

MK UNIVERSITY PATAN

MK SCHOOL OF LIBRARY SCIENCE

PROGRAM: M.Lib.Sc.2025-26

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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.

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.

MK UNIVERSITY PATAN

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:

Master 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 Master of Library and Information Science (M.LISc.)

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 in library science examination (1 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. Understand the philosophy of Librarianship incorporating ideas related to purpose of libraries and Information Centres in diverse areas of scholarship..

2. Critically analyse and restructure information, products and research data using ICT tools to provide services to suit the requirements of specific user groups.
3. Apply the principles and techniques of information processing & retrieval in planning and designing databases information systems and services.
4. Independently plan and manage college libraries, individual sections in University libraries and special libraries in various professional capacities.
5. Use and apply state-of-the-art technology for managing libraries and providing user services within and beyond four walls of the library in the light of changing user requirements in the digital era
6. Identify current problems in different types of libraries and other information institutions and investigate those issues using standard methods, techniques, tools and technologies for arriving at satisfactory solutions.
7. Demonstrate critical thinking, vision and innovation for understanding, researching and solving ethical, technological and other real world problems in changing information landscapes.

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 to Information 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

FACULTY OF HUMANITIES & ARTS

MK UNIVERSITY SCHOOL OF LIBRARY SCIENCE

Teaching and Examination Scheme Session 2025 - 2026

Program Name: Master of Library and Information Science
Course: M.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	LS201101	Basics Of Research And Statistical Methods	5	0	0	40	60	24	100	40	5
2	LS201102	Information And Communication Technology	5	0	0	40	60	24	100	40	5
3	LS201103	Knowledge Organization And Information Processing	5	0	0	40	60	24	100	40	5
4	Elective Papers LS201104.1	Information Sources And Literature In Natural Science (EC 1)	5	0	0	40	60	24	100	40	5
5	LS201104.2	Information Sources And Literature In Social Science (EC 2)	5	0	0	40	60	24	100	40	5

	Total		20	00	00	160	240	96	400	160	20
PRACTICAL PAPER											
6	LS201121	Knowledge Organisation And Information Processing UDC	0	0	4	0	50	20	50	20	2
7	LS201122	Basics Of IT Practice	0	0	4	0	50	20	50	20	2
8	SODCA	Social Outreach, Discipline & Curriculum Activities	-	-	-	-	-	-	50	-	-
	Total		00	00	08	00	100	40	150	40	04
Sub Total			20	00	08	210	340	136	550	200	24

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

MK UNIVERSITY PATAN

FACULTY OF HUMANITIES & ARTS

MK UNIVERSITY SCHOOL OF LIBRARY SCIENCE

Teaching and Examination Scheme Session 2025 - 2026

Program Name: Master of Library and Information Science
Course: M.Lib.Sc.

Year/Semester: I/II

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	LS201201	Knowledge Management	5	0	0	40	60	24	100	40	5
2	LS201202	ICT Applications In Library & Information Science	5	0	0	40	60	24	100	40	5
3	LS201203	Knowledge Organization And Information Processing	5	0	0	40	60	24	100	40	5
4	Elective Papers LS201204.1	Management Of Academic Library (EC1)	5	0	0	40	60	24	100	40	5
	LS201204.2	Management Of Special Library (EC2)									
5	LS201205	Training And Report Writing (SC)	0	0	0	0	100	40	100	40	0
	Total		20	00	00	160	340	136	500	200	20
PRACTICAL PAPER											
6	LS201221	ICT Applications In Library & Information Science.	0	0	4	0	50	20	50	20	2
7	LS201222	Knowledge Organization And Information	0	0	4	0	50	20	50	20	2

		Processing : Anglo American Cataloguing Rules-2 (AACR-2)									
8	SODCA	Social Outreach, Discipline & Curriculum Activities				50			50	-	
	Total		00	00	08	00	100	40	150	40	04
Sub Total			20	00	08	210	440	176	650	240	24

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

MK UNIVERSITY PATAN

MASTER OF LIBRARY & INFORMATION SCIENCE

SEMESTER I

Subject code : LS201101	Basics Of Research And Statistical Methods	L 4	T 1	P 0	C 5
<i>Core Course</i>	Core				
<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>					

PURPOSE	To provide the basic knowledge about the research process and methods	
INSTRUCTIONAL OBJECTIVES	COURSE OUTCOMES	
1.	To provide the basic knowledge about the research process and methods	<p>After completion of the course, learners will be able to:</p> <p>To understand the nature of research and process.</p> <p>To make students learn about developing research design, hypotheses, and writing research proposal.</p> <p>To acquaint with various research methods.</p> <p>To gain understanding on various techniques and tools of research</p>

Session	Description of Topic	Contact hours	IOs
	UNIT- I Research and Research Design	12	
1.	Meaning, Definition, Need and Types of Research	3	1
2.	Steps of Research Process	3	1
3.	Research Design: Definition, Characteristics and Components	4	1
4.	Formulation of Research Problems	2	1
	UNIT- II Research Methods	12	

5.	Scientific Method	3	2
6.	Spiral of Scientific Method	3	2
7.	Historical Method	3	2
8.	Survey and Case Study Method	3	2
	UNIT- III Data Collection Techniques	12	
9.	Questionnaire: Definition, Types and Nature of questionnaire	3	3
10.	Observation: Types and Characteristics	3	3
11.	Sampling	2	3
12.	Interview	2	3
13	Schedule	2	3
	UNIT- IV Hypothesis, Data Collection & Report Writing	12	
13.	Hypothesis: Definition, Types and Utility	2	4
14.	Data Collection: Methods and Analysis	2	4
15.	Tabulation: Objectives, Advantages, Structure and Types	4	4
16.	Report Writing: Steps, Format and Rules	4	4
	UNIT- V Bibliometric Methods and Plagiarism	12	
17	Bibliometrics: Concept, Definition,	3	5
18	Objectives and Types of Bibliometric Studies	3	5
19	Bibliometric Laws: Bradford, Lotka and Zipf's	3	5
20	Plagiarism: Definition, Types and Methods to avoid plagiarism Violation of Research Ethics	3	5
	Total contact hours	60	
LEARNING RESOURCES			
Sl. No.	TEXT BOOKS		
1.	Ahuja, Ram. (2001). Research methods. New Delhi: Rawat.		
2.	Gupta, Santosh: Research Methodology and Statistical Techniques. Delhi: Deep and Deep Publications, 1999.		
3.	Publications3. Kothari, C.R. (2006). Research methodology: methods and techniques. New Delhi: New Age International Limited.		
	REFERENCE BOOKS/OTHER READING MATERIAL		
4.	Krishan Kumar. (1992). Research methods in library and information science (2nd ed.). New Delhi: Har Anand		

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%

SEMESTER I

Subject code : LS201102	Information And Communication Technology	L	T	P	C
		4	1	0	5
<i>Core Course</i>	Core				
<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>					

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 equip students with skills essential to carry out library housekeeping activities and to provide various library and information services using Information and Communication Technologies	<p>After completion of the course, learners will be able to:</p> <p>The student will be able to manage the libraries in the ICT environment. The students will be equipped with the advanced skills of literature searching, networks, database management and related areas. The student will have necessary analytical skills to solve the problems in managing the libraries in the traditional system and in ICT enabled library services. The students are introduced to the basic areas of research, style manuals and will be able to scientifically communicate the research results with the peers.</p>

Session	Description of Topic	Contact hours	IOs
	UNIT- I Information and Communication Technology	15	
1	Concept, definition and components of IT. Telecommunication Media	3	1

2	Twisted Pair, Coaxial cable, Transmission Telecommunication Signals	5	1
3	Analog and Digital; Switching Techniques	5	1
4	Circuit Switching, packet switching, and Cell switching	2	1
	UNIT- II Network and Networking	15	
5	Computer Network- Introduction, Types	3	2
6	LAN, MAN, WAN; Topology	3	2
7	Bus, Star, Ring, Tree, Mesh and Token ring Network; Devices	5	2
8	Network Interface Card, Repeater, Bridge, Hub, Switch, Router and Gateway.	4	2
	UNIT- III Internet	15	
9	History, Protocols, tools and services	3	3
10	WWW, URL, Search Engines and Web Browsers,	5	3
11	Email, FTP, TELENET, IRC, Bulletin Boards ,Users of Internet	5	3
12	WEB2.0 Technologies	2	3
	UNIT- IV Network Security & Modern techniques in ICT:	15	
13	Introduction. Malicious Software: Virus, WORMS, SPAM, Trojan Horse	2	4
14	Hacking. Security Methods: Firewall, Anti-virus software.	3	4
15	Concept of artificial intelligence,	5	4
16	RFID, Barcode, Cloud Computing, Internet of Things (IoT).	5	4
	Total contact hours	60	

LEARNING RESOURCES	
Sl. No.	TEXT BOOKS
1	Arora, Ashok & Bansal, Shefali. (2000). Computer Fundamentals. New Delhi: Excel Books.
2	Basandra, Suresh K. (1999). Computer Today. New Delhi : Galgotia Publications.
3	Sinha, Pradeep Kumar & Sinha, Priti. (2007). Computer Fundamentals. New Delhi : BPB Publication.
	REFERENCE BOOKS/OTHER READING MATERIAL
	Stallings, William. (2007). Computer Networking with Internet Protocols and Technology. Delhi: Pearson Education.

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%

SEMESTER I

Subject code : LS201203	Knowledge Organization And Information Processing	L 4	T 1	P 0	C 5
<i>Core Course</i>	Core				
<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>					

PURPOSE	The course aims to provide knowledge of Library Classification and universe of knowledge to students and to enhance the usefulness of Library Classification Schemes		
INSTRUCTIONAL OBJECTIVES		COURSE OUTCOMES	
1.	To introduce the structure and attributes of Universe of Knowledge	After completion of the course, learners will be able to: <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. 	
2.	To familiarize with the process of Library Classification.		
3.	To familiarize with various provisions of major Classification Schemes.		
4.	To introduce the provisions of classifying books using CC and DDC.		

Session	Description of Topic	Contact hours	IOs
	UNIT- I Knowledge Organization	12	

1	Knowledge: Definition and Types	3	1
2	Universe of Subject: Nature and Attributes	3	1
3	Modes of Formation of Subjects	3	1
4	Simple, Compound and Complex Subjects	3	1
	UNIT- II Library Classification Theory	12	
5	Library Classification: Definition, Need, Purpose and Functions	4	2
6	Canons: Idea Plane, Verbal Plane and Notational Plane	4	2
7	Fundamental Categories	4	2
	UNIT- III Notational Techniques and Facet Sequence	12	
8	Notation: Definition, Types, Functions, Qualities and Techniques	3	3
9	Facet and Facet Analysis: Meaning and Definition, Principles of facet sequence	6	3
10	Round and Levels	3	3
	UNIT- IV Classification Schemes	12	
11	Mapping and Structure of Subjects in DDC and CC	3	4
12	Species of Library Classification Schemes	5	4
13	Salient Features of DDC and CC	4	4
	UNIT- V General Features of Classification Schemes	12	
14	Phase Relation in CC	3	5
15	Mnemonics: Meaning and Types	3	5
16	Isolate: Definition, Common and Special isolate in CC and DDC	4	5
17	Devices in CC and DDC	2	5
	Total contact hours	60	

LEARNING RESOURCES	
Sl. No.	TEXT BOOKS
1	Singh, Singh, Sonal. (1998). Universe of Knowledge: Structure & Development. Jaipur: Raj Publishing.
2	Sood, S. P. (1998). Universe of Knowledge and Universe of Subjects. Jaipur: G. Star Printers
3	Kumar, P. S. G. (2003). Knowledge Organization, Information Processing and Retrieval Theory. Delhi: B. R. Publishing
REFERENCE BOOKS/OTHER READING MATERIAL	
	Ranganathan, S. R. (2006). Philosophy of Library Classification. Bangalore: Ess Ess.

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

Subject code	Information Sources And Literature In	L	T	P	C
LS201104.1	Natural Science (EC 1)	4	1	0	5
Core Course	Core Elective Course				
Prerequisite:					
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 get exposed to the glimpses of Library & Information Science topics that is essential for a Librarian.	
INSTRUCTIONAL OBJECTIVES		COURSE OUTCOMES
1.	To familiarise with the Concept and Scope. To develop an understanding of Natural Science Information System and its Components. To develop an understanding of Natural Science Information systems and networks	After completion of the course, learners will be able to: Understand the development of Natural Science and main concepts and Natural Science Library. Know various print and electronic information sources. Know the overview of information systems and networks at national and

		international level. Evaluate select documentary & Institutional sources.	
Session	Description of Topic	Contact hours	IOs
	UNIT- I Natural Science as a discipline:	12	
1	Definition, Classification, Nature and Scope,	2	1
2	Developments and trends	3	1
3	E – Information Sources in Natural Science	4	1
4	Concept, Definition, Types, Advantages and Disadvantages.	3	1
	UNIT-II Brief survey of the contributions made by the following Scientists:	12	
5	<ul style="list-style-type: none"> • Sir Isaac Newton • Charles Darwin • Louis Pasteru • Gregor Johann Mendal • Michael Faraday • Madam Marie Curie • Albert Einstein • C.V. Raman • J.C. Bose • H.J. Bhabha • Hargobind Khurana 	12	2
	UNIT-III E – Information Sources in Natural Science:	12	
9	Concept, Definition, Types, Advantages and Disadvantages	12	3
	UNIT-IV Evaluation of the following Secondary Sources of Information:	12	
13	<ul style="list-style-type: none"> • BiologicalAbstracts • ChemicalAbstracts • PhysicsAbstracts • IndianScienceAbstracts • ScienceCitationIndex • INIS AtomIndex • DissertationAbstractsInternational • ZoologicalRecords • CurrentContents • Web ofScience • Scopus • ScienceDirect 	12	4

14	UNIT –V Role of major Scientific institutions in growth and development of Science:	12	
15	<ul style="list-style-type: none"> • Council of Scientific and Industrial research-CSIR • Indian Council of Agricultural Research – ICAR • Indian Council of Medical Research – ICMR • Defense Research and Development Organisation-DRDO • Indian National Science Academy- INSA • National Institute of Science Communication And Information Resources 	12	5
	Total contact hours	60	

LEARNING RESOURCES

Sl. No.	TEXT BOOKS
1	DIXIT (R P). Information management in Indian medical libraries, 1995, pp 1-423.
2	R P KUMAR, SRIVASTAVA (Divya) and GUPTA (S P), eds. Education for librarianship in informationage, MLAI sp. Pub. 1995, pp.1-287
3	GUPTA(S P) et al. Information technology and health science libraries, MLAI sp. Pub. 1993, pp.1-279.
	REFERENCE BOOKS/OTHER READING MATERIAL
	CARMEL (Michael), ed.: Health care librarianship and Information work 22nd ed, 1995.

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%

SEMESTER I

Subject code LS201104.2	Information Sources And Literature In Social Science (EC 2)	L	T	P	C
		4	1	0	5
<i>Core Course</i> <i>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>	

PURPOSE	To provide latest resources in the field of Social Sciences for learning.		
INSTRUCTIONAL OBJECTIVES		COURSE OUTCOMES	
1.	To explore the resources available in print and electronic format in social sciences To acquaint with various types of Information Sources.	After completion of this course, you will be able to: Find out the location of resources. Retrieve and evaluate the print and electronic resources. Access the online resources. Hand on Practice to find resources for better quality of research	
	.		
Session	Description of Topic	Contact hours	IOs
	UNIT –I Social Sciences and a discipline	12	
1	Definition, Classification	4	1
2	Nature and Scope	4	1
3	Developments and trends	4	1
	UNIT – II Brief Survey of the Contribution made by the following Social Scientists:	12	
5	<ul style="list-style-type: none"> • Kautilaya • M.K. Gandhi • Adam Smith • Max Weber • Alfred Marshal • August Compte • J.M. Keynes • Karl Marx • Plato • Thomas Robert Mathus • Aristotle 	12	2
	UNIT-III E- Information Sources in Social Sciences:	12	
9	Concept, Definition	2	3
10	Types	2	3

11	Advantages and Disadvantages	2	3
12	Use of Different Types of Primary Documents in the Growth and Development of Social Sciences Disciplines: Periodicals, Research Reports, Conference Papers, Patents and Standards.	6	3
	UNIT-IV Evaluation of the following Secondary Sources of Information in Print and Electronic form:	12	
13	<ul style="list-style-type: none"> • International Encyclopedia of Social Sciences • Social Science Citation Index, New York • International Bibliography of Social and Cultural Anthropology, London • Economic Abstracts, The Hague • International Political Science Abstracts, London • Sociological Abstracts, New York • Historical Abstracts, Oxford • Dissertation Abstracts International, US • Library and Information Science Abstracts (LISA) • Indiastat • Web of Science • Scopus 	12	4
14	UNIT –V Role of major Indian institutions in growth and development of Social Science	12	
15	<ul style="list-style-type: none"> • Indian Council of Social Science Research (ICSSR) • Tata Institute of Social Sciences (TISS) • Indian Institute of Public Administration (IIPA) • Institute of Rural Management (IRMA), Anand • Indian Institute of Foreign Trade (IIFT) 	12	5

	• Indian Gandhi National centre for the Arts (IGNCA)		
	Total contact hours	60	

LEARNING RESOURCES

Sl. No.	TEXT BOOKS
1	Deutcher (C G), et al. Guide to historical literature. 1951. Macmillan, New York.
2	Hoselitz (Bert F). Reader's guide to the social sciences. Rev. Ed. 1972. Free Press
3	Majumdar (R C). Historiography in modern India. 1970. Asia Publishing House, Bombay
	REFERENCE BOOKS/OTHER READING MATERIAL
	Mann (Peter H). Methods of sociological enquiry. 1968. Schocken Books, 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 I

Subject code : LS201121	Knowledge Organisation And Information Processing (P)	L 0	T 0	P 2	C 2
<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>					

PURPOSE	To get exposed to the glimpses of Library & Information Science topics that are essential for a Librarian.	
INSTRUCTIONAL OBJECTIVES		COURSE OUTCOMES
1.	To develop skills of classification.	After completion of the course, learners will be able to: 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 and Dewey Decimal Classification to construct Class Numbers for documents of different disciplines / subjects.	To provide practical training about classification of the documents using the Dewey Decimal Classification (DDC) scheme and Colon Classification.
4.	To develop book number.	Synthesize class numbers by using the standard subdivisions/common isolates/auxiliary tables Compile book numbers and be able to use index of the classification scheme

Session	Description of Topic	Contact hours	IOs
	Unit 1: Classification of documents with simple subjects	5	1
1	Unit 2: Classification of documents with compound subjects	5	1
2	Unit 3: Classification of documents with complex subjects using standard subdivisions/common isolates/special isolates/auxiliary tables/add notes from schedules	15	2
3	Unit 4: Assigning Book Numbers	5	2

LEARNING RESOURCES

Sl. No.	TEXT BOOKS
1	British Standards Institute (2006). <i>Universal Decimal Classification</i> . 2 vols. Standard ed. London: BSI.

2	Dewey, Melvil and Mitchell, Joan S. (2011). <i>Dewey Decimal Classification and Relative Index</i> . 23 rd ed. Dublin: OCLC
3	Ranganathan, S. R. (2008). <i>Colon classification</i> . 6 th rev. ed. New Delhi: EssEss Publications.
REFERENCE BOOKS/OTHER READING MATERIAL	
	Ranganathan, S. R. & Gopinath, M. A. (1989). <i>Colon classification</i> . 7 th ed. Vol. 1, schedules for classification. Bangalore, Sarada Ranganathan Endowment for Library Science.

YEAR I, SEMESTER I

Subject code : LS201122	Basics Of IT Practice	L 0	T 0	P 2	C 2
<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>					

PURPOSE	The course aims to provide practical computer knowledge and skills to students and to enhance the usefulness of information technology tools in various activities.		
INSTRUCTIONAL OBJECTIVES		COURSE OUTCOMES	
1.	The course aims to provide practical computer knowledge and skills to students and to enhance the usefulness of information technology tools in various activities.	<p>After completion of the course, learners will be able to:</p> <p>Know about Operating System, Overview of various Computer systems and its applications.</p> <p>Perform various features of Word processing such that Table, Mail merge, Hyperlink, etc.</p> <p>Prepare the presentation on MS PowerPoint.</p> <p>Perform various mathematical, logical, and other functions on a large set of data using MS Excel</p>	
Session	Description of Topic	Contact hours	IOs

	UNIT- I Hands on experience of Windows Operating System	24	1
1	Windows Desktop: Taskbar, Start menu, Files, Folder, Drives, My Computer		1
2	UNIT- II Hands on experience of MS-Word with following menu	24	2
	Home, Insert, Page Layout, Mailings, Review and View		2
3	UNIT- III Hands on experience of MS-Excel	24	3
	Preparation of Accession Register (with MS-Excel) Create graphs		3
4	UNIT- IV Hands on experience of MS-PowerPoint	24	4
	Preparation of Power Pont Presentation		4
5	UNIT- V Hands-on experience of Internet	24	5
	E-Mail creation, Sending and attachment Searching of information on Internet.		5

LEARNING RESOURCES

Sl. No.	TEXT BOOKS
1	Courter, G. and Marquis, A. (2005). Mastering Microsoft Excel 2002. New Delhi: BPB Publishers.
2	Cusumano, M. A. and Selby, R. W. (2003). Microsoft Secrets. London: Profile. Haag, Stephen. (2002). Microsoft Office XP. Boston: McGraw-Hill.

3	Johnson, O. and Hanson, R. (2003). Microsoft Word 2002 manual for Gregg College keyboard & document processing. New York: McGraw-Hill
	REFERENCE BOOKS/OTHER READING MATERIAL
	Levine, John R. and Young, Margaret Levine. (2007). Windows Vista: the complete reference. New Delhi: Tata McGraw-Hill

SEMESTER II

Subject code : LS201201	Knowledge Management	L	T	P	C
		4	1	0	5
<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>					

PURPOSE	To provide knowledge about internet and its applications.	
INSTRUCTIONAL OBJECTIVES		COURSE OUTCOMES
1.	To provide knowledge about internet and its applications	<p>After studying this paper, students shall be able to:</p> <p>Understand the concept of Knowledge management.</p> <p>Explain different kinds of exposition of knowledge</p> <p>Decide and design a Knowledge Management (KM) model for an organization.</p>

Session	Description of Topic	Contact hours	IOs
	UNIT- I Knowledge	12	
1	Definition, need, Origin, Development	6	1
2	Types of Knowledge-Tacit, Explicit	6	1
	UNIT- II Knowledge Management	12	

3	Meaning an Information of Knowledge Management	6	2
4	Difference between Information Management and Knowledge Management	6	2
	UNIT- III Need for Knowledge Management	12	
5	Sharing of Information	4	3
6	Access to Information	4	3
7	Decision Making	4	3
	UNIT- IV Knowledge Management Models	12	
8	Creation of Knowledge Base	4	4
9	Active Process Management	4	4
10	Knowledge Web	4	4
	UNIT- V Role of Knowledge Management	12	
11	Role of Libraries in Knowledge Management	4	5
12	Role of Librarians	4	5
13	Problems Of Knowledge Management in Implementation	4	5
	Total contact hours	60	

LEARNING RESOURCES	
Sl. No.	TEXT BOOKS
1	Kumar, P S G. (2003). Management of library and information centers (Paper V of UGC Model Curriculum). New Delhi: B. R. Publishing.
2	Lock, Dennis & Smith, Davis J. (1993) . Handbook of quality management. Bombay: Jaico Publishing House.
3	Narayana, G.J. (1991). Library and information management. New Delhi: PrenticeHall of India.
	REFERENCE BOOKS/OTHER READING MATERIAL
	Seetharama, S. (1990). Guidelines for planning of libraries and information centres. Kolkata: IASLIC.

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

Subject code : LS201202	ICT Applications In Library & Information Science	L	T	P	C
		4	1	0	5
<i>Core Course</i>	Core				
<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>					

PURPOSE	To provide deep theoretical knowledge about ICT implementation in library services.		
INSTRUCTIONAL OBJECTIVES		COURSE OUTCOMES	
1.	To provide deep theoretical knowledge about ICT implementation in library services	<p>After studying this course, students shall be able to:</p> <p>To understand the concept of library automation and its planning for better library services.</p> <p>To acquaint with the concept of Consortia & Library Networks.</p> <p>To understand the various library security systems.</p>	
Session	Description of Topic	Contact hours	IOs
	UNIT- I Library Automation	12	
1	- Definition, Need, Purpose and Problems	3	1
2	Steps in Planning	3	1
3	Process of Implementation	3	1
4	Basic requirements for Library Automation	3	1
	UNIT- II Automated Operations	12	

5	Areas of Library Automation	4	2
6	Automation of Housekeeping Operations: Acquisition, Circulation	4	2
7	Barcode: Need, Requirements, Benefits and Utility	4	2
	UNIT- III Consortia & Library Networks	12	
8	Consortia: Need, Objectives and Advantages	4	3
9	Library Consortia: Shodh Sindhu	4	3
10	Major Library Networks: INFLIBNET, DELNET and OCLC	4	3
	UNIT- IV Library Security Technology	12	
11	RFID: Advantages, Components and Areas of Applications	3	4
12	CCTV: Meaning, Components, Types and Uses	3	4
13	Biometrics: Definition, Types, Features and Process of Biometrics	3	4
14	Smartcard: Types, Steps to Construct Smart Cards, Advantages and Its applications	3	4
	UNIT- V Automation Softwares	12	
15	Library Automation Software: Types and General Functions	3	5
16	- Process of Implementation of Library Automation Software	3	5
17	Criteria of Evaluation of Automation Software	3	5
18	SOUL 3.0 (Features and Modules) and E-Granthalaya	3	5
	Total contact hours	60	

LEARNING RESOURCES	
Sl. No.	TEXT BOOKS
1	Sujatha, G. (1999). Resource Sharing and Networking of University Libraries. New Delhi : Ess Ess.
2	Tripathi, Aditya et al. (eds.). (2010). Open Source Library Solutions. New

	Delhi : Ess Ess. Prabha, Neelam. (2004). Automation in academic libraries. Agra:Y.K Publishrs
3	Sharma, BK (2019). Information and Communication Technology (Hindi). Y. K. Publication Agra.
REFERENCE BOOKS/OTHER READING MATERIAL	
	Siwatch, Ajit S. et al. (2006). Approaches to Modern Librarianship. Delhi : Sanjay.

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

Subject code : LS201203	Knowledge Organization And Information Processing Cataloguing Theory	L 4	T 1	P 0	C 5
<i>Core Course</i>	Core				
<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>					

PURPOSE	To impart students the basic knowledge of cataloguing and latest emerging trends in cataloguing of library resources.	
INSTRUCTIONAL OBJECTIVES		COURSE OUTCOMES
1.	To impart students the basic knowledge of cataloguing and latest emerging trends in cataloguing of library resources.	<p>After completion of the course, learners will be able to:</p> <p>Understand the concept of library catalogue and its forms.</p> <p>Understand the main, added entries and approaches of deriving subject headings.</p> <p>Know about the normative principles of cataloguing.</p> <p>Understand the concept of co-operative and centralized cataloguing.</p> <p>Explain the current trends in library cataloguing.</p>

		Know the standards for bibliographic interchange and communication	
Session	Description of Topic	Contact hours	IOs
	UNIT- I Cataloguing Principles	12	
1	Catalogue: Origin, Definition, Need and Purpose	3	1
2	Types of Catalogue and Physical Forms	3	1
3	Laws and Canons of cataloguing	3	1
4	Origin and Features of CCC and AACR-IIR catalogue code	3	1
	UNIT- II Entry Elements, Filing Rules & Subject Headings	12	
5	Structure of Main entry in CCC and AACR-II	3	2
6	Kinds of Entries in CCC and AACR-II	3	2
7	Lists of Subject Heading: Types, Uses and Limitations	3	2
8	Sear's List & LCSH: Objectives, Structure and Format.	3	2
	UNIT- III Subject Cataloguing, Union Catalogue & NBM	12	
9	Subject Cataloguing: Definition, Aims and Types	2	3
10	Various Sources of Information for Cataloguing	2	3
11	Forms of Centralized and Cooperative Cataloguing	3	3
12	Union Catalogue: Definition, Need, Functions and Compilation	2	3
13	Non-Book Materials: Nature, Characteristics and problems in cataloguing	3	3
	UNIT- IV Standards of Bibliographic Description	12	
14	FRAD: Objectives and Scope and Model	3	4

15	GARR: Purpose and Structure	3	4
16	RDA (Resource Description and Access): Features and Sections	3	4
17	ISO 2709: Structure, Z39.50: Data areas, Z39.71: Principles	3	4
18	ISBD: Objectives and Types.		
	UNIT- V Bibliographic Record Formats & Other Aspects	12	
19	Bibliographic Records Format – MARC and MARC-21	3	5
20	CCF: Purpose, Uses and Structure	3	5
21	Metadata Standards (Dublin Core): Elements and Types	3	5
22	Chain Procedure.	3	5
	Total contact hours	60	

LEARNING RESOURCES	
Sl. No.	TEXT BOOKS
1	Girija Kumar & Krishan Kumar. (2004). Theory of Cataloguing. New Delhi: Vikas
2	Hagler, Ronald & Simmons, Peter. (1991). The Bibliographic Record and Information
3	Pandey S. K. (2001). Library Cataloguing Theory. New Delhi: Sahitya Prakashan
	REFERENCE BOOKS/OTHER READING MATERIAL
	Gredley, Ellen & Hopkinson, Alan (1990). Exchanging Bibliographic Data: MARC and other International Formats. Ottawa: ALA.

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%

SEMESTER II

Subject code : LS201204.1	Management Of Academic Library (EC1)	L	T	P	C
		4	1	0	5
<i>Core Course</i>	Core				
<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>					

PURPOSE	To get exposed to the glimpses of Library & Information Science topics that is essential for a Librarian.				
INSTRUCTIONAL OBJECTIVES			COURSE OUTCOMES		
<p>To encourage life-long learning among students to make them more knowledgeable in academic library system.</p> <p>To understand the concept, importance, functions, services and different types of academic libraries.</p> <p>To know the background of development of higher education in India</p>			<p>After studying this paper, students shall be able to:</p> <p>Get acquainted with detailed functioning of academic libraries.</p> <p>Understand the historical development of higher education in India.</p> <p>Define the basic objectives, functions and services offered by academic libraries.</p>		
Session	Description of Topic	Contact hours	IOs		
	UNIT- I Academic Library	12			
1	History and Development of Libraries with special reference to India	4	1		
2	Role of Academic Library in Education	4	1		
3	Academic Library as a support System for Education	4	1		
	UNIT- II Development of Academic Library	12			
4	Role of UGC in Promoting Academic Libraries, University College and other Institutions	3	2		

5	Role of library authorities of the Institutions in Promoting Library Resources	3	2
6	Development of Library Services	3	2
7	Financial Management of Academic Libraries	3	2
	UNIT- III Collection Developments	12	
8	Collection Development Policy, Weeding policy	2	3
9	Problems in Collection Organization in an Academic Library	2	3
10	Collection Development Programmes, Allocation of Funds to CollectionProcurement,	3	3
11	Curriculum and Collection Development	2	3
12	Library Committees and their Role in Collection Development	3	3
	UNIT- IV Staffing and Staff Development for Academic Library	12	3
13	Norms and Patterns for Staffing in University, College and School Libraries	4	4
14	Continuing Education Programmes for Academic Library Development	4	4
15	Personal Management in Academic Library	4	4
	UNIT- V Resource Sharing Programmes	12	
16	Resource Sharing Services – its Objectives, Organization and Development	4	5
17	INFLIBNET and its Implications to Library Resource Sharing	4	5
18	Regional and City Network of Libraries and their Importance	4	5
	Total contact hours	60	

LEARNING RESOURCES	
Sl. No.	TEXT BOOKS
1	Chaturvedi, D.D. (1994). Academic libraries. New Delhi. Anmol Publications.

2	Jayswal, P.K. (1989). Indian academic libraries: inquiry in to cost management and utilization. New Delhi: Kalinga Publication
3	Jenkins, Clare., & Mary, Morley. (1995). Collection management in academic libraries. Mumbai: Jaico Publications House.
REFERENCE BOOKS/OTHER READING MATERIAL	
	Mccullough, Kathleen & Pickett, Doyel C. (1977). Approval plans and academic libraries. America: Oryx Press.

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%

SEMESTER II

Subject code : LS201204.2	Management Of Special Library (EC2)	L	T	P	C
		4	1	0	5
<i>Core Course</i>	Core				
<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>					

PURPOSE	To understand about Growth, Features and Types of Special Libraries and Know about Special Library networks and systems..	
INSTRUCTIONAL OBJECTIVES		COURSE OUTCOMES
To understand about Growth, Features and Types of Special Libraries and Know about Special Library networks and systems.		<p>After studying this paper, students shall be able to:</p> <p>Know history and Development of Libraries with special reference to India</p> <p>Gain knowledge about Special Library and Information systems</p> <p>Find Public Library as a support System for Education</p>

Session	Description of Topic	Contact hours	IOs
	UNIT- I Special Library: Overview	12	
1	Definition and Meaning	4	1
2	History and Development of Special libraries in India	4	1
3	Needs for Special Libraries	4	1
	UNIT- II Special Library and Information System	12	
4	Types of Special Libraries	4	2
5	Functions of the Special Libraries	4	2
6	Problems and Prospects of Special library networks in India	4	2
	UNIT- III Features of the Special Libraries	12	4
7	Collection Development	4	3
8	Processing and Organization	4	3
9	Services	4	3
	UNIT- IV Special Library Networks and Associations	12	
10	National Networks and Associations	4	4
11	International Networks and Associations	4	4
12	Professional Associations	4	4
	UNIT- V Evolution of Information Centres	12	
13	Characteristics of Special Libraries and Information Centres	4	5
14	Types of Information Centres	4	5
15	Present Status of Special Libraries		5
	Total contact hours	60	

LEARNING RESOURCES	
Sl. No.	TEXT BOOKS

1	1	Ahrenfield, J.L. [et al]. (1981). Special Libraries: A Guide for Management. New York: Special Library Association.
2		Gates J.K. (1968). Introduction to Librarianship. New York: Mc-Graw-Hill.
3		Harvey, Joan M. (1976). Specialist Information Centres. London: Clive Bingley
REFERENCE BOOKS/OTHER READING MATERIAL		
		Kent, Allen (et.al) (ed.) (1980). Encyclopaedia of Library and Information Science, Vol.28. pp.386-97: 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%

SEMESTER II

Subject code : LS201221	ICT Applications In Library & Information Science (p)	L 0	T 0	P 2	C 2
<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>					

PURPOSE	To get exposed to the glimpses of Library & Information Science topics that are essential for a Librarian.	
INSTRUCTIONAL OBJECTIVES		COURSE OUTCOMES
1.	To provide practical knowledge of ICT tools and resources	<p>Upon successful completion of the course, students will be able to:</p> <p>Acquainted with the ICT enabled services and resources.</p> <p>Acquire skills required to access the resources.</p> <p>Understand different types of resources.</p> <p>Use application software for office management.</p>

Session	Description of Topic	Contact hours	IOs
	UNIT- I Hands-on experience on Online chat	24	
1	Chat referencing, FAQ, WorldCat		1
	UNIT- II Hands-on experience on HTML	24	
2	Create web page for a library		2
3	Insert logo, themes and images		
	UNIT- III Hands-on experience on SUNET	24	
4	IP based e-resources on SUNET		3
	UNIT- IV Hands-on experience on INFLIBNET Resources	24	
5	ShodhGanga Shodhgangotri INDCAT VIDWAN IRINS Vidya-mitra E-PG Pathshala		4
	UNIT- V Hands-on experience on Services/Resources available on following Institutions		
6	NIScPR-IR National Digital Library SWAYAM NPTEL eGyanKosh		5

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LEARNING RESOURCES	
Sl. No.	TEXT BOOKS
1	Chidrupananda, Swami. (2006). Making Sense of Library Automation: A Hands on Guide. Kolkata : Meteor.
2	Gopal, Krishan. (2005). Modern Library Automation. New Delhi : Authors Press.
3	Pandey, S. K. (2000). Organisation of Library Automation. New Delhi : Anmol Publications.
REFERENCE BOOKS/OTHER READING MATERIAL	
	Grewal, Gagandeep. (2004). Handbook of Library Security. New Delhi : Dominant.

SEMESTER II

Subject code : LS201222	Knowledge Organization And Information Processing : Anglo American Cataloguing Rules-2 (AACR-2)	L 0	T 0	P 2	C 2
<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>					

PURPOSE	To get exposed to the glimpses of Library & Information Science topics that are essential for a Librarian.	
INSTRUCTIONAL OBJECTIVES		COURSE OUTCOMES
1.	To develop skills of cataloguing. To understand the process of Cataloguing.	After completion of the course, learners will be able to: 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	Understand the concept of Subject Cataloguing and the process of

	journals according to Anglo American Cataloguing Rules-2 and CCC.	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 Anglo American Cataloguing Rules- Second revised edition and CCC.	Derive subject headings using various methods and tools
4.	To know various provisions of CCC and AACR - II. To learn preparation of Entries according to CCC and AACR - II	To provide practical training about cataloguing of the documents using the CCC and AACR-II. Understand various provisions of CCC and AACR - II. Prepare Entries according to AACR – II

Session	Description of Topic	Contact hours	IOs
1	Unit 1: Cataloguing of Works of Single Authorship, Shared Authorship, Pseudonyms, Mixed Responsibilities	15	1
2	Unit 2: Cataloguing of Editorial Works, Composite Works, Multi-volume Works	15	2
3	Unit 3: Cataloguing of Serial Publications, Uniform Titles	15	3
4	Unit 4: Cataloguing of Works of Corporate Authorship	15	4

LEARNING RESOURCES

Sl. No.	TEXT BOOKS
1	Gautam, J.N. (1996). Practical Manual of AACR-II. Agra, Y.K. Publisher
2	Gorman, M., & Winkler, P. (2005). <i>Anglo-American Cataloguing Rules-2R</i> . Chicago: American Library Association.
3	Ranganathan, S.R. (1964). <i>Classified catalogue code: with additional rules for dictionary catalogue</i> . 5 th (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 nd ed. New York: Grey House Publishing.

