universities and to measure our performance against the highest International Standards

To provide the highest quality learning and teaching environment for the greater well-being of our students and deliver an outstanding educational portfolio.

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To develop global professionals and entrepreneurs with innovative spirit, tolerance and desire to make a difference to the society.

# **FACULTY OF HUMANITIES AND ARTS**

## **MK SCHOOL OF LIBRARY SCIENCE**

### **Vision**

The Department envisions a university where proficient use of information helps people ascertain, learn, innovate, solve problems, achieve academic excellences and to live a better life.

### **Mission**

The Mission of the Department is focused with amalgamation of diversified elements. The Department vows:

- to train and produce qualified and able Library and Information professionals;
- to serve with responsibility in libraries and other information-activity environments;
- to enormously contribute both to the society and the advancement of knowledge in the field;
- to create healthy atmosphere for imbibing ethical and human values in and among the students and to contribute to the efforts of the Nation building.

### **Programme Regulations:**

Bachelor of Library & Information Science Programme Regulations:

Programme Objectives (POs):

- a) to educate the students in the philosophy of librarianship, basic principles, fundamental laws, professional ethics;

- b) to train the students in the skills of information, knowledge processing, organization and retrieval;
- c) to train the students in the management of Library and Information Centres;

d) to enable the students to understand and appreciate the functions and purpose of Library & Information Centres in the changing social, cultural, technological and economic environment;

e) to provide the basic knowledge of computer and its application in Library and Information activities and

f) to give the students an understanding of the basics of Information Science.

Programme Structure: A one-year full-time course divided into two semesters leading to the degree of Bachelor of Library and Information Science (BLISc.)

### SEMESTER

PART 1     July – December     Semester - 1

PART 2     January – June     Semester - 2

Eligibility of Admission:

Candidates seeking admission to the course shall satisfy the following conditions:

- a) Candidates must have passed at least a Bachelor's Degree examination (3 years) with a minimum of 50% marks from any recognised University.
- b) They must fulfill other conditions of knowledge of languages, age etc. as may be laid down by the Library Science Department from time to time.

Age Requirement:

Candidates seeking admission to this course must be at least 20 years of age before the first day of July in the year in which admission is sought. The maximum age limit for admission will be 30 years as on first day of July in year which the admission is sought. However, in the case of persons working in libraries as Semi-Professional Assistants or Senior Library Assistants for a minimum period of three years, the maximum age limit will be 35 years on the first day of July, in which the admission is sought.

### Pass Percentage & Promotion Criteria:

1) The pass marks required for each paper will be 40% and 45% in aggregate of a semester. Marks secured by the candidates in the internal assessment will be included in total marks of each paper. The total marks obtained in the first semester and the second semester examination will determine the classification of the final result which will be as follows:

Minimum marks to secure a place in the first division will be 60 percent, in the second division 50 percent, and in the third division and pass 45 percent.

Semester to Semester Progression: As per university norms.

Conversion of Marks into grades: As per university norms.

Grade Points: As per university norms.

CGPA Calculation: As per university norms.

Division of Degree into Classes: As per university norms.

### Attendance Requirement:

A minimum 60% of attendance in each semester is mandatory to appear in semester examination.

### Span Period:

a) A candidate who fails in one or more papers in the first semester or the second semester examination will be allowed to reappear in 4 succeeding semesters.

b) A candidate who has secured 40 percent or more marks in any paper shall not be permitted to reappear in that paper at a subsequent examination.

## **Program Educational Objectives (PEOs):**

**PEOs 01:** Achieve professional competency in the field of Library and Information Science.

**PEOs 02:** Acquire domain knowledge to pursue higher education and research.

**PEOs 03:** Become society responsible librarian with good leadership qualities and effective interpersonal skills

## **Program Specific Outcomes (PSOs)**

1. Demonstrate knowledge of the basic concepts, principles, theories and laws related with the broad field of Library and Information Science and its sub-fields such as types of libraries, types of information sources, library management, reference and information services

2. Demonstrate understanding of rationality and procedures of (i) selection, acquisition, and classification, cataloguing and physical processing of documents; (ii) using Information and Communication Technologies in Libraries and Information Centers; (iii) providing library and information services and managing other library routine activities.

3. 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.

4. Demonstrate skills in providing various library services such as document circulation, reference and information services, Internet and database searching.

5. Demonstrate knowledge, understanding and skills that offer job opportunities as librarians in public libraries and school libraries; as assistant librarians in different types of college libraries, as library assistants / technical assistants in university libraries and other libraries of higher education institutes, as librarians and/or assistant librarians in corporate and industrial libraries, libraries of research institutes, etc

6. Demonstrate professional attitude through commitment for providing every user his/her document/information; ensuring every document/information its user; saving

time of the user and enhancing use of reading material and user satisfaction through effective and efficient library services

**7:**Demonstrate core values by honouring diversity and ensuring inclusion by treating all students and colleagues with respect and dignity, showing respect for and sensitivity to gender, culture and religious differences; and challenging prejudice, biases and intolerance at the workplace etc. and displaying ethical integrity which involves honest behaviour.

## **Program Outcomes (POs):**

At the end of the program, the student learns:

**PO 1: 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, including broader interdisciplinary subfields such as management, economics, information and communication technologies, etc.

**PO 2: Professional Skills** – Graduate will be able to develop efficient and effective professional skills using modern techniques of library and information science.

**PO 3: Digitally Literate:** Capable of using digital technology for communication purpose, for libraryHousekeeping operations, and for searching information from OPAC, Internet and online databases.

**PO 4: Librarianship as a Profession**– Ability to serve the information for advancement of society and self.

**PO 5: Core Knowledge:** demonstrate advanced knowledge of LIS theories, principles, and practices.

**PO 6: Intellectual Skill:** demonstrate an ability to evaluate, critically analyze, and synthesize information from multiple sources

**PO 7: Technological Skills:** able to employ technology to analyze, design, and provide solutions toInformation problems

**PO 8: Life-long learning:** Values inculcated to learn and use those knowledge in their future lifelong environment also;

**PO 9: Nation building:** Over and above the students feel the values of nation building by their contribution.

**PO 10: Communication:** Communicative effectively on complex library activates with the library community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations and give and receive clear instructions.

**PO11: Individual and Team Work:** Function effectively as an individual, and as a member or leader in diverse teams and in multidisciplinary settings.

**PO12: The Library and Society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety legal and cultural issues and the consequent responsibilities relevant to the professional library practice.

**PO 13: Environment and Sustainability:** Understand the impact of the professional library solutions in societal and environmental contexts and demonstrate the knowledge of and need for sustainable development.

**PO 14 Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the library practices

**PO 15: Modern tool usages:** Create, select and apply appropriate techniques, resources and modern library science and IT tools including prediction and modeling to complex library activities with an understanding of the limitations.

**MK UNIVERSITY PATAN**



# LIBRARY SCIENCE

## Teaching and Examination Scheme Session 2025 - 2026

Program Name: Bachelor of Library and Information Science      Course: B.Lib.Sc.

Year/Semester: I/I

SN	SUBJECT CODE	SUBJECT TITLE	HOURS			MARKS					CREDIT
			L	T	P	IA	ETE		Total		
						Max. Marks	Max. Marks	Passing Marks	Max. Marks	Passing Marks	
THEORY PAPER											
1	LS101105	Foundations of Library and Information science (Theory)	3	1	0	40	60	24	100	40	4
2	LS101106	Library Classification (Theory)	3	1	0	40	60	24	100	40	4
3	LS101107	Library Cataloguing (Theory)	3	1	0	40	60	24	100	40	4
4	LS101108	ICT Application in Library and Information Science (Theory)	3	1	0	40	60	24	100	40	4
	Total		12	04	00	160	240	96	400	160	16
PRACTICAL PAPER											
5	LS101122	Library Classification Colon Classification (Practical)	0	0	6	0	50	20	50	20	3
6	LS101123	Library Cataloguing (CCC Practical)	0	0	6	0	50	20	50	20	3
7	LS101124	ICT Application in Library and Information Science (Practical)	0	0	6	0	50	20	50	20	3
	Total		00	00	18	00	150	60	150	60	09
Sub Total			12	04	18	160	390	116	550	220	25
SEC-Skill Enhancement Course (Not: Student from same as well as other department may take any one SEC from pool of 2 credit courses of our university OR the SEC prepared by the department)											

8	LS – SEC 1	Recent Trends in Library and Information Science	SEC	4	50	20	2
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# NOTE

IA: - Internal Assessment L: - Lecture T: - Tutorial P: - Practical ETE: - End Term Exam

Marks Distribution of Internal Assessment				
Theory				
Midterm - I	Midterm - II	Quizzes/ Surprise Test	Power Point Presentation	Max. Marks
10	10	10	10	40

*Aggregate passing marks required will be 40% to clear the current semester.*

*Prepared*

*Checked*

*Verified Approved*

# FACULTY OF HUMANITIES & ARTS

## LIBRARY SCIENCE

**Teaching and Examination Scheme Session 2025 - 2026**

Program Name: Bachelor of Library and Information Science Course: B.Lib.Sc.

Year/Semester: I/II

S.No.	SUBJECT CODE	SUBJECT TITLE	HOURS			MARKS					CREDIT
			L	T	P	IA	ETE		Total		
						Max. Marks	Max. Marks	Passing Marks	Max. Marks	Passing Marks	
THEORY PAPER											
1	LS101205	Library and Information Centre Management (Theory )	3	1	0	40	60	24	100	40	4
2	LS101206	Information Sources, Products And Services (Theory)	3	1	0	40	60	24	100	40	4
3	LS101207	Information Storage and Retrieval (Theory)	3	1	0	40	60	24	100	40	4
	Total		09	03	00	120	180	72	300	120	12
PRACTICAL PAPER											
4	LS101221	Library Classification (DDC) (Practical)	0	0	6	0	50	20	50	20	3
5	LS101222	Library Cataloguing (AACR2) (Practical)	0	0	6	0	50	20	50	20	3
6	LS101223	ICT Application in Library and Information Science (Practical)	0	0	6	0	50	20	50	20	3
	Total		00	00	18	00	150	60	150	60	09
Sub Total			09	03	18	120	330	132	450	180	21
SEC-Skill Enhancement Course (Not: Student from same as well as other department may take any one SEC from pool of 2 credit courses of our university OR the SEC prepared by the department)											
7	LS – SEC 2	ICT Skills in Library and Information Science	SEC			4	50			20	2

**NOTE:**

IA: - Internal Assessment L: - Lecture T: - Tutorial P: - Practical ETE: - End Term Exam

<b>Marks Distribution of Internal Assessment</b>				
<b>Theory</b>				
Midterm - I	Midterm - II	Quizzes/ Surprise Test	Power Point Presentation	Max. Marks
10	10	10	10	40

*Aggregate passing marks required will be 40% to clear the current semester.*

*Prepared*

*Checked*

*Verified*

*Approved*

**MK UNIVERSITY PATAN**

**LIBRARY SCIENCE**

**YEAR I, SEMESTER I**

<b>Subject code : LS101101</b>	<b>Foundations of Library and Information Science (Theory)</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
		<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
<i>Core Course Prerequisite:</i>	Core				
<i>Data Book / Codes/Standards</i>	N/A				
<i>Course Category (concerning School)</i>	Apex School of Library Science				
<i>Course designed by the Department</i>	Department of Library & Information Science				
<i>Approval by the AC</i>					

<b>PURPOSE</b>	<p>To get exposed to the glimpses of Library &amp; Information Science topics that is essential for a Librarian.</p> <p>To provide students with learning experiences that help to instill deep interests in learning Library and Information Science; develop broad and balanced knowledge and understanding of fundamental concepts, principles, and theories related to Library and Information Science.</p>	
<b>INSTRUCTIONAL OBJECTIVES</b>		<b>COURSE OUTCOMES</b>
1.	To explain students to the role of Libraries in the Society	<p>After studying this paper, students shall be able to:</p> <p>Comprehend the concept of information and the discipline of Library and Information Science.</p> <p>Understand the development of libraries.</p>
2.	To explain students to the Laws of Library Science	<p>Classify libraries on the basis of their purpose and functions</p> <p>Know the role of libraries in the development of various aspects of society Comprehend the basic philosophy of Library and Information Science</p> <p>Understand laws related to libraries and information</p>
3.	To provide an overview of Professional Associations.	Understand librarianship as a profession
4.	To explain students to Library Legislations in India	<p>Assess the role of national and international library associations and organizations</p> <p>Highlight role of various library promoters at the national and international level</p>

Session	Description of Topic	Contact hours	IOs
	<b>UNIT I- Introduction</b>	<b>12</b>	
1	Concept of Library, Information and Society पुस्तकालय, सूचना और समाज की अवधारणा	2	1
2	Historical Development of Libraries in India; Library Education in India; भारत में पुस्तकालयों का ऐतिहासिक विकास; भारत में पुस्तकालय शिक्षा	2	1

3	Historical Development, Level of Courses, Present Trends ऐतिहासिक विकास, पाठ्यक्रमों का स्तर, वर्तमान रुझान	3	1
4	Library as a Social Institution एक सामाजिक संस्थान के रूप में पुस्तकालय	3	1
5	Role of Library and Information Centres in the Modern Society आधुनिक समाज में पुस्तकालय और सूचना केंद्रों की भूमिका	2	1
		12	
	<b>UNIT II- Types of Library &amp; Information Centres and Library Philosophy</b> <b>(पुस्तकालय और सूचना केंद्रों और पुस्तकालय दर्शन के प्रकार)</b>		
6	Five Laws of Library Science and their Implications पुस्तकालय विज्ञान के पाँच नियम और उनके प्रभाव	4	2
7	Different types of Libraries; Public, Academic and Special Libraries - Their Objectives, Functions, Services and Distinguishing Features; विभिन्न प्रकार के पुस्तकालय; सार्वजनिक, शैक्षणिक और विशेष पुस्तकालय - उनके उद्देश्य, कार्य, सेवाएं और विशिष्ट विशेषताएं	4	2
8	National Library of India, Kolkata- Objectives, Functions and Services भारतीय राष्ट्रीय पुस्तकालय, कोलकाता - उद्देश्य, कार्य और सेवाएं	4	2
		12	
	<b>UNIT III - Library Legislation: (पुस्तकालय विधान)</b>		
9	Library Legislation: Need and Essential Features पुस्तकालय विधान: आवश्यकता और आवश्यक विशेषताएं	3	3
10	Library Legislation in India: Need, Purpose, Functions and Essential Features भारत में पुस्तकालय कानून: आवश्यकता: उद्देश्य, कार्य और आवश्यक विशेषताएं;	3	3
11	The Press and Registration Act; Delivery of Books (Public Libraries) Act प्रेस और पंजीकरण अधिनियम; पुस्तकों की डिलीवरी (सार्वजनिक पुस्तकालय) अधिनियम	3	3
12	IPR: Copyright Act; Right to Information Act; Plagiarism आईपीआर: कॉपीराइट अधिनियम; सूचना का अधिकार अधिनियम; साहित्यिक चोरी	3	3
		12	
	<b>UNIT IV- : Library Associations and Organizations</b> <b>(पुस्तकालय संघ और संगठन)</b>		
13	Library Associations of India: Indian Library Association (ILA); Indian Association of Special Library & Information Centres (IASLIC)	4	4

	लाइब्रेरी एसोसिएशन ऑफ इंडिया:- भारतीय पुस्तकालय एसोसिएशन (आईएलए); इंडियन एसोसिएशन ऑफ स्पेशल लाइब्रेरी एंड इंफॉर्मेशन सेंटर्स (आई. ए. एस. एल. आई. सी.);		
14	International Associations: American Library Association (ALA), Chartered Institute of Library and Information Professionals (CILIP), Association for Information Management (ASLIB), and Special Library Association (SLA); अंतर्राष्ट्रीय संघ: अमेरिकन लाइब्रेरी एसोसिएशन (एएलए), चार्टर्ड इंस्टीट्यूट ऑफ लाइब्रेरी और सूचना पेशेवर (सीआईएलआईपी), एसोसिएशन ऑफ इंफॉर्मेशन मैनेजमेंट (एएसएलआईबी), और विशिष्ट लाइब्रेरी एसोसिएशन (एसएलए)	4	4
15	National and International Organisations: Raja Rammohun Roy Library Foundation (RRRLF), United Nations Educational, Scientific and Cultural Organization (UNESCO), and International Federation of Library Associations and Institutions (IFLA) in Promotion and Development of Libraries. राष्ट्रीय और अंतर्राष्ट्रीय संगठन: राजाराम मोहन राय पुस्तकालय फाउंडेशन (आरआरएलएफ), संयुक्तराष्ट्र शैक्षिक, वैज्ञानिक और सांस्कृतिक संगठन (यूनेस्को), और इंटरनेशनल फेडरेशन ऑफ लाइब्रेरी एसोसिएशन एंड इंस्टीट्यूट्स (आईएफएलए) प्रमोशन में और पुस्तकालयों का विकास।	4	4
		12	
	<b>UNIT V: Library and Information Profession (पुस्तकालय और सूचना पेशा)</b>		4
16	Professional Skills and Competencies, Professional Ethics व्यावसायिक कौशल और दक्षताएँ, व्यावसायिक नैतिकता	3	4
17	Role of Library and Information Professionals in Digital Era, डिजिटल युग में पुस्तकालय एवं सूचना पेशेवरों की भूमिका,	3	4
18	Library Cooperation/ Resource Sharing पुस्तकालय सहयोग/ संसाधन साझाकरण:	3	4
19	Definition, Concept and Area of Resource Sharing; Library Consortia. संसाधन साझाकरण की परिभाषा, अवधारणा और क्षेत्र; पुस्तकालय संघ	3	4
		12	
	<b>Total contact hours</b>	<b>60</b>	
<b>LEARNING RESOURCES</b>			
<b>Sl. No.</b>	<b>TEXT BOOKS</b>		
1.	Mangla, P.B. (1981) (Ed). Library and information science education in India. New Delhi: Macmillan.		
2.	Davies, D. L. (2013). Library and information science. New Delhi: Random Exports.		
3.	Venkatappaiah, V. & Madhusudhan, M. (2006). Public library legislation in the new millennium: New model public library Acts for the Union, States, and Union Territories. New Delhi: Bookwell..		

4.	RANGANATHAN (SR). Pustakalaya Vigyan Ke Panch Sutra. Translated by CL Sharma. 1977. Rajasthan Hindi Granth Academy, Jaipur.
5.	KHANNA (JK). Library and Society. 1987. Research Publication, Kurukshetra
<b>REFERENCE BOOKS/OTHER READING MATERIAL</b>	
6.	Isaac, K. A. (2004). Library legislation in India: A critical and comparative study

Course nature				Theory		
Assessment Method (Weightage 100%)						
In- semester	Assessment tool	Midterm test I	Midterm test II	Surprise Test/Quizzes	PPT	Total
	Weightage	10%	10%	10%	10%	40%
End semester examination Weightage :						60%

## YEAR I, SEMESTER I

<b>Subject code : LS101102</b>	<b>Library Classification (Theory)</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
		<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
<i>Core Course Prerequisite:</i>	Core				
<i>Data Book / Codes/Standards</i>	N/A				
<i>Course Category (concerning School)</i>	Apex School of Library Science				
<i>Course designed by the Department</i>	Department of Library & Information Science				
<i>Approval by the AC</i>					



<b>PURPOSE</b>	To equip students with skills essential to carry out library housekeeping activities and to provide various library and information services using Information and Communication Technologies.	
<b>INSTRUCTIONAL OBJECTIVES</b>		<b>COURSE OUTCOMES</b>
1.	To explain the structure and attributes of Universe of Knowledge	After studying this paper, students shall be able to:  Understand the nature and attributes of Universe of Knowledge. Elaborate meaning and types of subjects and modes of subject formation
2.	To familiarize with the process of Library Classification.	Illustrate knowledge as mapped in different classification schemes. Understand the various aspects of Library Classification.
3.	To familiarize with various provisions of major Classification Schemes.	Express the meaning, purpose, functions, theories and canons of library classification Understand salient features of major Classification Schemes and Current Trends in Classification. Elucidate various facets of notation and call number
4.	To explain the provisions of classifying books using CC and DDC.	Discuss the characteristics, merits and demerits of different species of library classification schemes Develop skills of Subject Analysis and classifying the documents using Classification Schemes. Highlight salient features of major classification schemes .Review current trends in library classification

Session	Description of Topic	Contact hours	IOs
	<b>Unit 1: Library Classification:</b>	<b>12</b>	
1	Meaning, Need and Purpose of classification; वर्गीकरणका अर्थ, आवश्यकता और उद्देश्य	3	1
2	Notation: Definition, types and qualities; संकेतन: परिभाषा, प्रकार और गुण	3	1
3	Canon for characteristics and canons for Succession of characteristics विशेषताओं के लिए एकैकन और विशेषताओं के उत्तराधिकार के लिए एकैकन	3	1
4	Basic Laws: Law of interpretation, Law of impartiality, Law of symmetry, law of Parsimony, Law of Local variation and Law of osmosis.	3	1

	मूलनियम: व्याख्याकानियम, निष्पक्षताकानियम, समरूपताकानियम, संक्षिप्तताकानियम, स्थानीयपरिवर्तनकानियम और परासरणकानियम।		
	<b>Unit 2: Species of Classification Schemes:</b>	<b>12</b>	
5	Enumerative Classification (EC), Almost enumerative classification (AEC), Almost faceted classification (AFC), गणनात्मकवर्गीकरण (ईसी), लगभगगणनात्मकवर्गीकरण (एईसी), लगभगपहलूवर्गीकरण (एएफसी)	3	2
6	Rigidly faceted classification (RFC), Freely Faceted classification (FFC); कठोररूपसेमुखयुक्तवर्गीकरण (आरएफसी), स्वतंत्ररूपसेमुखयुक्तवर्गीकरण (एफएफसी)	3	2
7	Salient features of- Dewey Decimal classification (DDC); डेवीदशमलववर्गीकरणकीमुख्यविशेषताएं	3	2
8	Colon Classification (CC) कोलनवर्गीकरण	3	2
	<b>Unit 3: Main Classes, Isolate and Devices</b> मुख्यवर्ग, आइसोलेट और डिवाइस	<b>12</b>	
9	Main class; Canonical class and Basic class; मुख्यवर्ग; कैनोनिकल वर्ग और मूलवर्ग	3	3
10	Five fundamental Categories: PMEST; Isolate: common Isolate, Special Isolate; Rounds and levels पाँचमूलभूतश्रेणियाँ: पीएमईएसटी; आइसोलेट: सामान्य आइसोलेट, विशेष आइसोलेट; राउंड और स्तर	3	3
11	Devices: Chronological Device, Geographical Device, Subject Device, Alphabetical Device, Mnemonic Device, Super Imposition Device; उपकरण: कालानुक्रमिक उपकरण, भौगोलिक उपकरण, विषय उपकरण, वर्णमाला उपकरण, स्मृतिसहायक उपकरण, सुपरइम्पोज़िशन उपकरण	3	3
12	Call Number: class Number; Book Number, Collection Number. कॉलनंबर: कक्षासंख्या; पुस्तकसंख्या, संग्रहसंख्या	3	3
	<b>Unit 4: Facet Analysis</b>	<b>12</b>	
13	Postulates Pertaining to fundamental categories; Postulational Approach to classification with steps in systematic classification;	2	4

	मूलभूत श्रेणियों से संबंधित अभिधारणाएँ; व्यवस्थित वर्गीकरण के चरणों सहित वर्गीकरण के लिए अभिधारणा पर कदम दृष्टिकोण		
14	Principles of facet sequence; Principles of Helpful Sequence: पहलू अनुक्रम के सिद्धांत; सहायक अनुक्रम के सिद्धांत	3	4
15	Evolutionary sequence, spatial sequence, Quantitative measures sequence, complexity measures sequence, canonical sequence, विकासवादी अनुक्रम, स्थानिक अनुक्रम, मात्रात्मक माप अनुक्रम, जटिलता माप अनुक्रम, विहित अनुक्रम	4	4
16	Literary warrant sequence. and Alphabetical sequence. साहित्यिक वारंट अनुक्रम और वर्णानुक्रमिक अनुक्रम	3	4
	<b>UNIT 5: Recent Trends and Developments in Library Classification:</b> पुस्तकालय वर्गीकरण में हालिया रुझान और विकास	12	
17	Simple knowledge Organization Systems (SKOS) सरल ज्ञान संगठन प्रणाली	3	4
18	Taxonomy, folksonomy, Tagging and social Bookmarking टैक्सोनोंमी, फोल्क्सोनोंमी, टैगिंग और सोशल बुकमार्किंग	3	4
19	Web Dewey, OCLC classify, वेब डेवी, ओसीएलसी वर्गीकृत	3	4
20	Functions and activities of DRTC and ISKO डीआरटीसी और आईएसकेओ के कार्य और गतिविधियाँ	3	4
	<b>Total contact hours</b>	<b>60</b>	

LEARNING RESOURCES	
Sl. No.	TEXT BOOKS
1	Krishan Kumar, (2007). Library management in electronics environment. New Delhi: Har -Anand Publications
2	Mittal, R. (2007). Library administration: Theory and practice. New Delhi: EssEss Publications.
	Narayana, G J. (1991). Library and information management. New Delhi: Prentice

3	
	<b>REFERENCE BOOKS/OTHER READING MATERIAL</b>
	Harvey, Poss. (1993). Preservation in libraries: a reader. London: R.R. Bowker

Course nature				Theory		
Assessment Method (Weightage 100%)						
In- semester	Assessment tool	Midterm test I	Midterm test II	Surprise Test/Quizzes	PPT	Total
	Weightage	10%	10%	10%	10%	40%
End semester examination Weightage :						60%

#### YEAR I, SEMESTER I

<b>Subject code : LS101103</b>	<b>Library Cataloguing (Theory)</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
		<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
<i>Core Course Prerequisite:</i>	Core				
<i>Data Book / Codes/Standards</i>	N/A				
<i>Course Category (concerning School)</i>	Apex School of Library Science				
<i>Course designed by the Department</i>	Department of Library & Information Science				
<i>Approval by the AC</i>					

<b>PURPOSE</b>	To equip students with skills essential to carry out library housekeeping activities and to provide various library and information services using Information and Communication Technologies.
<b>INSTRUCTIONAL OBJECTIVES</b>	<b>COURSE OUTCOMES</b>

1.	To explain the objectives, functions and types of library catalogues.	Understand the concept of library catalogue  Comprehend various inner and outer forms of library catalogue  To be acquainted with the process of Library Cataloguing and metadata and its standards.	
2.	To explain the process of Cataloguing.  To understand the fundamentals of cataloguing and catalogue entries.	Understand the main and added entries of library catalogue  Understand various approaches of deriving subject headings  To understand Bibliographic Formats and Standards, deriving subject headings Know different types of Catalogue and understand the process of Library Cataloguing.	
3.	To develop the understands know various provisions of CCC and AACR - II.  To understand the principles and practices of document description	Know about the normative principles of cataloguing  Understand the concept of co-operative and centralized cataloguing  To have hands on practice of cataloguing of different types of documents Understand the concept of Subject Cataloguing and the process of deriving/assigning Subject Headings.	
4	To developing learn preparation of Entries according to CCC and AACR – II  To understand the role of cataloguing in retrieving library material	Explain the current trends in library cataloguing  Know the standards for bibliographic interchange and communication  To develop skills in subject analysis and proficiency in using standard Subject cataloguing. Understand various provisions of CCC and AACR - II. Prepare Entries according to AACR – II.	
Session	Description of Topic	Contact hours	IOs
	Unit 1: Fundamental Concepts and Historical Development of Library Catalogue	12	
1	Library Catalogue: Concept, Need, Objectives and Functions पुस्तकालयसूची: अवधारणा, आवश्यकता, उद्देश्य और कार्य	2	1
2	Brief History and Development of Library Catalogue Codes	3	1

	पुस्तकालयसूचीकोडकासंक्षिप्तइतिहासऔरविकास		
3	Physical Forms of Catalogue: Conventional Form and Non-conventional Form (including OPAC, Web OPAC); Card Catalogue Vs OPAC; कैटलॉगकेभौतिकरूप: पारंपरिकरूपऔरगैर-पारंपरिकरूप (ओपीएसी, वेबओपीएसीसहित); कार्डकैटलॉगबनामओपीएसी	4	1
4	Types of Catalogues: Dictionary Catalogue, Classified Catalogue, Alphabetic-classed Catalogue; Dictionary Vs Classified Catalogue. कैटलॉगकेप्रकार: शब्दकोशकैटलॉग, वर्गीकृतकैटलॉग, वर्णमाला-वर्गीकृतकैटलॉग; शब्दकोशबनामवर्गीकृतकैटलॉग	3	1
	<b>Unit 2: Types of Catalogue Entries</b>	<b>12</b>	
5	Kinds of Entries and their functions according to Classified Catalogue Code (CCC) and Anglo-American Cataloguing Rules–II (AACR-II) वर्गीकृतसूचीकोड (सीसीसी) औरएंग्लो-अमेरिकनसूचीकरणनियम-II (एएसीआर-II) केअनुसारप्रविष्टियोंकेप्रकारऔरउनकेकार्य	4	2
6	Main Entry and Added Entries. Data Elements in Different Types of Entries: CCC and AACR-II, मुख्यप्रविष्टिऔरजोड़ीगईप्रविष्टियाँ। विभिन्नप्रकारकीप्रविष्टियोंमेंडेटातत्व: CCC और AACR-II,	4	2
7	Resource Description and Access (RDA). संसाधन विवरण और पहुंच (आरडीए)।	4	2
	<b>Unit 3: Choice and Rendering of Headings:</b>	<b>12</b>	
9	Personal Authors (Western and Indic Names) व्यक्तिगतलेखक (पश्चिमीऔरभारतीयनाम)	3	3
10	Corporate Authors: Government, Institutions, Conference; कॉर्पोरेटलेखक: सरकार, संस्थान, सम्मेलन	4	3
11	Pseudonyms; Anonymous Works and Uniform Titles; Periodicals in CCC and AACR-II. छद्मनाम; अनामरचनाएँऔरएकरूपशीर्षक; सीसीसीऔरएएसीआर-II मेंपत्रिकाएँ।	5	3
	<b>Unit 4: Normative Principles of Cataloguing and Subject Cataloguing:</b> सूचीकरणऔरविषयसूचीकरणकेमानकसिद्धांत	<b>12</b>	3&4

13	Laws, Principles and Canons; Concept, Purpose, Functions and Problems of Subject Cataloguing; कानून, सिद्धांत और कैनन; विषयसूचीकरण की अवधारणा, उद्देश्य, कार्य और समस्याएं	3	3&4
14	Methods for Derivation of Subject Headings: Chain Indexing; विषयशीर्षकों की व्युत्पत्तिके लिए विधियाँ: श्रृंखला अनुक्रमण	3	3&4
15	Library of Congress Subject Headings (LCSH) लाइब्रेरी ऑफ कांग्रेस विषयशीर्षक (एलसीएसएच)	3	3&4
16	Sear's List of Subject Headings (SLSH). सीयर्स विषयशीर्षकों की सूची (एसएलएसएच)।	3	3&4
	<b>UNIT 5: Recent Trends and Developments in Library Cataloguing</b> <b>पुस्तकालय सूचीकरण में हालिया रुझान और विकास</b>	<b>12</b>	
17	Centralized Cataloguing; Cooperative Cataloguing; केंद्रीकृत कैटलॉगिंग; सहकारी कैटलॉगिंग	4	4
18	Standards for Bibliographic Description: ISBD, CCF, FRBR; ग्रंथ सूची विवरण के लिए मानक: ISBD, CCF, FRBR	4	4
19	Bibliographic Record Format: MARC-21; ISBN and ISSN. ग्रंथ सूची रिकॉर्ड प्रारूप: MARC-21; ISBN और ISSN.	4	4
	<b>Total contact hours</b>	<b>60</b>	

## LEARNING RESOURCES

Sl. No.	TEXT BOOKS
1	Chowdhury, G. G., & Chowdhury, S. (2007). Organizing information: From the shelf to the Web. London: Facet Publishing.
2	Girja Kumar & Krishan Kumar (2011). Theory of cataloguing. 5th ed. Delhi: Vikas Publishing House.
3	Krishan, G. (2000). Library online cataloguing in digital way. Delhi: Authors press.
	<b>REFERENCE BOOKS/OTHER READING MATERIAL</b>
	Ranganathan, S. R. (1964). Classified catalogue code: With additional rules for dictionary catalogue. 5th (Reprint) ed. New Delhi: EssEss Publications.

Course nature				Theory		
Assessment Method (Weightage 100%)						
In- semester	Assessment tool	Midterm test I	Midterm test II	Surprise Test/Quizzes	PPT	Total
	Weightage	10%	10%	10%	10%	40%

<b>End semester examination Weightage :</b>	<b>60%</b>
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## YEAR I, SEMESTER I

Subject code : LS101104		ICT Application in Library and Information Science (Theory)	L	T	P	C
			3	1	0	4
Core Course Prerequisite:		Core				
Data Book / Codes/Standards		N/A				
Course Category (concerning School)		Apex School of Library Science				
Course designed by the Department		Department of Library & Information Science				
Approval by the AC						
PURPOSE		To equip students with skills essential to carry out library housekeeping activities and to provide various library and information services using Information and Communication Technologies.				
INSTRUCTIONAL OBJECTIVES		COURSE OUTCOMES				
1.	To acquaint with students with the basic concepts of Computers and Networking.  To acquaint the students with the basic concepts of computers technology.	To gain knowledge about basic of ICT.  Familiarize with classification of Computers and Hardware components.				
2.	To explain various aspects of Computer Technologies  To acquaint the students with the basic concept of computer networks.	Understand the concept of Computer Software				
3.	To develop skills in using computers and MS Office Software.  To develop familiarity with some library management software.	Learn practical use of MS Word, PowerPoint and Web Searching				
4.	To explain various aspects of library automation.  To know how computers can be used in libraries.	To introduce students with library automation and software packages				



	To discuss impact of computer technology in libraries.	
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Session	Description of Topic	Contact hours	IOs
	<b>UNIT I- Fundamentals of Information &amp; Communication Technology सूचना एवं संचार प्रौद्योगिकी के मूल सिद्धांत</b>	<b>12</b>	
1	Historical development of computer कंप्यूटर का ऐतिहासिक विकास	2	1
2	Generation of computers कंप्यूटर की पीढ़ी	2	1
3	Definition, Need, Components, scope; Objectives of Computer, Classification of computers: Super, Mainframe, Mini & Micro परिभाषा, आवश्यकता, घटक, क्षेत्र, कम्प्यूटर के उद्देश्य, कम्प्यूटर का वर्गीकरण: सुपर, मेनफ्रेम, मिनी एवं माइक्रो;	3	1
4	Basic Components of computer: Input-Output device, CPU, Storage Device; कंप्यूटर के मूल घटक: इनपुट-आउटपुट डिवाइस, सीपीयू, स्टोरेज डिवाइस	3	1
5	Need and purpose of ICT in libraries. पुस्तकालयों में आईसीटी की आवश्यकता और उद्देश्य।	2	1
	<b>UNIT 2: Software and Operating Systems</b>	<b>12</b>	<b>2</b>
6	Introduction, Concept, Definition, Needs and Types; Features of Operating Systems ऑपरेटिंग सिस्टम का परिचय, अवधारणा, परिभाषा, आवश्यकता एवं प्रकार; विशेषताएँ	3	2
7	Basic Components of Operating Systems; System Software, Operating Systems- MS-Windows, UNIX and LINUX; Utility Software ऑपरेटिंग सिस्टम के मूल घटक; सिस्टम सॉफ्टवेयर, ऑपरेटिंग सिस्टम- एमएस-विंडोज, यूनिक्स और लिनक्स; यूटिलिटी सॉफ्टवेयर	5	2
8	Application Software - MS-Word, MS-Excel, MS-Power point; and MS-Access; Introduction to Open Office Package. अनुप्रयोग सॉफ्टवेयर - एमएस-वर्ड, एमएस-एक्सेल, एमएस-पावरपॉइंट; और एमएस-एक्सेस; ओपन ऑफिस पैकेज का परिचय	4	2
	<b>UNIT III - Networking of Computers:</b>	<b>12</b>	
9	Concept and need of Computer Networks कंप्यूटर नेटवर्क की अवधारणा और आवश्यकता	2	3
10	Network Topology, Type of Network: LAN, MAN, WAN टोपोलॉजी, नेटवर्क के प्रकार: LAN, MAN, WAN	4	3
11	Basic Components of Computer Networks, कंप्यूटर नेटवर्क के मूल घटक	3	3
12	Switching Techniques: Circuit switching, Packet switching, and Cell switching.	3	3

	स्विचिंग तकनीकें: सर्किटस्विचिंग, पैकेटस्विचिंग और सेलस्विचिंग।		
	<b>UNIT IV- : The Internet:</b>	<b>12</b>	<b>4</b>
13	Definition, Evolution of Internet, Web Browsers; Search Engines; World Wide Web(WWW), HTML, परिभाषा, इंटरनेट का विकास, वेब ब्राउज़र; सर्च इंजन; वर्ल्ड वाइड वेब (WWW), HTMLf	3	4
14	Networking/ Internet Protocols and Standards: Definition, Concept, Types–TCP/ IP, and other protocols: HTTP, SHTTP, FTP, SMTP, URI, URL; TELNET, IRC, Bulletin Board, नेटवर्किंग/ इंटरनेट प्रोटोकॉल और मानक: परिभाषा, अवधारणा, प्रकार-टीसीपी/आईपी, और अन्य प्रोटोकॉल: HTTP, SHTTP, FTP, SMTP, URI, URL; TELNET, IRC, बुलेटिन बोर्ड,	3	4
15	Search Strategies; Internet Applications and Services: Email, Mailing List and Listserv, Chats, Instant Messaging, खोजरण नीतियाँ; इंटरनेट अनुप्रयोग और सेवाएँ: ईमेल, मेलिंग सूची और लिस्ट सर्व, चैट, त्वरित संदेश	3	4
16	E-Commerce, Online Surveys, Online Discussion Forums and Benefits of Internet. ई-कॉमर्स, ऑनलाइन सर्वेक्षण, ऑनलाइन चर्चा मंच और इंटरनेट के लाभ।	3	4
	<b>UNIT V: Library Automation:</b>	<b>12</b>	
17	Meaning, Purpose, Historical Development, Planning and Implementation of Automation in Housekeeping, हाउसकीपिंग में स्वचालन का अर्थ, उद्देश्य, ऐतिहासिक विकास, योजना और कार्यान्वयन	4	4
18	Standards for Library Automation: MARC, Z39.50 protocols, लाइब्रेरी स्वचालन के लिए मानक: MARC, Z39.50 प्रोटोकॉल	4	4
19	Library Management Software (LMS): Proprietary, Free and Open-Source Software (FOSS); Evaluation, Basic Features of LMS. लाइब्रेरी प्रबंधन सॉफ्टवेयर (एलएमएस): स्वामित्व, निःशुल्क एवं मुक्त स्रोत सॉफ्टवेयर (एफओएसएस); मूल्यांकन, एलएमएस की मूलभूत विशेषताएं।	4	4
	<b>Total contact hours</b>	<b>60</b>	
<b>LEARNING RESOURCES</b>			
<b>Sl. No.</b>	<b>TEXT BOOKS</b>		
1	Bharihoke, Deepak (2012). <i>Fundamentals of Information Technology</i> . 4 <sup>th</sup> ed. New Delhi: Excel Books.		

2	Borgman, Christine L. (2017). <i>Bigdata, littledata, no data: Scholarship in the networked world</i> . Cambridge: The MIT Press.
3	Haravu, L.J. (2014). <i>Library automation: Design, principles and practice</i> . Allied Publishers, New Delhi.
<b>REFERENCE BOOKS/OTHER READING MATERIAL</b>	
	Rajaraman, V. & Adabala, Neeharika (2014). <i>Fundamentals of computers</i> . 6 <sup>th</sup> ed. New Delhi: Prentice-Hall of India.

Course nature				Theory		
Assessment Method (Weightage 100%)						
In-semester	Assessment tool	Midterm test I	Midterm test II	Surprise Test/Quizzes	PPT	Total
	Weightage	10%	10%	10%	10%	40%
End semester examination Weightage :						60%

<b>Subject code :</b> <b>LS101121</b>	<b>LIBRARY CLASSIFICATION COLON CLASSIFICATION PRACTICAL</b>	<b>L</b> <b>0</b>	<b>T</b> <b>0</b>	<b>P</b> <b>3</b>	<b>C</b> <b>3</b>
<i>Core Course</i>	Open Elective				
<i>Prerequisite:</i>					
<i>Data Book / Codes/Standards</i>	N/A				
<i>Course Category (concerning School)</i>	Apex School of Library Science				
<i>Course designed by the Department</i>	Department of Library & Information Science				
<i>Approval by the AC</i>					

<b>PURPOSE</b>	To get exposed to the glimpses of Library & Information Science topics that are essential for a Librarian.	
<b>INSTRUCTIONAL OBJECTIVES</b>		<b>COURSE OUTCOMES</b>
1.	To develop skills of classification.	To familiarise with the process of classification
2.	To develop skills in subject analysis.	Construct class numbers for documents with simple, compound and complex subjects
3.	To develop proficiency in using Colon Classification to construct Class	To provide practical training about classification of the documents using the

	Numbers for documents of different disciplines / subjects.	Colon Classification.	
4.	To develop knowledge and skills to classify different subject of documents using colon classification ed 6th.	To construct book number for documents of different subjects.	
Session	Description of Topic	Contact hours	IOs
	<b>Classification of documents by Colon Classification (6th Ed. reprint):कोलोनवर्गीकरणद्वारादस्तावेजोंकावर्गीकरण (6वांसंस्करणपुनर्मुद्रण):</b>	<b>90</b>	
	Unit 1: Classification of documents, having simple, compound, and complex subjects. दस्तावेजोंकावर्गीकरण, सरल, मिश्रितऔरजटिलविषय।	<b>20</b>	1
1	Unit2:Classification of documents using common isolates. सामान्य आइसोलेट्सकाउपयोगकरकेदस्तावेजोंकावर्गीकरण।	25	2
2	Unit 3: Classification of documents using phase relations चरणसंबंधोंकाउपयोगकरकेदस्तावेजोंकावर्गीकरण	20	3
3	Unit4:Classification of documents using devices उपकरणोंकाउपयोगकरकेदस्तावेजोंकावर्गीकरण	25	4

LEARNING RESOURCES	
Sl. No.	TEXT BOOKS
1	Ranganathan, S. R. (2008). <i>Colon classification</i> . 6 <sup>th</sup> rev. ed. New Delhi: EssEssPublications.
REFERENCE BOOKS/OTHER READING MATERIAL	
	Ranganathan, S. R. &Gopinath, M. A. (1989). <i>Colon classification</i> . 7 <sup>th</sup> ed. Vol. 1, schedules for classification. Bangalore, Sarada Ranganathan Endowment for Library Science.

Subject code :	LIBRARY CATALOGUING CCC (CLASSIFIED)	L	T	P	C
		0	0	3	3

<b>LS101122</b>	<b>CATALOGUE CODE ) PRACTICAL</b>				
<i>Core Course Prerequisite:</i>	Open Elective				
<i>Data Book / Codes/Standards</i>	N/A				
<i>Course Category (concerning School)</i>	Apex School of Library Science				
<i>Course designed by the Department</i>	Department of Library & Information Science				
<i>Approval by the AC</i>					

<b>PURPOSE</b>	To get exposed to the glimpses of Library & Information Science topics that are essential for a Librarian.		
<b>INSTRUCTIONAL OBJECTIVES</b>		<b>COURSE OUTCOMES</b>	
1.	To develop skills of cataloguing. To understand the process of Cataloguing.	Use the catalogue codes and standards  Know different types of Catalogue and understand the process of Library Cataloguing.  To familiarise with the process of cataloguing.	
2.	To understand the rules and practices of document description for Books and journals according to and CCC.	Understand the concept of Subject Cataloguing and the process of deriving/assigning Subject Headings. Prepare catalogue entries for various types of information sources	
3.	Preparing Catalogue Entries (Main, Added and Reference Entries) for Book and journals using CCC.	Derive subject headings using various methods and tools	
4.	To know various provisions of CCC . To learn preparation of Entries according to CCC.	To provide practical training about cataloguing of the documents using the CCC  Understand various provisions of CCC	

Session	Description of Topic	Contact hours	IOs
		90	
1	Unit 1: Books involving personal authorship with shared responsibilities and series in note.	20	1

	साझा जिम्मेदारियों और श्रृंखला के साथ व्यक्तिगत लेखन से संबंधित पुस्तकें।		
2	Unit 2: Books involving corporate authorship: Government, Institutions, Conference. कॉर्पोरेट लेखकत्व से संबंधित पुस्तकें: सरकार, संस्थान, सम्मेलन।	25	2
3	Unit 3: Books involving pseudonymous authors. Composite books. छद्मनाम लेखकों से संबंधित पुस्तकें। मिश्रित पुस्तकें	20	3
4	Unit 4: Books requiring titles as heading: Uniform Titles; Sacred Scripture; Anonymous Works; Composite books. शीर्षक के रूप में शीर्षक की आवश्यकता वाली पुस्तकें: समान शीर्षक; पवित्र शास्त्र; अनाम रचनाएँ; संयुक्त पुस्तकें	25	4

LEARNING RESOURCES	
Sl. No.	TEXT BOOKS
3	Ranganathan, S.R. (1964). <i>Classified catalogue code: with additional rules for dictionary catalogue</i> . 5 <sup>th</sup> (Reprint) ed. New Delhi: Ess Ess Publications
REFERENCE BOOKS/OTHER READING MATERIAL	
	Bristow, Barbara A. (2018). <i>Sear's list of subject headings</i> . 22 <sup>nd</sup> ed. New York: Grey House Publishing.

Subject code : LS101123	ICT APPLICATION IN LIBRARY AND INFORMATION SCIENCE(PRACTICAL)	L	T	P	C
		0	0	3	3
Core Course Prerequisite:	Core				
Data Book / Codes/Standards	N/A				
Course Category (concerning School)	Apex School of Library Science				
Course designed by the Department	Department of Library & Information Science				

Approval by the AC	
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<b>PURPOSE</b>	To get exposed to the glimpses of Library & Information Science topics that are essential for a Librarian.	
<b>INSTRUCTIONAL OBJECTIVES</b>		<b>COURSE OUTCOMES</b>
To develop familiarity with some library management software.		
1.	To develop skills in using computers and MS Office Software.  To develop familiarity with some library management software.	To utilize MS Access for designing and managing library databases. Learn practical use of MS Word, PowerPoint and Web Searching
2.	To utilize MS Access for designing and managing library databases.	To explain various aspects of Computer Technologies  To acquaint the students with the basic concept of computer networks.
3.	To introduce students with library automation and software packages	To design and format web pages using HTML for library-related content.
4.	To explain various aspects of library automation.  To know how computers can be used in libraries.  To discuss impact of computer technology in libraries.	To conduct effective internet searches to locate and retrieve library information.

Session	Description of Topic	Contact hours	IOs
	<b>Unit 1</b>	<b>90</b>	
1	Operating System. ऑपरेटिंगसिस्टम	8	1
2	Windows- Basic features. Creating, editing, copying, moving, and deleting files and folders विंडोज़ - मूलभूतसुविधाएँ। फ़ाइलें और फ़ोल्डर बनाना, संपादित करना, कॉपी करना, स्थानांतरित करना और हटाना	9	1
3	MS Word; MS Excel; Power Point Presentation एमएसवर्ड; एमएसएक्सेल; पावरप्वॉइंटप्रेजेंटेशन	8	1
		25	
	<b>Unit 2</b>		
4	Database Management System (DBMS): डेटाबेसप्रबंधनप्रणाली (DBMS)	10	2

5	MS- Access (Basics)एमएस-एक्सेस	15	
		25	
	<b>Unit 3:</b>		
6	Web Page Designing using HTML HTML का उपयोग करके वेब पेज डिजाइनिंग	20	3
7	<b>Unit 4.</b> internet Searching इंटरनेट पर खोज	20	4

### Viva – Voce

**Note:** The examination of this paper will be conducted in different groups of examinees; each group will consist of 20 examinees only. In case the number of examinees is more than 20, the number of question papers to be set would be increased accordingly.

Subject code : LS-SEC 1		Recent Trends in Library and Information Science		L	T	P	C
				0	0		2
Core Course Prerequisite:		Core					
Data Book / Codes/Standards		N/A					
Course Category (concerning School)		Apex School of Library Science					
Course designed by the Department		Department of Library & Information Science					
Approval by the AC							
PURPOSE		To equip students with skills essential to carry out library housekeeping activities and to provide various library and information services using Information and Communication Technologies.					
INSTRUCTIONAL OBJECTIVES		COURSE OUTCOMES					
1.	To explain students to the role of Libraries in the Society	Understand key concepts of library and information Science.					
2.	To be familiar with different Types of Libraries: Public, Academic and Special Libraries.	Differentiate types of libraries: public, academic, and special.					
3.	Understanding the philosophies of guiding library practices.	Analyze the core philosophies guiding library practices.					



4.	Explain the role of information professional.	Recognize librarianship as a professional field. Evaluate the role of information professionals in the digital era. Identify current trends in library and information science.
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Session	Description of Topic	Contact hours	IOs
	<b>UNIT I- INTRODUCTION</b>	<b>30</b>	
1	Concept of Library, Information and Society; Present Trends; पुस्तकालय, सूचना एवं समाज की अवधारणा; वर्तमान रुझान	3	1
2	Library as a Social Institution, एक सामाजिक संस्था के रूप में पुस्तकालय,	3	1
3	Role of Library and Information Centres in the Modern Society. आधुनिक समाज में पुस्तकालय और सूचना केंद्रों की भूमिका	4	1
	<b>UNIT 2: Types of Library &amp; Information Centres and Library Philosophy: पुस्तकालय एवं सूचना केन्द्रों के प्रकार और पुस्तकालय दर्शन:</b>		
6	Different Types of Libraries: Public, Academic and Special - Their Objectives, Functions, Services and Distinguishing Features पुस्तकालयों के विभिन्न प्रकार: सार्वजनिक, शैक्षणिक और विशेष - उनके उद्देश्य, कार्य, सेवाएँ और विशिष्ट विशेषताएँ	5	2
	<b>UNIT III - Trends in Library and Information Science: पुस्तकालय एवं सूचना विज्ञान में रुझान:</b>		
9	Role of Library and Information Professionals in Digital Era, डिजिटल युग में पुस्तकालय एवं सूचना पेशेवरों की भूमिका,	4	3
10	Library Cooperation/ Resource Sharing पुस्तकालय सहयोग/ संसाधन साझाकरण	4	3
11	Library Consortia; Library tools and technologies पुस्तकालय संघ; पुस्तकालय उपकरण और प्रौद्योगिकियाँ	4	3
12	Conventional and non-conventional library resources and services पारंपरिक और गैर-पारंपरिक पुस्तकालय संसाधन और सेवाएँ	3	3
	<b>Total contact hours</b>		
1.			

	<b>REFERENCE BOOKS/OTHER READING MATERIAL</b>
2.	Isaac, K. A. (2004). Library legislation in India: A critical and comparative study
<b>LEARNING RESOURCES</b>	
<b>Sl. No.</b>	<b>TEXT BOOKS</b>
1	KHANNA (JK). Library and Society. 1987. Research Publication, Kurukshetra
2	CHAPMAN (Elizabeth A) and LYNDEN (Frederick). Advances in librarianship. 24 V. 2000. Academic Press, San Diego
	<b>REFERENCE BOOKS/OTHER READING MATERIAL</b>
	RUBIN (Richard E). Foundation of library and inf. science. 1998. Neal Schuman, New York.

Course nature				Theory		
Assessment Method (Weightage 100%)						
In-semester	Assessment tool	Midterm test I	Midterm test II	Surprise Test/Quizzes	PPT	Total
	Weightage	10%	10%	10%	10%	40%
End semester examination Weightage :						60%

#### YEAR I, SEMESTER II

<b>Subject code : LS101201</b>	<b>Library and Information Centre Management (Theory)</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
		<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
<i>Core Course Prerequisite:</i>	Core				
<i>Data Book / Codes/Standards</i>	N/A				
<i>Course Category (concerning School)</i>	Apex School of Library Science				
<i>Course designed by the Department</i>	Department of Library & Information Science				

Approval by the AC	
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<b>PURPOSE</b>	To equip students with skills essential to carry out library housekeeping activities and to provide various library and information services using Information and Communication Technologies.	
<b>INSTRUCTIONAL OBJECTIVES</b>		<b>COURSE OUTCOMES</b>
1.	To explain Environmental Factors of Libraries and Information Centers.  To understand basic functions of administration of Public Library and Information System.	After studying this paper, students shall be able to:  Understand the concept and history of management  Elaborate principles and functions of management
2.	To understand Organizational Structure of libraries.  To be familiar with housekeeping routines and work flow in libraries.	Carry out various operations of Library and Information Centres
3.	To study Functions and Routines of different Sections of libraries.  To know about financial management in libraries.	Manage, preserve and provide access to various print and non-print information sources  Comprehend the concept of financial management and human resource management
4.	To be familiar with library statistics and records.	Maintain the library statistics and prepare annual report

Session	Description of Topic	Contact hours	IOs
	<b>Unit 1: Principles of Library Management'</b> <b>पुस्तकालयप्रबंधनकेसिद्धांत</b>	<b>60</b>	
1	Definition, Need and Scope of Management. प्रबंधनकीपरिभाषा, आवश्यकताऔरदायरा।	3	1
2	Scientific Principles of Management and their Applications to Libraries and Information Centres. प्रबंधनकेवैज्ञानिकसिद्धांतऔरपुस्तकालयोंएवंसूचनाकेन्द्रोंमेंउनकेअनुप्रयोग।	3	1
3	Schools of Management thought	3	1

	प्रबंधनस्कूलोंकेविचार		
4	Management Information System (MIS) and Management by Objectives (MBO).प्रबंधनसूचनाप्रणाली (एमआईएस) औरउद्देश्योंद्वाराप्रबंधन (एमबीओ)।	3	1
	<b>Unit 2: Library Housekeeping Activities</b> <b>लाइब्रेरीहाउसकीपिंगगतिविधियाँ</b>		
5	Acquisition: Organization, Purpose and Function अधिग्रहण: संगठन, उद्देश्यऔरकार्य	2	2
6	Book Selection: Principles, Sources, Procedure and Method, Book Orderingपुस्तकचयन: सिद्धांत, स्रोत, प्रक्रियाऔरविधि, पुस्तकक्रम,	2	2
7	Technical Processing: Routines and Tools, Circulation: Organization, Purpose, and Function तकनीकीप्रसंस्करण: दिनचर्याऔरउपकरण, परिसंचरण: संगठन, उद्देश्यऔरकार्य,	2	2
8	Methods of Charging and Discharging Systems: Browne and Newark Systems, Serials Control: Organization, Purpose and Functions, Acquisition and Processing etc., Three Card Systems. चार्जिंगऔरडिस्चार्जिंगसिस्टमकेतरीके: ब्राउनऔरनेवार्कसिस्टम, सीरियलनियंत्रण: संगठन, उद्देश्यऔरकार्य, अधिग्रहणऔरप्रसंस्करणआदि, तीनकार्डसिस्टम।	4	2
9	Maintenance: Binding, Shelving, Stock Rectification. रखरखाव: बाइंडिंग, शेल्विंग, स्टॉकसुधार।	2	2
	<b>Unit 3: Library Authority and Library Committee</b> <b>पुस्तकालयप्राधिकरणऔरपुस्तकालयसमिति</b>		
10	Library Authority and Library Committee: Purpose, Functions and Types of Library Committee. पुस्तकालयप्राधिकरणऔरपुस्तकालयसमिति: पुस्तकालयसमितिकाउद्देश्य, कार्यऔरप्रकार।	6	3
11	Role of the Librarian in library committee. पुस्तकालयसमितिमेंपुस्तकालयाध्यक्षकीभूमिका।	6	3
	<b>Unit 4: Planning and Financial Management:</b>		
11	Sources of Finance, Financial and Budget estimation and Budgeting Techniques, वित्तकेस्रोत, वित्तीयऔरबजटअनुमानऔर बजटतकनीकें,	4	4
12	Job Description and Analysis नौकरीकाविवरणऔरविश्लेषण	4	4

13	Annual Report वार्षिकरिपोर्ट	4	4
	<b>Unit 5</b>		
14	Library Statistics पुस्तकालयसांख्यिकी	6	4
15	Annual Report वार्षिकरिपोर्टLibrary Rules and Library building पुस्तकालयनियमऔरपुस्तकालयभवन	6	4
	<b>Total contact hours</b>	<b>60</b>	

LEARNING RESOURCES	
Sl. No.	TEXT BOOKS
1	Krishan Kumar, (2007). Library management in electronics environment. New Delhi: Har -Anand Publications
2	RANGANATHAN (SR). Library administration. Ed 2. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
3	Mittal, R. (2007). Library administration: Theory and practice. New Delhi: EssEss Publications.
4	Narayana, G J. (1991). Library and information management. New Delhi: Prentice
	<b>REFERENCE BOOKS/OTHER READING MATERIAL</b>
	Harvey, Poss. (1993). Preservation in libraries: a reader. London: R.R. Bowker

Course nature				Theory		
Assessment Method (Weightage 100%)						
In- semester	Assessment tool	Midterm test I	Midterm test II	Surprise Test/Quizzes	PPT	Total

	<b>Weightage</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>	<b>40%</b>
<b>End semester examination Weightage :</b>						<b>60%</b>

<b>Subject code : LS101202</b>	<b>Information Sources, Products and Services (Theory)</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
		<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
<i>Core Course Prerequisite:</i>	Core				
<i>Data Book / Codes/Standards</i>	N/A				
<i>Course Category (concerning School)</i>	Apex School of Library Science				
<i>Course designed by the Department</i>	Department of Library & Information Science				
<i>Approval by the AC</i>					

<b>PURPOSE</b>		To get exposed to the glimpses of Library & Information Science topics that are essential for a Librarian.			
<b>INSTRUCTIONAL OBJECTIVES</b>			<b>COURSE OUTCOMES</b>		
1.	Understanding the fundamental concepts and theories related to Information Products and Services		After studying this paper, students shall be able to: Know about Data and Information Centres.		
			Understand the information products- Nature, Concept, Types,		
			Know consolidation and repacking.		
			Know about the international information data centres and networks		
<b>Session</b>	<b>Description of Topic</b>		<b>Contact hours</b>	<b>IOs</b>	
	<b>Unit 1: Sources of Information</b> सूचनाकास्रोत		<b>60</b>		

1	Documentary & Non-Documentary, Primary, Secondary and Tertiary. वृत्तचित्र और गैर-वृत्तचित्र, प्राथमिक, द्वितीयक और तृतीयक।	4	1
2	Evaluation of Reference Sources. संदर्भस्रोतों का मूल्यांकन।	4	1
3	Institutional & Human sources. Electronic Sources of Information. संस्थागत और मानवीय स्रोत। सूचना के इलेक्ट्रॉनिक स्रोत	4	1
	<b>Unit 2: Reference Service</b> <b>संदर्भसेवा</b>		
4	Reference Service: Concept, Need and Types: Ready and Long-Range Reference Service संदर्भसेवा: अवधारणा, आवश्यकता एवं प्रकार: तत्काल एवं दीर्घकालिक संदर्भसेवा	4	1
5	Enquiry Techniques, Role of Reference Librarian and Information Officer in Electronic Environment (जांच तकनीकें, इलेक्ट्रॉनिक वातावरण में संदर्भ पुस्तकालयाध्यक्ष एवं सूचना अधिकारी की भूमिका)	4	1
6	Virtual Reference Service. आभासी संदर्भसेवा	4	1
	<b>Unit 3: Information Services</b> <b>सूचनासेवाएँ</b>		
7	Information Services: Concept, Need and Types: Current Awareness Service (CAS), Selective Dissemination of Information (SDI) सूचनासेवाएँ: अवधारणा, आवश्यकता और प्रकार: वर्तमान जागरूकता सेवा (सीएस), सूचना का चयनात्मक प्रसार (एसडीआई)	3	1
8	Indexing and Abstracting Services, Bibliographical Services, Translation Services अनुक्रमण और सार सेवाएँ, ग्रंथ सूची सेवाएँ, अनुवाद सेवाएँ	3	1
9	Document Delivery Services (DDS), Inter Library Loan (ILL) Service दस्तावेज वितरण सेवाएँ (डीडीएस), अंतर-पुस्तकालय ऋण (आईएलएल) सेवा,	3	1
10	Literature Search Service. Bibliographic Control: Basic concept. साहित्य खोज सेवा। ग्रंथ सूची नियंत्रण: मूल अवधारणा	3	1
	<b>Unit 4: Information Users</b> <b>सूचना उपयोगकर्ता</b>		
11	Information Users: Types, Information Needs सूचना उपयोगकर्ता: प्रकार, सूचना की आवश्यकताएँ	6	1
12	Users studies and User education. उपयोगकर्ता अध्ययन और उपयोगकर्ता शिक्षा	6	1

	<b>Unit 5: Library Networks and Resource Sharing</b>		1
13	Library Networks and Resource Sharing: Concept, Purpose पुस्तकालयनेटवर्क और संसाधन साझाकरण: अवधारणा, उद्देश्य	6	1
14	National and International Initiatives: INFLIBNET, DELNET and OCLC. राष्ट्रीय और अंतर्राष्ट्रीय पहल: इनफ्लिबनेट, डेलनेट और ओसीएलसी।	6	1
	<b>Total contact hours</b>	<b>60</b>	

<b>LEARNING RESOURCES</b>	
<b>Sl. No.</b>	<b>TEXT BOOKS</b>
1	Chowdhury, G. G. and Chowdhury, Sudatta. (2001). Searching CD-ROM and Online Information Sources. London: Library Association Publishing.
2	KRISHAN KUMAR. Reference Service. Ed 5. 1996. Vikas, New Delhi.
3	Khanna, J.K. (1996). Handbook of Information Systems and Services. New Delhi: Beacon Books.
4	KATZ (William A). Introduction to Reference work. 2000. Butterworths, London,
<b>REFERENCE BOOKS/OTHER READING MATERIAL</b>	
	Atherton, Pauline (1977). Handbook for Information Systems and Services. Paris: UNESCO

Course nature				Theory			
Assessment Method (Weightage 100%)							
In- semester	Assessment tool	Midterm test I	Midterm test II	Surprise Test/Quizzes	PPT	Total	
	Weightage	10%	10%	10%	10%	40%	
End semester examination Weightage :						60%	
Subject code LS101203	Information Storage and Retrieval (Theory)			L	T	P	C
				3	1	0	4



<i>Core Course Prerequisite:</i>	Core Elective Course
<i>Data Book / Codes/Standards</i>	N/A
<i>Course Category (concerning School)</i>	Apex School of Library Science
<i>Course designed by the Department</i>	Department of Library & Information Science
<i>Approval by the AC</i>	

<b>PURPOSE</b>	To get exposed to the glimpses of Library & Information Science topics that is essential for a Librarian.		
<b>INSTRUCTIONAL OBJECTIVES</b>		<b>COURSE OUTCOMES</b>	
1.		Understand Information Storage: Learn concepts, tools, and database structures.	
2.	To know the Techniques and Products of Library and Information Networks	Master Indexing: Study various indexing methods and systems. Apply Abstracting Techniques: Know abstract types and automated systems.	
3.	To acquaint with various types of Information Sources.	Understand the concept of information storage and retrieval.	
4.		Explore Retrieval Systems: Understand features of search engines and data mining.	
<b>Session</b>	<b>Description of Topic</b>	<b>Contact hours</b>	<b>IOs</b>
	<b>Unit 1: Information Storage</b> <b>सूचनासंग्रहण</b>	<b>60</b>	
1	Concept, Need, Purpose, Function and brief history of Information storage सूचनाभंडारणकी अवधारणा, आवश्यकता, उद्देश्य, कार्य और संक्षिप्त इतिहास	4	1
2	Information Storage tools/ media. सूचनाभंडारण उपकरण/मीडिया.	4	1
3	Database: definition, purpose, types, structure, and characteristics. डेटाबेस: परिभाषा, उद्देश्य, प्रकार, संरचना और विशेषताएँ।	4	1

	<b>Unit 2: Indexing Techniques</b>		
4	Index: need, purpose, function अनुक्रमणिका: आवश्यकता, उद्देश्य, कार्य	3	1
5	Types of Indexing Techniques: Pre coordinated and post coordinate Indexing system; chain Indexing, PRECIS, POPSI, chain Indexing, PRECIS, POPSI, UNITERM, KWIC and KWOC अनुक्रमणतकनीकोंके प्रकार: पूर्व-समन्वित और पश्च-समन्वित अनुक्रमण प्रणाली; श्रृंखला अनुक्रमण, PRECIS, POPSI, श्रृंखला अनुक्रमण, PRECIS, POPSI, UNITERM, KWIC और KWOC;	5	2
6	Chain Indexing, PRECIS, POPSI, श्रृंखला अनुक्रमण, PRECIS, POPSI,	4	2
	<b>Unit 3: Abstracting Techniques</b> <b>सारतकनीकें</b>		
7	Abstract: Need, purpose, functions सार: आवश्यकता, उद्देश्य, कार्य	4	2
8	Types of abstract characteristics of Abstract; Canons of Abstracting: सारके प्रकार, सारकी विशेषताएँ; सार-संकलन के सिद्धांत	4	2
9	Automated Abstracting system Information analysis, consolidation and Repackaging. स्वचालित सार-संकलन प्रणाली, सूचना विश्लेषण, समेकन और पुनः पैकेजिंग।	4	2
	<b>Unit 4: Information Retrieval System (IRS)</b> <b>सूचना पुनर्प्राप्ति प्रणाली (आईआरएस)</b>		
10	Information Retrieval System (IRS): concept, features, function, सूचना पुनर्प्राप्ति प्रणाली (आईआरएस): अवधारणा, विशेषताएँ, कार्य,	3	3
11	Basic components and types; Modern trend in Information Retrieval system, मूलभूत घटक और प्रकार; सूचना पुनर्प्राप्ति प्रणाली में आधुनिक रुझान,	3	3
12	Web Browsers, Search Engine, Discovery Tool, Data Ware house and Data Mining वेब ब्राउज़र, खोज इंजन, डिस्कवरी टूल, डेटा वेयरहाउस और डेटा माइनिंग	3	3
13	Advance search techniques: Boolean, Proximity, Phrase and Truncation उन्नत खोज तकनीकें: बूलियन, प्रॉक्सिमिटी, वाक्यांश और ट्रंकेशन	3	3

	<b>UNIT 5</b> Evaluation of Information Storage and Retrieval System सूचना भंडारण और पुनर्प्राप्ति प्रणाली का मूल्यांकन		
15.	Need and Advantage of evaluation, criteria for evaluation मूल्यांकन की आवश्यकता और लाभ, मूल्यांकन के मानदंड	3	4
16.	Recall, Precision, fall out, time cost; स्मरण, परिशुद्धता, पतन, समय लागत;	2	4
17.	Important test result: महत्वपूर्ण परीक्षा परिणाम:	2	4
18.	Cranfield and MEDLARS/ SMART. क्रैनफील्ड और मेडलर्स/ स्मार्ट	2	4
	<b>Total contact hours</b>	<b>60</b>	
<b>LEARNING RESOURCES</b>			
<b>Sl. No.</b>	<b>TEXT BOOKS</b>		
1	Khanna, J K (1987). Library and Society. Kurukshetra: Research Publications.		
2	Kalia, D R. (1990). Guidelines for Public Library Services and Systems. Calcutta: RRRLF		
3	Prasad, HN (2012). Information needs our users. B.R. Publication Delhi		
	<b>REFERENCE BOOKS/OTHER READING MATERIAL</b>		
	Murison, W J. (1988). The Public Library: Its origin, purpose and significance. London: Clive Bingley.		

Course nature				Theory		
Assessment Method (Weightage 100%)						
In- semester	Assessment tool	Midterm test I	Midterm test II	Surprise Test/Quizzes	PPT	Total
	Weightage	10%	10%	10%	10%	40%

<b>End semester examination Weightage :</b>						<b>60%</b>
<b>Subject code :</b> <b>LS101221</b>	<b>LIBRARY CLASSIFICATION DDC DEWEY DECIMAL CLASSIFICATION) PRACTICAL</b>	<b>L</b> <b>0</b>	<b>T</b> <b>0</b>	<b>P</b> <b>3</b>	<b>C</b> <b>3</b>	
<i>Core Course</i>	Open Elective					
<i>Prerequisite:</i>						
<i>Data Book / Codes/Standards</i>	N/A					
<i>Course Category (concerning School)</i>	Apex School of Library Science					
<i>Course designed by the Department</i>	Department of Library & Information Science					
<i>Approval by the AC</i>						

<b>PURPOSE</b>	To get exposed to the glimpses of Library & Information Science topics that are essential for a Librarian.		
<b>INSTRUCTIONAL OBJECTIVES</b>		<b>COURSE OUTCOMES</b>	
1.	To develop skills of classification.	To familiarise with the process of classification	
2.	To develop skills in subject analysis.	Construct class numbers for documents with simple, compound, and complex subjects	
3.	To develop proficiency in using Colon Classification to construct Class Numbers for documents of different disciplines / subjects.	To develop skills in subject analysis and the process of classification	
4.	To develop knowledge and skills to classify different subject of documents using Dewey Decimal Classification ed 6th.	To develop knowledge and skills to classify different subject of documents using DDC 19th ed.	
<b>Session</b>	<b>Description of Topic</b>	<b>Contact hours</b>	<b>IOs</b>
Classification of documents by Dewey Decimal Classification (DDC) (19th Ed.). डेवीदशमलववर्गीकरण (डीडीसी) द्वारा दस्तावेजों का वर्गीकरण (19वां संस्करण)।			
1	Unit 1: Classification of documents, having simple, compound, and complex subjects. दस्तावेजों का वर्गीकरण, सरल, मिश्रित और जटिल विषयों वाले।	<b>45</b>	

2	Unit2:Classification of documents requiring use of seven tables and devices..साततालिकाओंऔरउपकरणोंकेउपयोगकीआवश्यकतावालेदस्तावेजोंकावर्गीकरण	45	
	<b>Total contact hours</b>	<b>90</b>	

<b>LEARNING RESOURCES</b>	
<b>Sl. No.</b>	<b>TEXT BOOKS</b>
1	Dewey Decimal Classification (DDC) (19th Ed.).
<b>REFERENCE BOOKS/OTHER READING MATERIAL</b>	

<b>Subject code : LS101221</b>	<b>LIBRARY CATALOGUING PRACTICAL</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
		<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>
<i>Core Course</i>	Open Elective				
<i>Prerequisite:</i>					
<i>Data Book / Codes/Standards</i>	N/A				
<i>Course Category (concerning School)</i>	Apex School of Library Science				
<i>Course designed by the Department</i>	Department of Library & Information Science				
<i>Approval by the AC</i>					

<b>PURPOSE</b>	To get exposed to the glimpses of Library & Information Science topics that are essential for a Librarian.	
<b>INSTRUCTIONAL OBJECTIVES</b>		<b>COURSE OUTCOMES</b>
1.	To develop skills of cataloguing. To understand the process of Cataloguing.	Use the catalogue codes and standards. Know different types of Catalogue and understand the process of Library Cataloguing.  To familiarise with the process of cataloguing.
2.	To understand the rules and practices of document description for Books and journals according to AACR-2.	Understand various sections; skeleton card of Main and Added entries according to AACR-2.
3.	Preparing Catalogue Entries (Main, Added and Reference entries) for Book and journals using AACR-2.	Understand the title, analyze the entry elements and understand different parts of catalogue entries

4.	To know various provisions of AACR-2. To learn preparation of Entries according to AACR-2.	Learn preparation of Main Entries, Added Entries and References according to AACR-2 for different types of documents.
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Session	Description of Topic	Contact hours	IOs
<p>Practical Cataloguing (Prepare Catalogue Entries– Main Entry, Added Entries and Reference Entry) of the following types of documents for a Dictionary Catalogue by using Anglo-American Cataloguing Rules-2 (1978) along with ‘Sears List of Subject Headings’: एंग्लो-अमेरिकन कैटलॉगिंग नियम-2 (1978) के साथ-साथ ‘सीयर्स लिस्ट ऑफ सबजेक्ट हेडिंग्स’ का उपयोग करके डिक्शनरी कैटलॉग के लिए निम्न लिखित प्रकार के दस्तावेजों का व्यावहारिक कैटलॉगिंग (कैटलॉग प्रविष्टियाँ तैयार करें - मुख्य प्रविष्टि, अतिरिक्त प्रविष्टियाँ और संदर्भ प्रविष्टि)</p>			
1	Unit 1: Cataloguing of Books involving Personal Author(s) with shared responsibilities and series in note. व्यक्तिगत लेखक(ओं) से संबंधित पुस्तकों की सूची बनाना, साझा जिम्मेदारियों और श्रृंखला को ध्यान में रखना।	15	1
2	Unit 2: Cataloguing of Books involving Corporate Authorship: Government, Institutions, Conference.. कॉर्पोरेट लेखकत्व से संबंधित पुस्तकों की सूची बनाना: सरकार, संस्थान, सम्मेलन।	25	2
3	Unit 3: Cataloguing of Books involving Pseudonym Work; Cataloguing of Books requiring Titles as Heading: Uniform Titles; Sacred Scripture; Anonymous Works छद्मनाम कार्य से संबंधित पुस्तकों की सूची बनाना; शीर्षक के रूप में शीर्षक की आवश्यकता वाली पुस्तकों की सूची बनाना: समान शीर्षक; पवित्र धर्म ग्रंथ; अनामरचनाएँ	20	3
4	Unit 4: Cataloguing of Composite books; Cataloguing of Multivolume documents. संयुक्त पुस्तकों की सूची बनाना; बहुखंडीय दस्तावेजों की सूची बनाना।	20	3
5	Cataloguing of Periodical Publications (Simple Periodical Publications) आवधिक प्रकाशनों की सूची बनाना (सरल आवधिक प्रकाशन)	20	4
<b>Total contact hours</b>		<b>90</b>	

## LEARNING RESOURCES

Sl. No.	TEXT BOOKS
1	AMERICAN LIBRARY ASSOCIATION, et al. Anglo-American cataloguing rules. Rev. Ed. 1998. Library Association, London.
2	KRISHAN KUMAR. An introduction to AACR-2. 1990. Vikas Publishing House, New Delhi
	<b>REFERENCE BOOKS/OTHER READING MATERIAL</b>
	Bristow, Barbara A. (2018). <i>Sear's list of subject headings</i> . 22 <sup>nd</sup> ed. New York: Grey House Publishing.

Subject code : LS101223	ICT APPLICATION IN LIBRARY AND INFORMATION SCIENCE(PRACTICAL)	L	T	P	C
		0	0	3	3
Core Course Prerequisite:	Core				
Data Book / Codes/Standards	N/A				
Course Category (concerning School)	Apex School of Library & Information Science				
Course designed by the Department	Department of Library & Information Science				
Approval by the AC					

<b>PURPOSE</b>	To get exposed to the glimpses of Library & Information Science topics that are essential for a Librarian.	
<b>INSTRUCTIONAL OBJECTIVES</b>		<b>COURSE OUTCOMES</b>
To develop familiarity with some library management software.		
1	To explain various aspects of library automation. To know how computers can be used in libraries. To discuss impact of computer technology in libraries.	To use integrated library management systems like KOHA or e-Granthalaya for library operations. To design and create various digital graphics such as infographics, banners, and posters.

	2.	To explain various aspects of Computer Technologies. To design and format web pages using HTML for library-related content.	To create and manage blogs and websites using Google applications.	
	3.	To conduct effective internet searches to locate and retrieve library information.	To perform effective online searches using tools like Google Scholar, LISTA, DOAJ, and DOAB.	
Session	Description of Topic		Contact hours	IOs
	Unit 1		90	
1	Integrated Library Management System: KOHA/ e-Granthalaya एकीकृतपुस्तकालयप्रबंधनप्रणाली: कोहा/ई-ग्रंथालय		30	1
	U nit 2		15	
2	Creation of Blog and website using Google applications गूगलअनुप्रयोगोंकाउपयोगकरकेब्लॉगऔरवेबसाइटकानिर्माण			2
	Unit 3:			
3	Design and Creation infographics; Banner; Chart; Poster; Video Clips डिज़ाइनऔरनिर्माणइन्फोग्राफिक्स, बैनर; चार्ट; पोस्टर; वीडियोक्लिप		15	2
	Unit 4			
1	Online searching using Google Scholar, LISTA, DOAJ, DOAB Google Scholar, LISTA, DOAJ, DOAB काउपयोगकरकेऑनलाइनखोज		30	3

### Viva – Voce

**Note:** The examination of this paper will be conducted in different groups of examinees; each group will consist of 20 examinees only. In case the number of examinees is more than 20, the number of question papers to be set would be increased accordingly.

Subject code: LS-SEC2	ICT Skills in Library and Information Science	L	T	P	C
		2	0	0	2
Core Course Prerequisite:	SEC				
Data Book /	N/A				



<i>Codes/Standards</i>		
<i>Course Category (concerning School)</i>	Apex School of Library Science	
<i>Course designed by the Department</i>	Department of Library & Information Science	
<i>Approval by the AC</i>		
<i>PURPOSE</i>	To equip students with skills essential to carry out library housekeeping activities and to provide various library and information services using Information and Communication Technologies.	
<i>INSTRUCTIONAL OBJECTIVES</i>	COURSE OUTCOMES	
1.	To develop skills in library management software.	To articulate the role of ICT in enhancing library services.
2.	To develop skills in institutional repository for the digital preservation of documents,	To demonstrate proficiency in library management software.
3.	To introduce students with library automation and software packages.	To define digital libraries and evaluate management software options.
4.	To familiarize with ICT Tools, Applications, and Emerging Technologies	To assess and implement emerging technologies in library services.

Session	Description of Topic	Contact hours	IOs
	<b>UNIT I- Introduction to ICT in Libraries and Library Automation</b> <b>पुस्तकालयोंमेंआईसीटीकापरिचयऔरपुस्तकालयस्वचालन</b>	<b>30</b>	
1	Application and impact of ICT in Libraries पुस्तकालयोंमेंआईसीटीकाअनुप्रयोगऔरप्रभाव	4	1
2	Introduction to library management software – Koha / e-Granthalaya; Key modules: Cataloguing, Circulation, Acquisition; Online Public Access Catalogues (OPAC) पुस्तकालयप्रबंधनसॉफ्टवेयरकापरिचय - कोहा / ई-ग्रंथालय; प्रमुखमॉड्यूल: कैटलॉगिंग, सर्कुलेशन, अधिग्रहण; ऑनलाइनपब्लिकएक्सेसकैटलॉग (ओपीएसी	8	1

	<b>UNIT 2:Digital Libraries:</b>		
3	Introduction, Definition, and significance of digital libraries डिजिटलपुस्तकालयोंकापरिचय, परिभाषाऔरमहत्व;	3	2
4	Software for digital libraries – Dspace/ Greenstone डिजिटलपुस्तकालयोंकेलिएसॉफ्टवेयर - डीस्पेस/ग्रीनस्टोन	3	2
5	Creative commons licencing. क्रिएटिवकॉमन्सलाइसेंसिंग	3	2
	<b>UNIT III - ICT Tools, Applications, and Emerging Technologies:</b>		
6	Social media integration in library services; RFID application in Libraries पुस्तकालयसेवाओंमेंसोशलमीडियाएकीकरण; पुस्तकालयोंमेंआरएफआईडीअनुप्रयोग	3	3
7	Web-based ICT Tools for Content and Learning Management:RFID application in Libraries सामग्रीऔरशिक्षणप्रबंधनकेलिएवेब-आधारितआईसीटीउपकरण: पुस्तकालयोंमेंआरएफआईडीअनुप्रयोग	3	4
8	Web-based ICT Tools for Content and Learning Management सामग्रीऔरशिक्षणप्रबंधनकेलिएवेब-आधारितआईसीटीउपकरण	2	4
9	Google Sites / Blogger and Moodle / Blackboard गूगलसाइट्स / ब्लॉगरऔरमूडल / ब्लैकबोर्ड	1	4
	<b>Total contact hours</b>	<b>30</b>	
	<b>REFERENCE BOOKS/OTHER READING MATERIAL</b>		
1.	Isaac, K. A. (2004). Library legislation in India: A critical and comparative study		
	<b>LEARNING RESOURCES</b>		
<b>Sl. No.</b>	<b>TEXT BOOKS</b>		
1	TEDD (LA). Introduction to Computer-based library system. Ed 2. 1984. Hyden, London.		
2	RODRIGUEZ (MVR) and FIRRANTE (AJ). Information technology for the 21st Century: managing the change. 1996. MVR Rodviguez, Milano.		
	<b>REFERENCE BOOKS/OTHER READING MATERIAL</b>		
	TEDD (LA). Introduction to Computer-based library system. Ed 2. 1984. Hyden, London.		

Course nature				Theory		
Assessment Method (Weightage 100%)						
In-	Assessment tool	Midterm test I	Midterm test II	Surprise Test/Quizzes	PPT	Total

<b>semester</b>						
	<b>Weightage</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>	<b>40%</b>
<b>End semester examination Weightage :</b>						<b>60%</b>