

ORDINANCES, RULES AND REGULATIONS

Bachelor's Degree in Library and Information Science (B. Lib. I. Sc.)
(One Year) Two Semester

Master's Degree in Library and Information Science (M. Lib. I. Sc.)
(One Year) Two Semester

Bachelor of Art in Library and Information Science
(Three Year) Six Semester

Bachelor of Art Research in Library and Information Science
(Fourth Year) Two Semester

(Self-Financing Programmes)



DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE,

Board of Studies Held on 17-05-2023

Dr. RAMMANOHAR LOHIYA AVADH UNIVERSITY,
AYODHYA

[Handwritten signature]

[Handwritten signature]

Bachelor's Degree in Library and Information Science (B. Lib. I. Sc.) (One Year) Two Semester

Master's Degree in Library and Information Science (M. Lib. I. Sc.) (One Year) Two Semester

Bachelor of Art in Library and Information Science (Three Year) Six Semester

Bachelor of Art Research in Library and Information Science (Fourth Year) Two Semester

ORDINANCE, RULES AND REGULATIONS

1. The academic programme (Course of Study) leading to the degree of Bachelor of Library and Information Science, Master of Library and Information Science and Bachelor of Art in Library and Information Science (Three Year) Six Semester simultaneously shall be conducted in the department of library and Information Science in the faculty of science under Central Library. Librarian shall be Head of the Department.

2. Curriculum/ syllabus and pattern of examination shall be decided by the Board of Studies.

3. The degree of Bachelor's Degree in Library and Information Science (B. Lib. I. Sc.) (One Year) Two Semester, Master's Degree in Library and Information Science (M. Lib. I. Sc.) (One Year) Two Semester, Bachelor of Art in Library and Information Science (Three Year) Six Semester shall be conferred on candidates, who have pursued a regular and fulltime course of study in the department of library and information science of the university and have passed the prescribed examination in both theory and practical.

4. i- ADMISSION CRITERIA BLIS (One year), two semesters

Admission to the course of study for Bachelor of Library and Information Science (one year) two semester shall be open to the candidates who have obtained at least the bachelor degree of a recognized university with at least 40 % marks and 5 % marks relaxation for SC/ST Candidates.

ii - ADMISSION CRITERIA MLIS (One year), two semesters

Admission to the course of study for the master of Library and Information Science (one year) two semester shall be open for the candidates who have obtained the bachelor degree in Library and Information Science from recognized University with at least 50 % marks and 5% marks relaxation for SC/ST Candidates.

iii - ADMISSION CRITERIA B.A. (LIB & INF. SC.) (Three year), six semesters

Shall be open for the candidates who have pass out the 12th standard with any discipline with at least 45 % marks and 5 % marks relaxation for SC/ST Candidates. The students shall choose Library & Information Science as a major subject in Bachelor of Arts stream.



No. of Seats

- a- BLIS- (60)
- b- MLIS- (40)
- c- B.A. (Lib & Inf. Sc.) (as applicable)
- d- B.A. Research (Lib & Inf. Sc.) (as applicable)

5. FEES:

- a- BLIS Rs. 19,850 Per Year
- b- MLIS Rs. 21,850 Per Year
- c- B.A. (Lib & Inf. Sc.) (as applicable)
- d- B.A. Research (Lib & Inf. Sc.) (as applicable)

6. DURATION OF COURSE:

The duration of the course of studies (BLIS and MLIS) is one year two semester and Bachelor of Art in library & Information Science (Three year) six semester. Teaching of the course of studies will be conducted according to the semester examination system. Under this system, there will be approximately 90 working days (Theory as well as practical) in each semester and the examination will be held at the end of the semester. Working days will include the period of examination and educational tour.

7. EDUCATIONAL TOUR FOR BLIS, MLIS

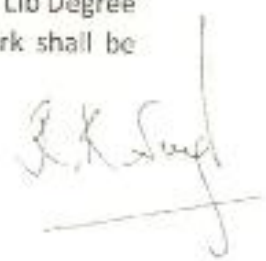
An educational tour to selected important centers in the country may be arranged to the students and it may be for a period of 5 to 10 days in any semester enabling them to observe the varying practices features and services of different types of libraries and submit a recorded diary/report of such visit as a part of Sessional Examination. Candidate misses an educational tour on genuine/ medical ground can appear with own expenses in the next subsequent educational tour and submit recorded diary/ tour report, Handicapped/ genuine medical cases candidates may go for daily basis local tours, at least for five visits and may submit recorded diary / report.

8. PRACTICAL EXAMINATION

It will consist of Project Presentation for B.A. Library & Information Science.

9. DISSERTATION/PROJECT WORK

The Dissertation Project Work shall be submitted only when the Department is satisfied that the Dissertation Project Work is worth of consideration in part fulfilment of the M. Lib Degree course provided that the application for submission of dissertation project work shall be



countersigned by the departmental head. The dissertation project work results of original research, a fresh interpretation of existing facts and date, or a review article of critical nature, or may take such other form as may be determined by the department. The dissertation project work mark will be of 80 marks and the viva-voce will be of 20 Marks. The maximum marks shall be 100 Marks.

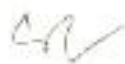
10- EXAMINATION

- Bachelor's Degree in Library and Information Science (B. Lib. I. Sc.) (One Year) Two Semester.
- Master's Degree in Library and Information Science (M. Lib. I. Sc.) (One Year) Two Semester.
- Bachelor of Art in Library and Information Science (Three Year) Six Semester. 1.

1. Examination shall be conducted in the end of the semester
2. Each theory/ practical paper will be of 3 hours and 70 marks each and 30 marks for sessional work (15 marks shall be for Internal examination and 15 marks shall be for LA)
3. In each individual paper and sessional/ Viva- voce separately, minimum of 35% of the maximum marks and in aggregate 40% of the total marks shall be the passing mark in each semester.
4. Division will be awarded on the basis of the aggregate of the marks obtained by the students:

First Division	60% and above
Second Division	50% and above
Pass	40% and above

5. Candidate may be allowed to give back paper for failed/ improvement also at least in one paper at a subsequent examination without further attendance at the class in a semester.
6. Candidates failed in any one sessional/ educational Tour/ Viva- voce may appear in a subsequent semester without further attendance at the class.
7. Rest of any provisions relating to exam shall be bound by the university examination rules and board of studies rules.
8. Candidates can get a grace of three marks in any one paper to pass in each semester.
9. If a student is failed in paper, he will be allowed to get admission in next semester but he will have to pass the paper in which he is failed in subsequent semester, otherwise his result will be incomplete.



10. After clearing all the papers in both semester his result will be declared.

11. Candidate failed in two papers shall be treated as ex- student in the subsequent examination in a semester

A handwritten signature in black ink, appearing to be 'S. K. Singh', written in a cursive style.A small handwritten mark or signature, possibly initials, in black ink.A handwritten signature in black ink, clearly legible as 'S. K. Singh'.



**Dr. Rammnohar Lohia Avadh University,
Ayodhya**

**DEPARTMENT OF LIBRARY AND INFORMATION
SCIENCE**

**BACHELOR OF LIBRARY AND INFORMATION
SCIENCE (B. Lib. I. Sc.)**

SESSION 2023-24

Course Structure Recommended by the Board of Studies

Held on 17-05-2023

for 2023-24 Session



Dr. Rammnohar Lohia Avadh University, Ayodhya

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
Bachelor of Library and Information Science (B.Lib.I.Sc.)

DISTRIBUTION OF MARKS

SEMESTER -I

Paper	Title		Marks		Credit
			Theory	Sessional IA/Viva/GD/Seminar	
I	Foundation of Library and Information Science	Foundation Compulsory	75	25	6
II	Management of Library and Information Centers	Core	75	25	4
III	Knowledge Organization – Library Classification & Cataloguing (Theory)	Core	75	25	4
IV	Computer Application Practical	Core	75	25	4
V	Library Cataloguing Practical	Core	75	25	6

SEMESTER -II

Paper	Title		Marks		Credit
			Theory	Sessional IA/Viva/GD/Seminar	
I	Information Sources & Services	Foundation Compulsory	75	25	6
II	Basics of Information Technology	Core	75	25	4
III	Communication Skills	Core	75	25	4
IV	Library Classification Practical	Core	75	25	4

Tour Report & Viva-Voce:

V	Viva-Voce & Educational Tour Report	Core	75	25	6
---	-------------------------------------	------	----	----	---

SEMESTER –I

Paper –I Foundation of Library and Information Science

Max. Marks: 75

UNIT-I Library as a Social Institution

- Indian Traditional Knowledge System (ITKS): Meaning, Importance, Characteristics & its Type,
- Library: Meaning and Definition, need, purpose and function, Role of Library in Modern Society.
- Types of Libraries: Public, Academic, & Special and Information centers and their organization and functions.
- National Libraries of India, U.K. and U.S.A. (concept, functions & services)
- Development of LICs in India, UK and USA (with special reference to library education)

UNIT-II Normative Principals

- Five law of Library Science and ICT Environment.
- Implications of five laws in library & Information Activities.
- Attributes of profession.
- Librarianship as a profession.
- Professional Ethics.

UNIT-III Library Legislation/Act

- Library Legislation –Need, purpose & objectives.
- Library Legislation in India, Detailed study of Tamil Nadu, West Bengal; U.P.A modern public library act/bill (structure & salient features)
- Delivery of Book Act, Press and Registration Act
- Copyright Act, Censorship
- Intellectual Property Act.

UNIT-IV Library and Information promoters and Professional Associations

- Role and activities of library association and agencies such as, ILA, IASLIC, A.L.A., ASLIB. In the development of libraries.
- Role of International Organization, UNESCO, FID, IFLA.
- Role of UGC in development of University and college libraries in India.
- Role of RRI.F in the promotion of Library and Information Services.



UNIT-V Library Resource Sharing and User Education

- Library cooperation/Resource sharing: Concept, Need, Purpose and Area of resource sharing.
- User studies and user education.
- Library extension services.
- Library and Information Science Education in India.
- Library Public Relations and Extension Activities.
- Type of Users - User Studies, User Education.

Recommended Books

1. BENGE (Ronald). Libraries and Cultural Change. 1970. Clive Bingley, London.
2. CHAPMAN (E. A) and LYNDEN (F C). Advances in Librarianship. 24V. 2000. Academic Press, San Diego.
3. HESSEL (A). History of libraries. Tr. by Reuben Peiss.1955. Scarecrow Press, New York.
4. INDIA, LIBRARIES (Advisory Committee for): Report. 1955, Manager of Publications, Delhi.
5. KRISHAN KUMAR. Library Organisation. 1993. Vikas. New Delhi.
6. McCOLVIN (L. R). Public library extension. 1951. UNESCO, Paris.
7. MURISON (W J). Public Library: Its origin, purpose and significance. Ed 2. 1971. Harrap, London.
8. PEDLEY (P). Copyright for library and information service professionals. Ed 2. 2000. Europa Pub, London.
9. RADDON (R), Ed. Information dynamics. 1996. Gower, London
10. RANGANATHAN (S R). Five laws of Library Science. Ed. 2. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
11. RANGANATHAN (S R), Ed. Free book service for all: An International survey. 1969. Asia Publishing House, Bombay.
12. RANGANATHAN (S R). Library development plan: A thirty year programme for India with draft bill. 1950. University of Delhi, Delhi.
13. RUBIN (Richard E). Foundation of Library and Information Science. Ed 2.2004. Neal- Schuman, New York.
14. TOTTERDELL (A), HARNSEY (A) and PULLEN (L). The library and information work primer. Ed. 2. 2001. Library Association, London.
15. UNESCO. National libraries: Their problems and prospects. 1960. Unesco, Paris.
16. WHITE (Carl M), Ed. Bases of modern librarianship. 1964. Pergamon Press, New York.

1300

602

L. K. Singh

SEMESTER –I

Paper –II Management of Library and Information Centers

Max. Marks: 75

UNIT-I Management

- Concept: Definition and Scope, Principles/Theories and Functions/Elements
- Management V/S Administration
- Scientific Management: Principles
- Applications to management of Libraries and Information centers.

UNIT-II Library Planning and Library Committee

- Library Building and Equipment's
- Furniture's and fittings Green Library Building
- Space Management
- Types of Library committee and their functions.

UNIT-III Resource Development of LICS

- Collection Development (Books Serials, Non-Book Material)
- Selection Principals
- Library acquisition procedures
- Technical Procedures.

UNIT-IV Financial Management

- Library Finance & Budget.
- Principal of Budgeting, Budgeting techniques-PPBS, ZBB etc.
- Staff Manual
- Library Annual Statistics & Reports

UNIT-V Library in-house Management

- Circulation system (Browne, Newark and Computerized System)
- Stock Verification
- Conservation and Preservation: Library Binding.
- Library Rules and Regulations.



Recommended Books

1. ALA LIBRARY BUILDING AND EQUIPMENT INSTITUTE. Guidelines for Library Planners. 1960. ALA, Chicago.
 2. AMERICAN LIBRARY ASSOCIATION. Minimum standards for public library systems. 1966. ALA, Chicago.
 3. EATON (T), Ed. Contribution to American Library History. 1961. Union Book Store, Champaign.
 4. ESDAILE (A). National Libraries of the world. Ed. 2. 1957. Library Association, London.
 5. JOECKEL (CB). Government of the American Public Library. 1935. University Press, Chicago.
 6. KRISHAN KUMAR. Library administration and management. 1993. Vikas, New Delhi.
 7. LAWES (Ann), Ed. Management skills for the information manager. 1993. Ashgate Pub. U.K.
 8. LOCK (R.N). Library administration. Ed. 3. 1973. Philosophical Library, New York.
 9. LOWES (Ann), Ed. Management skills for the information manager. 1993.
 10. McCOLVIN (LR). Public Library System of Great Britain. Report on its present conditions with proposals for reorganization. 1942. Library Association, London.
 11. PRYTHERCH (Ray), Ed. Handbook of library and information management. 1998. Gower Publishing, England.
 12. RANGANATHAN (SR). Library Development Plan: A Thirty Year Programme, India with draft Library Bill. 1950. University of Delhi, Delhi.
 13. RANGANATHAN (S R). Library administration. Ed. 2. 1989. Sarada Ranganthan Endowment for library science, Bangalore.
 14. THOMPSON (James). Introduction to university library administration. Ed. 3. 1979. Clive Bingley, London.
 15. URWICK (L). Elements of administration. Ed. 2. 1947. Pitman, London.
 16. WHITE (Carl M), Ed. Bases of modern librarianship. 1964. Pergamon Press, New York.
- WITHERS (F N). Standards for library service: An international survey. 1974. UNICCO, Paris.



SEMESTER –I

Paper –III Knowledge Organization – Library Classification & Cataloguing (Theory)

Max. Marks: 75

UNIT –I Basic of Classification

- Definition, Need and Purpose of Classification
- Concept of Call Number, Class Number and Basic Number.
- Postulation approach to classification, five fundamentals' Categories and Facet sequence.
- Simple Knowledge Organisation System (SKOS), Taxonomies, Folksonomy, Trends in Classification
- Species of Classification Scheme.
- Silent features of DDC, CC and UDC
- Notations: Definition, kinds, Functions

UNIT –II Theoretical foundation of Classification

- Canons Of classification.
- Phase relation, common isolates and other Auxiliary Tables of DDC CC and UDC.
- Principles of helpful Sequence & Facet Sequence.
- Devices: Indicator Digits & Call Number
- Recent Development in Classification

UNIT-III Basic of cataloguing

- Library catalogue: definition, functions, types & Physical forms.
- Kinds of Entries and their functions.
- History of Catalogue code.
- Salient features of AACR II and CCC

UNIT-IV Normative Principles and Subject Catalogue

- Normative Principles & Canons of cataloguing.
- Subject cataloguing: chain Procedure. Subject Heading List.
- Filling of Catalogue Entries & Alphabetization.

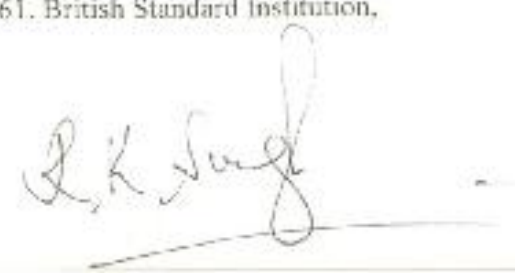
UNIT-V Bibliographical formats & other aspects

- Standards of bibliographic descriptions and record format – ISBD, MARC, CCF, ISBN and ISSN, METS, MODES, EAD, RDA, FRBR, Bibframe. ISO 2709/ Z39.7, Z39.50; Dublin Core etc.
- Centralised and Co-operative Cataloguing, Simplified Cataloguing, Cataloguing of Non book Materials.
Bibliographic Standards: ISBD, MARC, CCF, etc. ISBN and ISSN



Recommended Books:

1. DEWEY (Melvil). Dewey Decimal classification. (DDC 21). 1996. Forest Press, New York
2. KRISHAN KUMAR. Theory of Classification. 1993. Vikas Publications, New Delhi.
3. MANN (Margaret). Introduction to Cataloguing and the Classification of Books. Ed 2. 1943. ALA, Chicago.
4. RANGANATHAN (S R). Prolegomena to Library Classification. Ed 3. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.)
5. RANGANTHAN (S R). Colon Classification. (6th Ed). 1960. Sarada Ranganathan Endowment for Library Science, Bangalore.
6. RANGANTHAN (S R). Descriptive Account of the Colon Classification. 1990. Sarada Ranganathan Endowment for Library Science, Bangalore.
7. SAYERS (W C B). Introduction to Library Classification. Rev by Arthur Maltby. Ed 9. 1958. Grafton, London.
8. SAYERS (W C B). Manual of Classification for Librarians. Rev by Arthur Maltby. Ed 5. 1975. Andre Deutsch, London.
9. WYNAR (Bohdan S). Introduction to cataloguing and classification. Ed 7. 1985. New York
11. UNIVERSAL DECIMAL CLASSIFICATION (3RD Ed.). F.I.D. 1961. British Standard Institution, London.



SEMESTER –I
PAPER –IV Computer Applications Practical

Max. Marks: 75

Hands on experience with computer operation with reference to:

- Windows
- MS- Office (MS- Word, MS-Excel, M.S. PowerPoint)
- Photoshop
- Coral Draw
- Page maker
- Desktop Publishing.
- Flowcharting.
- Installation and Functions of Different Operating Systems:
- Window XP, Vista, Windows NT, Linux Setting of Desktop,
- Library Server and its Maintenance.

SEMESTER –I
PAPER –V Library Cataloguing Practical

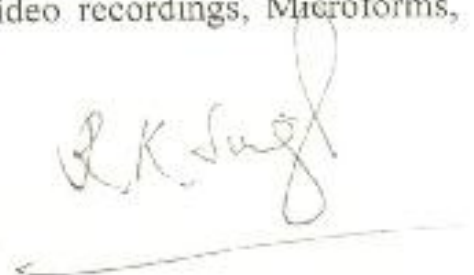
Max. Marks: 75

There shall be one internal and one external examiner for practical examination. Paper shall be set by the external examiner of the Examination.

This paper will consist of two parts and to be catalogue by AACR II. Candidates will catalogue five titles out of ten titles: Three by Part I and two by part II.

PART (I) This will include single Personal author, shared responsibility, anonymous books, Encyclopedia, Dictionary, Pseudonymous works, conferences, corporate author, Multivolume Publications, composite works.

PART (II) This paper will include Periodicals cataloguing of specific types of Materials (Manuscripts Music, sound recordings, video recordings, Microforms, Map).



SEMESTER –II
PAPER –I INFORMATION SOURCES AND SERVICES

Max. Marks: 75

UNIT-I Reference Services:

- Concept, Definition, Needs and Trends.
- Reference Interview and Search Techniques.
- Impact and Importance.
- Implication of Five Laws

UNIT-II Information Services:

- Information Services: Concepts, Definition, Needs and trends.
- CAS and SDI: techniques and Evaluation.
- Indexing and Abstracting Services.

UNIT-III Reference and Information Sources:

- Documentary Sources of Information: Print, none, Print, Including, Electronic. Information Resources - Subject Gateways, Web Portals, Bulletin Boards, Discussion Forums /Groups
- Evaluation of Reference Sources and Web Resources
- Nature, Characteristics, Utility and Evaluation of different types of information sources.
- Non-Documentary Information Sources & Internet as a sources of Information

UNIT IV Information Users and Their Information Needs:

- Categories of Information Users.
- Information Needs: Definition and Models.
- Information Seeking Behavior
- Users Studies: Methods, techniques and evaluation

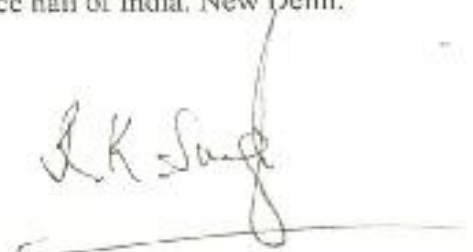
UNIT-V: Resource Sharing, Library Networks and Library Consortia

Programs and Activities of INFLIBNET and DELNET CSIR E-Journals Consortium, UGC-INFONET Digital Library Consortium.



Recommended Books

1. BATRA (B.B.). Information Technology: Opportunities and Challenges. 2001. Delhi. Kalpaz Publications. Delhi.
2. BROPHY (Peter). Library in the twenty first century: New services for the information age.2000. Library Association, London.
3. BROPHY (Rowley). The basics of information systems. 1996. Library Association, London.
4. Date (C.J.) An introduction to database system. 1997.Narora publishing: New Delhi
5. DHIMAN (Anil Kumar). Basics of information technology for libraries and information scientists. 2003. ESS ESS publication. New Delhi.
6. DHYANI (P.). Directory of Information Services and Computer Application.
7. Discovering Microsoft Office 2000: Premium and professional.1999. Microsoft Corporation, U.S.A.
8. FERRIS (Jeffrey A). WINDOW 2000: Development and desktop management. 2000. Pearson Education, New Riders.
9. Getting Started Microsoft Windows 98. 2ndEd. 1999. Microsoft Corporation, U.S.A.
10. MADAN (Somnath). Computer and Library Services. 1987. Common wealth. New Delhi.
11. MINASI (Mark). Mastering Windows NT Server 4. Ed. 7. Sybex Inc. U.S.A.
12. Mini-Micro CDS/ISIS: Reference Manual and CDS/ISIS PASCAL Manual. 1989. UNESCO, Paris.
13. SEGHAL (R. L.). Computing and Disk Operating Systems for Librarians.1994. Ess Ess Publications. New Delhi.
14. SHUKLA (R.I.). Information Technology in Next Millennium. 2000. Rajat Publications. New Delhi.
15. SINHA (P.K.). Computer Fundamentals. 2001. BPB Publication. New Delhi
16. STALLINGS (William). Operating systems. 2000.2nd edition. Prentice hall of India. New Delhi.



SEMESTER –II

Paper –II BASIC OF INFORMATION TECHNOLOGY

Max. Marks: 75

UNIT-I Information Technology:

- Computer: Definition, Developments and Computer Generations
- Classification of Computers and Basic Components of a Computer
- Genesis, Concept, Definition, Needs, Objective, and Trends,
- Communication Technologies
- Fundamentals: Hardware, Software input and output devices.
- Hypertext, Hypermedia, Multimedia, Video conferencing, Virtual Reality, Augmented Technologies.
- Data Security, Network Security, Firewalls, Cryptographic Techniques, Anti-virus software, Anti-spyware, Intrusion Detection System.

UNIT-II Library Automation:

- Brief History, Library automation in India.
- Planning and implementation of Library Automation
- Selection of Hardware and Software
- Computerized Information Services
- Application of Bar Code, RFID, QR code, biometric, smartcard features and application

UNIT-III Digital Libraries

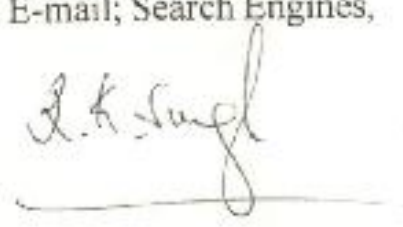
- Definition, needs, characteristics.
- Function & Management of digital libraries.
- Virtual and Hybrid Library (Brief Description)
- Digital Library Software's: D- Space, GSDL
- E-resources and Online Databases

UNIT-IV Application Software:

- Nature and types of software packages.
- Features of Indian Software Packages.
- Developmental Activities of Indian Library Software.
- Study on SOUL and ALICE & Open source software, (KOHA, LIBSYS etc.)
- Database Creation Software Package: CDS/ISIS/WINSIS (DBMS Packages)

UNIT-V Networks:

- Network types and Topologies, Network Based Information Services.
- INTERNET and its Services. Web browsers, WWW, E-mail; Search Engines.

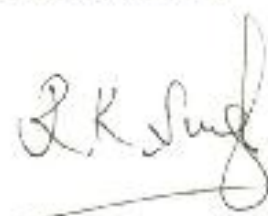


➤ INFLIBNET, DELNET, UGC-INTERNET, OCLC, CALIBNET.

Recommended Books

17. BATRA (B.B.). Information Technology: Opportunities and Challenges. 2001. Delhi. Kalpak Publications. Delhi.
18. BROPHY (Peter). Library in the twenty first century: New services for the information age, 2000. Library Association. London.
19. BROPHY (Rowley). The basics of information systems. 1996. Library Association, London.
20. Date (C.J.) An introduction to database system. 1997. Narora publishing: New Delhi
21. DHIMAN (Anil Kumar). Basics of information technology for libraries and information scientists. 2003. ESS ESS publication. New Delhi.
22. DHYANI (P.). Directory of Information Services and Computer Application.
23. Discovering Microsoft Office 2000: Premium and professional. 1999. Microsoft Corporation, U.S.A.
24. FERRIS (Jeffrey A). WINDOW 2000: Development and desktop management. 2000. Pearson Education, New Riders.
25. Getting Started Microsoft Windows 98. 2nd Ed. 1999. Microsoft Corporation, U.S.A.
26. MADAN (Somnath). Computer and Library Services. 1987. Common wealth. New Delhi.
27. MINASI (Mark). Mastering Windows NT Server 4. Ed. 7. Sybex Inc. U.S.A.
28. Mini-Micro CDS/ISIS: Reference Manual and CDS/ISIS PASCAL Manual. 1989. UNESCO, Paris.
29. SEHGHAL. (R. L.). Computing and Disk Operating Systems for Librarians. 1994. Ess Publications. New Delhi.
30. SHUKLA (R.L.). Information Technology in Next Millennium. 2000. Rajat Publications, New Delhi.
31. SINHA (P.K.). Computer Fundamentals. 2001. BPB Publications. New Delhi
- STALLINGS (William). Operating systems. 2000. 2nd edition. Prentice hall of India. New Delhi.

62



SEMESTER –II
Paper –III Communication Skills

Max. Marks: 75

UNIT-I: Web Technologies in Libraries

- Implication of WWW on Library Websites, Web OPACs Web 2.0 and Web 3.0:
- Features and Functions Web Directories, Subject Gateways, Library Portals, etc.
- Weblogs (blogs), Podcasts, RSS Feeds, Instant Messaging, Wikis etc.

UNIT-II Communication through technology

- Word Processor, Power Point Presentation
- Desk Top Publisher (DTP)
- Electronic Mail, Voice Mail
- Importance Process Barriers of Communication
- Corporate Communication

UNIT-III: Emerging Technologies in Libraries

- RSS Feeds Technology and Libraries
- Library Security Technology: RFID, Barcode, Smart Card and CCTV, etc.
- Video Conferencing and Audio Conferencing
- Functional Requirements for Bibliographic Records (FRBR)
- Digital Content Management System
- Artificial Intelligence and Libraries

UNIT-IV Writing style

- Importance of Professional writing
- Features of written Communication
- Choice of words and Phrases
- Sentence structure and Length
- Paragraph structure, length & Final Draft

UNIT-V Business Correspondence

- Purpose, Structure
- Layout and Form, Qualities & Type
- Bank and Insurance Correspondence
- Social Correspondence

UNIT-V Research Papers & Articles

- Research Papers, Articles



SEMESTER –II
Paper –IV LIBRARY CLASSIFICATION PRACTICAL
Max. Marks: 75

There shall be one internal and one external examiner for practical examination. Paper shall be set by the external examiner at the time of examination

Classification of fourteen Titles out of 20 by DDC 19th ed. (75 Marks).

SEMESTER –II
PAPER –V TOUR REPORT & VIVA-VOCE

Max. Marks: 100

I- **Tour Report: (50Marks)** Tour report shall be evaluated by the department. Tour report will be prepared on the basis of following criteria;

- i- Introduction
- ii- Name of the library and their type with historical background.
- iii- Organization and Management
- iv- Different types of collection
- v- No. of sections and types of services
- vi- Technical Processing
- vii- Automation Technology used by the library
- viii- Rules and regulation of Library
- ix- Summary and suggestions
- x- Bibliography and sources

II- **VIVA-VOCE: 50 (Marks)** There shall be one internal and one external examiner for viva-voce.





**Dr. Rammnohar Lohia Avadh University,
Ayodhya**

**DEPARTMENT OF LIBRARY AND INFORMATION
SCIENCE**

**MASTER OF LIBRARY AND INFORMATION
SCIENCE(M. LIB. I.Sc.)**

SESSION 2023-24

Course Structure Recommended by the Board of Studies

Held on 17-05-2023

for 2023-24 Session



Dr. Rammnohar Lohia Avadh University, Ayodhya

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

Master of Library and Information Science (M. Lib. I. Sc.)

DISTRIBUTION OF MARKS

SEMESTER -I

Paper	Title		Marks		Credit
			Theory	Sessional IA/Viva/GD/Seminar	
I	Information & Communication	Core	75	25	6
II	Research Methodology and statistical techniques	Core	75	25	4
III	Information Sources, Systems, Services and Products	Core	75	25	4
IV	Library and Information System Management	Core	75	25	4
Practical:					
V	Knowledge Organization and Information Technology Practice	Foundation Compulsory	75	25	6

SEMESTER -II

Paper	Title		Marks		Credit
			Theory	Sessional IA/Viva/GD/Seminar	
I	Library Automation and Networking	Core	75	25	6
II	Information Storage and Retrieval	Core	75	25	4
III	Manuscriptology	Core	75	25	4
IV	Professional Skills	Core	75	25	4
Dissertation and Viva-voce:					
V	Dissertation/Project work and viva-voce: Educational Tour Report	Foundation Compulsory	75	25	6

SEMESTER –I

Paper –I Information & Communication

Max. Marks: 75

UNIT-I Information and Communication:

- Indian Traditional Knowledge System (ITKS): its Relevance in the age of Digitization, ITK Preserving methods.
- Information Characteristics, Definition, Nature and use of Information.
- Conceptual Difference Between Data, Information and Knowledge, Wisdom.
- Communication of Information; information Generation
- Communication concept, types, theories Channels, models and barriers.
- Trends in Scientific Communication.

UNIT-II Information science:

- Definition, scope and objectives.
- Information Science as a discipline.
- Information Science, Its relationship with another subject.

UNIT-III Library, Information and Society:

- Genesis and Characteristics and implications of Information Society.
- Information Industry-Generators, Providers and intermediaries.
- Policy Relation to Information.

UNIT-IV Economics of Information:

- Information Economics: Needs, Salient features, Characteristics, Components.
- Information as Commodity and Resource.
- Information Production and distribution.

UNIT-V Knowledge Management:

- Knowledge Management: Definition, Characteristics, Principles, Functions, Activities.
- IPR and Legal Issues - Categories, Conventions, Treaties, Laws.
- Plagiarism: Concept and Types.
- Right to Information Act (RTI); Information Technology Act.
- National Knowledge Commission; National Mission on Libraries.



SEMESTER –I

Paper –II RESEARCH METHODOLOGY AND STATISTICAL TECHNIQUES

Max. Marks: 75

UNIT-I Research and Research Problems:

- Definition, Meaning, Importance, Characteristics and Types.
- Nature of Research in Library and Information Science
- Sources and locating of the Problems
- Formulation of Research Problems
- Literature Search: Importance, Print, Non-print and Computerized Information Retrieval System.

UNIT-II Research Methodology:

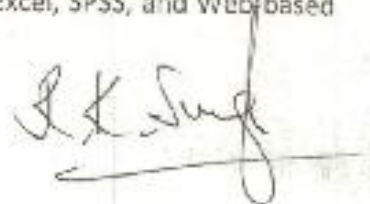
- Definition, Sources, Advantage, Limitation, Types and Stems
- Relevance of Research Methodology to LIS
- Research Design: Characteristics, Components and Types.

UNIT-III Hypothesis Sampling Methods

- **Hypothesis:** - Meaning, Importance, Types, Sources and Characteristics.
- Difficulties in Formulation, Testing.
- **Sampling Methods:** - Principles, Methods and Types and Characteristics
- Problems of Sampling

UNIT-IV Data Collection and Analysis:

- Definition, Methods and Types of Data Scales and checklist
- Data Analysis: Interpretation and Coding Classification and Tabulation
- Measures of Central Tendency: Mean, Median, Mode.
- Graphical presentation of data: bar, Pie-line graphs, Histograms
- Inferential Statistics: Correlation, Regression – linear and non-linear, Chi square test, T-test, Z-test, F-test
- Statistical packages – Spreadsheet SPSS, Bib excel, 'R' Statistics
- Descriptive Statistics – Measures of Central Tendency: &.51 52 Presentation of Data: Tabular, Graphic, Bar Diagram and Pie Chart, etc. Report Writing Statistical Packages – MS-Excel, SPSS, and Web-based Statistical Analysis Tools, etc.

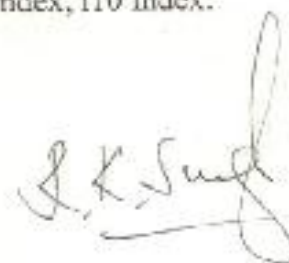


UNIT-V Research Report

- Research Report Writing Citation Tools – Structure, Style, Contents, Guidelines; Style Manuals; Online Citation Tools; Reference Style Management Tools; Antiplagiarism, Tools; Evaluation of Research Report.

UNIT-VI Metric Studies in LIS:

- Bibliometrics, Scientometric, Webometrics, Altmetrics;
- Bradford Law, Zip Law and Lotka Law
- Impact Factors – Journal, Institutional and Authors; h-Index, g-Index, i10 Index.
- Content analysis and Citation Analysis
- Informatics and Scientometrics / Sociometrics



SEMESTER –I

Paper –III Information Sources, Systems, Services and Products

Max. Marks: 75

UNIT –I Information Media:

- Physical Media: Print Media; Non-Print Media
- Microform, Electronic and Optical Media
- Multi Media(hypermedia) and Hypertext.

UNIT –II International System and Organization:

- Evolution and Growth
- Information Centers
- Types and Their Organization
- Data Center and Referral Centers
- Information Analysis and Consolidation Center (IA &CC)
- International Organizations

UNIT-III Information Services and Products:

- Information News Letter, House Bulletin State of Art report and Trend Report.
- Literature Search Services
- Document Delivery Services
- Translation Services
- Technical Enquiry Services

UNIT-IV Information System:

- National and International System: NISSAT, SASSDOC, NISCAIR, DESI DOC, INIS, AGRIS, MEDLARS, INSPEC.
- Mobile based Library Services and Tools – Mobile OPAC, Mobile Databases, Mobile Library Website, Library Apps, Mobile Library Instructions, Augmented Reality, SMS Alerts, Geo-Location, Reference Enquiry.



SEMESTER -I

Paper -IV LIBRARY AND INFORMATION SYSTEM MANAGEMENT

Max. Marks: 75

UNIT-I Management:

- Managerial Functions
- Management Information System (MIS)
- Total Quality Management (TQM) Concepts, Principles and Techniques, Six Sigma; Evaluation of Services of Libraries and Information Centers
- Leadership Quality of Librarian.

UNIT-II Human Resource Management:

- Human Resource Planning (HRP)
- Human Resource Development (HRD)
- Job Analysis, Job Description, Job Evaluation,
- Selection, Recruitment,
- Motivation, Training and Development,
- Performance Appraisal;

UNIT-III Financial management

- Budgeting their Types, Resource Mobilization
- Budgetary Control System
- Costing techniques, Cost Effective and Cost Benefits Analysis.
- Project Management - SWOT, PEST, PERT / CPM.

UNIT-IV Information System Management

- MBO, Change Management, Disaster Management, Crisis Management,
- Analysis and Design
- Monitoring Techniques
- Evaluation Techniques

UNIT - V Marketing of Information:

- Concept, Needs.
- Information as a marketable commodity.
- Pricing and Advertising of Information Products and Services
- Marketing Strategies. Mix segmentation, Management consultancy.



SEMESTER –I

Paper –V

Knowledge Organization and Information Technology Practice

Max. Marks: 75

There shall be one internal and one external examiner for practical examination. Paper shall be set by the external examiner at time of examination.

PART-I Knowledge Organization (UDC Practical)

- Classification of documents having simple subjects.
- Classification of documents representing compound subjects.
- Classification of documents representing complex subjects.

PART-II Information Technology:

- Database creation software: CDS/ISIS or WINSIS
- (FDT, WORKSHEET, FST, DISPLAY FORMAT, DATA ENTRY, RETRIEVAL, PRINTING) ALICE, SOUL, LIBSYS, ETC.
- Internet searching.



SEMESTER –II

Paper –I Library Automation and Networking

Max. Marks: 75

UNIT-I Library Automation

- Definition, Purpose, History, Needs and Advantages.
- Planning and implementation and Selection of Hardware and Software,
- Areas of Automation, Standards for Library Automation.
- In-house operations: OPAC, Acquisition, Circulation, Serial Control
- Barcode, RFID, QR Code, Biometric, Smartcard: Features and Applications.

UNIT-II Communication Technology

- Telecommunication - Transmission Channels, Mode, and Media, ISDN, PSDN,
- Multiplexing, Modulation, Standards and Protocols.
- Wireless Communication – Media, Wi-fi, Li-fi, Satellite Communication, Mobile Communication.
- Media, Process and Components
- Network Media: UTP, Optical Fiber, Ethernet.
- Switching System and Communication Protocol HTML, TCP/IP, FTP, HTTP, SHTTP, SMTP, URI, URL.

UNIT-III Digitization:

- Concept, Definition, and Challenges.
- Digitization – Planning, Selection of Materials, Hardware, Software, Process and Issues.
- Digital Preservation - Need, Purpose, Standards, Methods, Techniques, Projects (National and International).
- Digital Library Initiatives – National and International.
- Institutional Repositories - Need, Purpose, Types and Tools; Institutional Repositories in India; ROAR, DOAR, SHARPA-ROMIO.
- Content Management Systems – Architecture, Data Integration, CMS Software – Selection, Implementation and Evaluation.;
- Ontology – Tools (RDF, RDFS); Semantic Web, Linked Data, Big Data, Data Mining, Data Harvesting.

UNIT-IV E-Library and Web based Technology:

- Application of Artificial Intelligence,
- Expert Systems and Robotics in Libraries
- E- journals, E-books, E-contents, E-learning
- Library Networks: ERNET, SIRNET, NICNET, INDONET etc.

UNIT-V INTERNET:

- Connectivity, Components, Services
- Browsing-Web browsers, WWW, E-mail; Search Engines, Meta and Entity Search engines
- Data Security, Network Security, Firewalls, Cryptographic Techniques, Anti-virus software, Anti-spyware, Intrusion Detection System.



SEMESTER –II

Paper –II Information Storage and Retrieval System

Max. Marks: 75

UNIT-I Information Retrieval

- Definition, Concept, Operations and Information Retrieval tools.
- Information Retrieval Methods: Manual and Automated.
- Search Process and Strategic, step-in search strategy, Boolean logic.

UNIT-II Indexing

- Definition, concept, principles and advantage
- Types: pre and post Coordinate Indexing system
- Computer based Indexing system.

UNIT-III Bibliographic Description

- Standard for Bibliographic description: ISBD
- MARC, UNIMARK, USMARC, MARC-21, CCF, ISO
- Metadata: Concept, Formats
- Digital Object Identifier

UNIT-IV Indexing Language and Vocabulary Control

- Indexing Language: Types and characteristics
- Vocabulary Control
- Tools of Vocabulary control
- Structure and construction of an IR Thesaurus
- Trends in Automated Indexing,
- BMS

UNIT –V Information Retrieval Systems and Models

- Concept and definition
- Digital IR System- Types, File Design and Organization;
- Multilingual IR; Multimedia IR; IR Models- Probabilistic, Cognitive and Vector models;
- Query formulation and Search strategies; Semantic Web;
- IR Evaluation- Criteria and Levels; Major IR Evaluation Studies.



SEMESTER –II

Paper –III MANUSCRIPTOLOGY

Max. Marks: 75

UNIT-I Manuscriptology

- Definition, need, purpose and importance
- Kinds, special features and availability
- Binding of Library Materials Types and Process
- Standard of Library Binding

UNIT-II Preservation and Conservation

- Need, Purpose and function
- Manuscripts, treatment of various types
- Clearing method for paper manuscript and painting
- Modern techniques of preservation; Digital Preservation
- Classification and Inventory techniques

UNIT-III Study of Manuscripts Library

- Government Oriental Manuscript Library, Madras
- Rampur Raza Library
- Khuda Baksh Central Library

UNIT-IV Planning and Organization of Manuscript Libraries

- Building of state Libraries
- Furniture, fittings and services
- Reprography Techniques

UNIT-V Archival Management

- National Archives
- State archives



SEMESTER -II

Paper -IV PROFESSIONAL SKILLS

Max. Marks: 75

UNIT-I Dyadic Communication

- Face-to-Face Conversation
- Telephonic Conversation
- Interview
- Instructions
- Dictation

UNIT-II Public Speaking & Oral Presentation

- Preparatory Steps
- Structuring the Contents
- Audience Awareness, Modes of Delivery
- Vocal Aspects, Time Management
- Handling Questions
- Meeting Unexpected Situations
- DO's & DON'Ts
- Speeches for special Occasions
- Evaluating speech and Oral Presentation

UNIT-III Meetings & Emerging Technologies


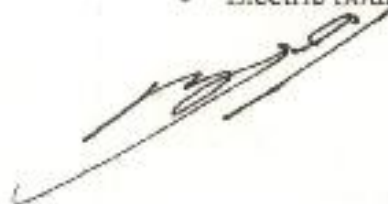
- Meetings Purpose, Procedure, Chairmanship, Participation, Physical Arrangements
- Web 2.0 and 3.0 - Library 2.0- Concept, Characteristics, Components; Instant Messaging, RSS Feeds, Podcasts, Ask a Librarian
- Library Resources Sharing and Library Consortia National and International

UNIT-IV Seminars, Conferences & Group discussion

- Types of Discussion Groups
- Conducting Seminars, Organizing Conferences
- Group Dynamics, Purpose, Organization

UNIT-V Audio, Visual Aids

- Basic Principles and Guidance
- Types of Audio Visual Aids and Their use
- Electric Sources and Publishing



SEMESTER -II

Paper -V

Part -A DISSERTATION /PROJECT AND VIVA-VOCE

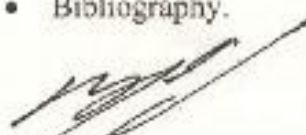
Max. Marks: 75

- 1- There shall be **40 Marks** for the prepared Dissertation/Project work and be evaluated by the department/External Examiner.
- 2- There shall be viva-voce for dissertation. In this one internal and one external examiner will conduct the Viva-voce Max. Marks shall be of **35 Marks**.

Part-B Tour Report

Max. Marks: 25

- Introduction
- Name of the library and their type with historical background
- Organization and Management.
- Different types of collections
- No. of Sections and Types of service
- Technical Processing
- Automation Technology used by the library.
- Rules and regulations of library.
- Summary and suggestions
- Bibliography.



Dr. Rammnohar Lohia Avadh University, Ayodhya



Syllabus of the Subject

BA (Library and Information Science)

For First Three Years of Under-Graduate (UG) Program
And for Fourth Year of Under-Graduate (UG) Research Program

(As per guidelines of Common Minimum Syllabus by U.P. Government according
to National Education Policy-2020 w.e.f. the session 2023-2024)

(For both University Campus and Colleges)

Members of the Board of Studies

01. Prof. N. C. Lohani, Dean, Faculty of Arts, Ch. Charan Singh University, Meerut
02. Prof. B. S. Nigam, Ex-Director, MCRP Campus NOIDA, NOIDA.
03. Dr. Yogendranath Sharma Arun, Ex-Principal, New Nehru Nagar, Roorkee
04. Dr. (Smt.) Poonam Bhardwaj, AKP College, Hapur (Hindi)
05. Dr. (Smt.) Amita Agarwal, MLJ College, Saharanpur (English)
06. Dr. Shiva Kanaujia Sukula, Jawaharlal Nehru University, New Delhi
07. Dr. J. N. Sharma (Rtd), D.N. (PG) College, Meerut
08. Dr. Devendra Kumar, Ramabai Ambedkar Government Degree College, Gajraula
09. Dr. J. A. Siddiqui, Coordinator, Department of Library and Information Science, Ch. Charan Singh University, Meerut (**Convener**)
10. Prof. Neena Singh, Librarian, G B Pant, Pantnagar Agriculture University
11. Dr Pravish Prakash, Associate Prof., University of Lucknow, Lucknow
12. Prof. O. P. Gupta, Ex- Librarian, K.S.Saket PG College, Ayodhya
13. Prof. R. K. Singh, Ex - Librarian Dr. Rammanohar Lohiya Avadh University, Ayodhya.



SUBJECT: LIBRARY AND INFORMATION SCIENCE

Semester-wise Titles of the Papers in Under Graduate Programs (Library and Information Science)

Year	Semester	Course Code	Paper Title	Theory/Practical	Credits
1	I	A180101T	Fundamentals of Librarianship	Theory	6
1	II	A180201T	Information Sources and Services	Theory	6
2	III	A180301T	Library Management	Theory	6
2	IV	A180401T	Information Storage and Retrieval System	Theory	6
3	V	A180501T	Library Classification	Theory	4
3	V	A180502P	Library Classification and Cataloguing	Practical	2
3	V	A180503T	Library Cataloguing	Theory	4
3	V	A180504R	Project (Compilation of Bibliography)	Project	3
3	VI	A180601T	Computer Application in Libraries	Theory	4
3	VI	A180602T	Library, Information and Society	Theory	4
3	VI	A180603P	IT Application in Libraries	Practical	2
3	VI	A180604R	Project (Library Survey)	Project	3
4	VII	A180701T	Library System (Academic & Public Library)	Theory	6
4	VII	A180702T	Universe of Knowledge & Research Methods	Theory	6
4	VII	A180703T	Informetrics & Scientometrics	Theory	4
4	VII	A180704T	Electronic Resources Management (ERM)	Theory	4
4	VIII	A180801T	Preservation & Conservation of Information Resources	Theory	4
4	VIII	A180802T	Information & Communication Technology	Theory	6
4	VIII	A180803T	Library Communication Skill	Theory	4
4	VIII	A180804D	Dissertation & Viva-Voce	Dissertation	6
					Total Credits=90

S.K. Singh

Program Outcome

B.A. (Library and Information Science) aims to:

- Train students in modern library administration and prepare them for careers in Academic, Public and Special Libraries.
- Impart education and training for generating budding library professionals in the present scenario of information age.
- Develop manpower for libraries and information centers for effective and efficient services, professional values, dedication and attitude.
- To equip students with competent skills essentially required for carrying out various housekeeping operations of library and Information Centers using ICT.
- To develop LIS students as competent professionals in the field by imparting employability skill based on effective communication, critical thinking, and ethical literacy.
- Enable to become lifelong learners for their personal growth and development.



B.A. Library and Information Science

Programme /Class: Certificate	Year: First	Semester: I
Subject: Library and Information Science		
Course Code: A180101T	Course Title: Fundamentals of Librarianship (Theory)	
<p>Course outcomes: After studying this paper, the students shall be able to comprehend the concept, objectives and development of libraries and its importance to the society. Understand the professional ethics of librarianship and the five laws of library science with their implications on various services of the libraries. Understand the importance of Library legislation and features of library acts.</p>		
Credits: 6	<i>Core Compulsory</i>	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 6-0-0		
Unit	Topics	No. of Lectures
I	Indian Traditional Knowledge System (ITKS): Meaning, Importance, Characteristics & its Type, ITKS & its Relevance in the age of Digitization, ITK Preserving methods.	15
II	Contribution of Indian LIS Professionals in the development of Library Profession: S. R. Ranganathan, B.S. Kesvan, P.N. Kaula, S. Bashiruddin, M. Gopinath, A. Neelameghan	15
III	Librarianship as a Profession Definition and Concept of Library, Objectives and Functions of Libraries. Role of Libraries in the development of Society.	10
IV	Functions and Duties of Librarian, History of Libraries, Development of Libraries in India	10
V	Types and Functions of Libraries : Academic Libraries, Public and Rural Libraries in Uttar Pradesh. Special Libraries	10
VI	Laws of Library Science: Five Laws of Library Science; Library Legislation-Need and essential Features;	10
VII	Library Acts Library Acts in India; Intellectual Property Right, Right to Information Act, Plagiarism	10
VIII	Book Selection : Policy and Procedures, Services Accessioning and Processing, Stock Verification, Charging System	10
<p>Suggested Readings:</p> <ol style="list-style-type: none"> 1. Khanna, JK: Library and Society. Kurukshetra: Research Publications, 1987. 2. Pandey, SK Sharma: Libraries and Society. New Delhi: Ess Ess, 1992. 3. Ranganathan, SR: The Five Laws of Library Science. Bangalore: Sarada Ranganathan Endowment for Library Science, 1988. 4. Singh, M.P. Library Management, Sharda Publication- Allahabad-200 5. Sukula, Shiva: Librarianship: Redefining and Redesigning Beyond the Customary Craft. New Delhi, Ess Ess Publications, 2016. 6. P. Prakash: Legal Paradigm of Libraries in India. SSDN Publishers New Delhi 2022. 		

5

L.K. Singh

Suggestive digital platforms web links

1. <https://lisstudymaterials.wordpress.com/>
2. <http://egyankosh.ac.in/>
3. <http://library-soup.blogspot.com/>

This course can be opted by the students of B.A.

Suggested Continuous Evaluation Methods:

Internal Evaluation 25 Marks :20 Marks(2 Tests –10 Marks each) 05 Marks(Assignment)

External Evaluation 75 Marks :The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

Further Suggestions:



B.A. Library and Information Science

Programme/Class: Certificate	Year: First	Semester: II
Subject: Library and Information Science		
Course Code: A180201T	Course Title: Information Sources and Services(Theory)	
<p>Course outcomes: After studying the paper, students shall be able to understand the concept of reference and information sources and services provided in libraries. Understand criteria of evaluation of different sources of information. Understand the reference interview and various techniques of searching information. Understand the latest trends in Reference & Information Sources and Services.</p>		
Credits: 6	<i>Core Compulsory</i>	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 6-0-0		
Unit	Topics	No. of Lectures
I	Information Sources : Definition, Need and Purpose of Information Sources	15
II	Types of Information Sources - Primary, Secondary and Tertiary, Criteria of Evaluating Information Sources	15
III	Five Laws of Library Science and Reference Sources ; Human Resources; Institutional Information Sources	10
IV	Information Services : Definition, Need, Purpose and Types, Reference Service and Reference Sources	10
V	Searching of Information : Techniques of Information Search, Online searching of Information Sources	10
VI	User Education and Information Literacy : Definition, Importance and Methods, Online Information Sources	10
VII	Dictionaries : General and Special, Geographical Sources : Maps, Atlas, Gazetteers, Census,	10
VIII	Encyclopedias : General and Special Bibliographies : Definition, Types and Techniques	10
<p>Suggested Readings:</p> <ol style="list-style-type: none"> 1. Krishan Kumar : Reference Service. 5th rev ed. New Delhi, Vikas, 1982. 2. Ranganathan, SR : Reference Service. 2nd ed. Bombay, Asia Pub. House, 1961. 3. Mukherjee, AK : Reference Work and its Tools. 3rd rev ed. Calcutta, World Press, 1975. 4. Cheney, FN : Fundamental Reference Sources. Chicago : ALA, 1971. 		

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

Suggestive digital platforms web links

1. <https://lisstudymaterials.wordpress.com/>
2. <http://egyankosh.ac.in/>
3. <http://library-soup.blogspot.com/>

This course can be opted by the students of BA

Suggested Continuous Evaluation Methods:

Internal Evaluation 25 Marks : 20 Marks (2 Tests – 10 Marks each) 05 Marks (Assignment)

External Evaluation 75 Marks : The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks.

Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCs/NPTEL

Further Suggestions:



B.A. Library and Information Science

Programme/Class: Certificate	Year: Second	Semester: III
Subject: Library and Information Science		
Course Code: A180301T	Course Title: Library Management(Theory)	
<p>Course outcomes: After studying the paper, students shall be able to understand the concept and scope of library management. Elaborate principles and functions of library management. Efficiently carry out various operations of Library and Information Centres. Comprehend the concept of financial management and human resource management. Designing of library and information system/ MIS. Maintain the library statistics and prepare annual report.</p>		
Credits: 6	<i>Core Compulsory</i>	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 6-0-0		
Unit	Topics	No. of Lectures
Part I		
I	General Principles of Management and their Applications to Libraries.	15
II	Functions of various sections of a Library: Acquisition, Circulation, Technical and Periodical	15
III	Library Authority and Library Committee, Preservation of Library Resources	10
IV	Library Budget, Recruitment, Staff Formula,	10
V	Library Rules and Regulations, Role of Librarian in the development and management of library.	10
VI	Stock Verification, Library Statistics	10
VII	Library Building and Furniture Planning	10
VIII	Binding of Library Materials, Annual Report	10
<p>Suggested Readings:</p> <ol style="list-style-type: none"> 1. Mittal, RL : Library and Administration : Theory and practice. New Delhi : Metropolitan Book, 1983. 2. Ranganathan, SR : Library Book Selection. Bombay : Asia Pub. House, 1966. 		

1228

SR

L. K. Singh

3. Mahapatra, PK and Chakrabarti, B : Preservation in Libraries. New Delhi :Ess Ess, 2003
4. Adhikari, Rajiv : Library Preservation and Automation. Delhi : Rajat Publications, 2002.
5. Singh M.P. Library Management Sharda Publication- Allahabad 2007
6. Singh, S.K Collection Development & Services of IITs Library in India: Amba International Publisher New Delhi -2020.

Suggestive digital platforms web links

4. <https://lisstudymaterials.wordpress.com/>
5. <http://egyankosh.ac.in/>
6. <http://library-soup.blogspot.com/>

This course can be opted by the students of BA

Suggested Continuous Evaluation Methods:

Internal Evaluation 25 Marks :20 Marks(2 Tests -10 Marks each) 05 Marks(Assignment)

External Evaluation 75 Marks :The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

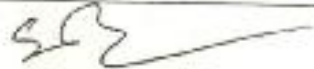
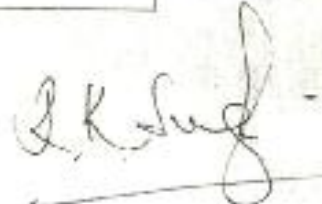
Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL.

Further Suggestions:

B.A. Library and Information Science

Programme/Class: Certificate	Year: Second	Semester: IV
Subject: Library and Information Science		
Course Code: A180401T	Course Title: Information Storage and Retrieval System(Theory)	
<p>Course outcomes: After studying the paper, the students shall be able to understand the concept and process of Information services in libraries. Understand the types and characteristics of index and indexing including Pre-Coordinate and Post Coordinate indexing. Understand the concept and types of abstract and abstracting services at the National and International Level. Understand the various Library professional associations including NISCAIR, INFLIBNET.</p>		
Credits: 6	<i>Core Compulsory</i>	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 6-0-0		
Unit	Topics	No. of Lectures
Part I		
I	Information Science : Definition, Need and Functions of Information Science	10
II	Documentation : Definition, Importance and Objectives of Documentation	10
III	Current Awareness Service(CAS) and Selective Dissemination of Information (SDI)	10
IV	Concept of Index and Indexing, Subject Indexing, Keyword indexing	10
V	Pre-Coordinate Indexing: Chain Procedure; PRECIS; POPS1 Post Coordinate Indexing System: UNITERM Indexing	10
VI	Abstract and Abstracting : Scope and Importance, Types of Abstracts	10
VII	Steps of Abstracting; Concept history and services of Internet; Electronic information retrieval	15
VIII	Brief Idea of Some important Institutions : NISCAIR, NASSDOC, DESIDOC and INFLIBNET	15

Suggested Readings:

1. Guha, B : Documentation and Information : services, techniques and systems. 2nd rev ed. Calcutta, World Press, 1983.
2. Kawatra, PS : Fundamentals of Documentation with special reference to India. New Delhi, Sterling, 1983.
3. Khanna, JK : Documentation and Information Services : systems and techniques. Agra, Y K Publishers, 2000.
4. Ranganathan, SR : Documentation and its facets. London, Asia Pub. House, 1963.
5. Prasher, RG : Index and Indexing. New Delhi, Medallion Press, 1989.
6. Singh M.P. Library Management Sharda Publication- Allahabad 2007
7. Singh, S.K Collection Development & Services of IITs Library in India: Amba International Publisher New Delhi -2020.

Suggestive digital platforms web links

1. <https://lisstudymaterials.wordpress.com/>
2. <http://egyankosh.ac.in/>
3. <http://library-soup.blogspot.com/>

This course can be opted by the students of BA

Suggested Continuous Evaluation Methods:

Internal Evaluation 25 Marks : 20 Marks (2 Tests –10 Marks each) 05 Marks (Assignment)

External Evaluation 75 Marks : The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 2 marks.


Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

Further Suggestions:



B.A. Library and Information Science

Programme/Class: Certificate	Year: Third	Semester: V
Subject: Library and Information Science		
Course Code: A180501T	Course Title: Library Classification(Theory)	
Course Outcome		
After studying this paper, the students shall be able to understand the meaning, purpose, functions, theories and canons of library classification. Analyze the characteristics, merits and demerits of different species of library classification Schemes. Highlight salient features of major classification schemes. Elucidate various facets of notation and call number. Review five fundamental categories and Mnemonics in Library Classification.		
Credits: 4	<i>Core Compulsory</i>	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 4-0-0		
Unit	Topics	No. of Lectures
I	Library Classification: Need, functions, objectives and importance.	15
II	Species of Classification Schemes: Purely Enumerative; Almost Enumerative; Rigidly Faceted; Faceted; Almost Faceted	15
III	Normative Principles: Work in three planes, Canons of Library Classification,	10
IV	Principles for Helpful sequence	10
V	Notation: Definition, Types and Qualities of Notation,	10
VI	Class Number, Book Number, Collection Number	10
VII	Five Fundamental Categories, Salient Features of DDC and CC,	10
VIII	Mnemonics: Definition, Types of Mnemonics	10

Suggested Readings:

1. Hussain, Shahahat : Library Classification, facets and analysis. 2nd rev. ed. New Delhi : B. R. Publishing Corp., 2004.
2. Krishan Kumar : Theory of Classification. 4th rev ed. Delhi : Vikas Publishing House, 1988.
3. Ranganathan, SR : Elements of Library Classification. Poona : NK Publishing House, 1945.

Suggestive digital platforms web links

1. <https://lisstudymaterials.wordpress.com/>
2. <http://egyankosh.ac.in/>
3. <http://library-soup.blogspot.com/>

This course can be opted by the students of BA

.....

Suggested Continuous Evaluation Methods:

Internal Evaluation 25 Marks : 20 Marks(2 Tests - 10 Marks each) 05 Marks(Assignment)

External Evaluation 75 Marks : The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

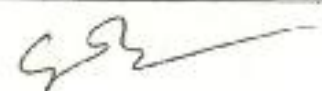
Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

.....

Further Suggestions:

.....



B.A. Library and Information Science

Programme/Class: Certificate	Year: Third	Semester: V
Subject: Library and Information Science		
Course Code: A180502P	Course Title: Library Classification and Cataloguing(Practical)	
Course Outcome		
After studying the paper, students shall be able to classify and construct the class numbers simple titles using Dewey Decimal Classification Scheme Edition 19. Synthesize class numbers by using the tables. Understand the preparation of Catalogue entries by Anglo American Cataloguing Rules (AACR-II)		
Credits: 2	<i>Core Compulsory</i>	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 0-0-2		
Unit	Topics	No. of Lectures (Lab Hours)
	Section-A	
I	Classification of documents (using DDC) Classification of documents with the Dewey Decimal Classification 19 th Edition with the following details: Main Classes, Divisions, Auxiliary Tables.	15
	Section-B	
II	Cataloguing of Documents by AACR-II Cataloguing of books in accordance with the latest edition of AACR II and Subject Headings by Sears List of Subject Headings	15

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

Suggested Readings:

1. Dewey, Melvil: Decimal Classification and Relative Index. 19th ed. New York, Lake Placed Club, 1979.
2. Ranganathan, SR: Elements of Library Classification, 3rd ed. Bombay, Asia Pub. House, 1962.
3. Anglo American Cataloguing Rules (AACR-II)

This course can be opted by the students of BA

Suggested Continuous Evaluation Methods:

Internal Evaluation 25 Marks : 20 Marks(2 Tests –10 Marks each) 05 Marks(Assignment)

External Evaluation 75 Marks

Note: There will be Two Sections A and B.

Section A will consist of *Six* Titles and the examinee will classify *Four* Titles by Dewey Decimal Classification Edition 19th . Each Title carries 10 marks.

Section B The practical class record of the items catalogued and entries made will be maintained by each student. • The Practical examination will be conducted through a paper containing reproductions of title pages of the documents along with other information required for cataloging.

Structure of Question Paper: The question paper will comprise of FOUR titles of English language documents and the Examinee will prepare Two titles to be catalogued by AACR-2. Each Entry carries 17.5 marks.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

Further Suggestions:

B.A. Library and Information Science

Programme/Class: Certificate	Year: Third	Semester: V
Subject: Library and Information Science		
Course Code: A180503T	Course Title: Library Cataloguing (Theory)	
Course Outcome		
<p>After studying this paper, the students shall be able to understand the concept and objectives of library catalogue. To know about the normative principles of cataloguing. Comprehend various forms (inner and outer) of library catalogue. Review the features and development of different cataloguing codes. Understand various approaches of deriving subject headings. Understand the concept of co-operative and centralized cataloguing. Examine the current trends in library cataloguing. Understand the complexities in rendering of entries and alphabetization.</p>		
Credits: 4	<i>Core Compulsory</i>	
Max. Marks: 25-75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 4-0-0		
Unit	Topics	No. of Lectures
Part I		
I	Library Catalogue: Definition, Need, Objective and Functions of Library Catalogue.	15
II	Normative Principles of Cataloguing: Forms of Library Catalogue: Physical forms and Inner forms.	15
III	Types and Functions of Cataloguing: Author Catalogue; Title Catalogue; Dictionary Catalogue, Classified Catalogue.	10
IV	Library Catalogue Codes – Classified Catalogue Code (CCC) and AACR-II:	10
V	Subject Cataloguing: Concept, Principles. And Types	10
VI	Chain Procedure, Lists of Subject Headings. Thesaurus	10
VII	Centralized and Cooperative Cataloguing: Simplified and selective Cataloguing	10
VIII	Union Catalogue: Need, Rules for Compilation of Union Catalogue	10

Suggested Readings:

1. Girja Kumar & Krishan Kumar (1975). Theory of cataloguing. New Delhi: Vikas Publishing House
2. Sharma, Pandey S. K. (1986). Cataloguing Theory. New Delhi: Ess Ess Publication.
3. Viswanathan, C. G. (1983). Cataloguing: Theory and Practice. Lucknow: Print House.
4. Shera, Jesse H. & Eagan, Margaret E. (1956). Classified Catalog: basic principles and practices. Chicago: American Library Association.
5. Sengupta, B (1974). Cataloguing: Its theory & practice. Calcutta: World Press.
7. Krishan Kumar (2001). An Introduction to AACR-2 (Anglo-American Cataloguing Rules). New Delhi: Vikas Publishing.
8. Siddiqui, JA and Husain, Mohd Sabir. Library Cataloguing with AACR-II. New Delhi, Ess Ess Publications, 2018. ISBN 978-93-87698-03-1
9. Siddiqui, JA; Husain, Mohd. Sabir and Sharma, BK. Hindi Granthon ki Suchikaran Pirkriya. Agra, Y. K. Publishers, 2018. ISBN 978-93-80668-97

Suggestive digital platforms web links

1. <https://lisstudymaterials.wordpress.com/>
2. <http://egyankosh.ac.in/>
3. <http://library-soup.blogspot.com/>

This course can be opted by the students of BA

Suggested Continuous Evaluation Methods:

Internal Evaluation 25 Marks :20 Marks(2 Tests –10 Marks each) 05 Marks(Assignment)

External Evaluation 75 Marks :The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL.

Further Suggestions:

[Handwritten signature]

B.A. Library and Information Science

Programme/Class: Certificate	Year: Third	Semester: V
Subject: Library and Information Science		
Course Code: A180504R	Course Title: Project (Compilation of bibliography)	
<p>Course outcomes: After doing this project, students shall be able to compile a subject annotated bibliography on a given subject. Understanding methods of searching sources on a given topic. Compilation of author index, title index, assigning subject headings to various entries and alphabetization.</p>		
Credits: 3	<i>Core Compulsory</i>	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 0-0-3		
Unit	Topics	No. of Lectures
1	The students shall be asked to compile an annotated bibliography with not less than One Hundred Entries on a topic assigned by the concerned teacher/HOD. The compiled bibliography will be examined by an external examiner appointed by the university/Head of the Institution.	15
<p>Suggestive digital platforms web links</p> <ol style="list-style-type: none"> https://lisstudymaterials.wordpress.com/ http://egyankosh.ac.in/ http://library-soup.blogspot.com/ 		
This course can be opted by the students of BA		
Suggested Continuous Evaluation Methods:		
Internal Evaluation 25 Marks :20 Marks(2 Tests -10 Marks each) 05 Marks(Assignment)		
External Evaluation 75 Marks		
The compiled bibliography will be examined by an external examiner appointed by the university/Head of the Institution.		
Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.		
Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL		
Further Suggestions:		

13/9/20

CR

R.K. Singh

B.A. Library and Information Science

Programme/Class: Certificate	Year: Third	Semester: VI
Subject: Library and Information Science		
Course Code: A180601T	Course Title: Computer Application in Libraries (Theory)	
Course Outcome		
The aim of this course is to understand the various applications of Information Technology in libraries with the concept of library automation, planning and implementation and to study different modules of library management software packages.		
Credits: 4	<i>Core Compulsory</i>	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 4-0-0		
Unit	Topics	No. of Lectures
I	Introduction to Computers : Parts of Computer, Hardware and Software;	15
II	Generation of Computers, MS Office : MS-Word, MS-Excel and MS-Power Point	15
III	Application of Computers : Airport, Banks, Railway Stations, Hospitals and Libraries.	10
IV	Memory and Storage : Internal Memory, External Memory, Storage Devices : Hard Disk, Portable Storage,	10
V	Library Automation : Need and importance. Application of Library Software Packages for Library Automation, SOUL, KOHA, Lybsys.	10
VI	Planning and implementation of Library Automation Software Packages in Libraries. In house operations	10
VII	Internet : Features, Applications, Search Engines. Digital Libraries; Repositories	10
VIII	Networking : Types of Networks, LAN, WAN	10

[Handwritten Signature]

Suggested Readings:

1. Kumar, PSG: Computerization of Indian Libraries. Delhi, B. R. Publishing, 1987.
2. Pandey, SK Sharma: Library Computerization: theory and practice. New Delhi, Ess Ess, 1993.
3. Satyanarayana, NR: A manual of Library Automation and Networking. 2nd ed. Lucknow, New Royal Book, 2003.
4. P, Prakash: Legal Paradigm of Libraries in India. SSDN Publishers New Delhi 2022
5. Dhawan, A: Computers for Beginners. New Delhi, Frank Bros, 1990.
6. Sehgal, RL: An introduction to Library Networks. New Delhi, Ess Ess, 1996.

Suggestive digital platforms web links

1. <https://lisstudymaterials.wordpress.com/>
2. <http://egyankosh.ac.in/>
3. <http://library-soup.blogspot.com/>

This course can be opted by the students of BA

Suggested Continuous Evaluation Methods:

Internal Evaluation 25 Marks : 20 Marks (2 Tests – 10 Marks each) 05 Marks (Assignment)

External Evaluation 75 Marks: The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

Further Suggestions:

B.A. Library and Information Science

Programme/Class: Certificate	Year: Third	Semester: VI
Subject: Library and Information Science		
Course Code: A180602T	Course Title: Library, Information and Society(Theory)	
Course Outcome		
After studying the paper, students shall be able to understand the development of civilization, growth of knowledge and information. To know the society and its informational needs. Evolution of libraries and role of library in the development of the society.		
Credits: 4	<i>Core Compulsory</i>	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 4-0-0		
Unit	Topics	No. of Lectures
I	Introduction and definition of libraries. Purpose of libraries. Functions of libraries. Modern society and libraries.	15
II	Librarianship as a profession; Library Ethics; User Education; Public relation	15
III	Library Path Finders; Social functions of Libraries; Types of documents and their utility	10
IV	Information and library. Role of libraries in the development of society	10
V	Role of libraries in Higher Education. Role of UGC in the development of Libraries	10
VI	Role of libraries in research and development. Role of National and International Organisations such as UGC; ILA; UNESCO.	10
VII	Role of libraries in information dissemination. Role of libraries in promotion and development of culture.	10
VIII	Role of libraries in recreation and leisure. Role of libraries in moral, ideological and spiritual development	10

Suggested Readings:

1. Altay, Ahmet. The Role of the Libraries in the Information Society. Available at <http://www.kirklareli.edu.tr/download/by-files/31796092.html> accessed on 05.02.14 at 22:00 hours IST.
2. Khanna, J. K. (1994). Library and Society, 2nd rev. ed. New Delhi, EssEss Publication.
3. Ranganathan, S R(1990). Library Manual. Bangalore, Sarda Ranganathan Endowment for Library Science.
4. Ranganathan, S.R.(1961).Reference Service. Bangalore, Sarda Ranganathan Endowment for Library Science.
5. Sahai, Shrinath (1973). Library and the Community. New Delhi, Today and Tomorrow's Printer & Publishers.

Suggestive digital platforms web links

1. <https://lisstudymaterials.wordpress.com/>
2. <http://egyankosh.ac.in/>
3. <http://library-soup.blogspot.com/>

Elective Paper

This course can be opted as an elective by the students of following subjects: **Openn for all**
Moreover, no additional faculty will be required to teach this paper in otherr faculties. The University/College librarians may teach this paper at their respective university/college.

Suggested Continuous Evaluation Methods:

Internal Evaluation 25 Marks :20 Marks (2 Tests -10 Marks each) 05 Marks(Assignment)

External Evaluation 75 Marks: The paper will be divided into Three Sections A, B and C.

Section A will consist of **Five** Short Answer Type questions not exceeding 75words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of **Three** questions not exceeding 200 words. The examinee will attempt **Two** questions. Each question carries 10 marks.

Section C will consist of **Five** questions in detail. The examinee will attempt **Three** questions. Eac question carries 15 marks

Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

Further Suggestions:



B.A. Library and Information Science

Programme/Class: Certificate	Year: Third	Semester: VI
Subject: Library and Information Science		
Course Code: A180603P	Course Title: IT Application in Libraries (Practical)	
Course Outcome		
<p>Course outcomes: After studying the paper, students shall be able to familiarize with the basic introduction of computers. Understanding different library automation softwares, Creation of databases, Information searching techniques and online searching of information on given topics. Generate barcode labels and membership cards. Search online databases.</p>		
Credits: 2	<i>Core Compulsory</i>	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 0-0-2		
Unit	Topics	No. of Labs
I	Library Server and its Maintenance. Editing and Formatting Word Documents. Creating Presentations with PowerPoint.	10
II	Installation, Configuration and Functions: Installation of SOUL and KOHA software.	10
III	Online and Offline Searching, Web Searching, Advanced Internet Searching.	05
IV	Search Techniques: Searching through Search Engines, Offline Databases Internet and E-mail	05

Suggested Readings:

1. Kumar, PSG: Computerization of Indian Libraries. Delhi, B. R. Publishing, 1987.
2. Pandey, SK Sharma: Library Computerization: theory and practice. New Delhi, Ess Ess, 1993.
3. Satyanarayana, NR: A manual of Library Automation and Networking. 2nd ed. Lucknow, New Royal Book, 2003.
4. Dhawan, A: Computers for Beginners. New Delhi, Frank Bros, 1990.
5. Sehgal, RL: An introduction to Library Networks. New Delhi, Ess Ess, 1996.
6. Devrajan, G and Rahelamma, AV: Library Computerization in India. New Delhi, Ess Ess, 1990.
7. Shiva Sukula: Information Technology: Bridge to the Wired Virtuality, New Delhi, Ess Ess Publications, 2008.
8. Shiva Sukula: Electronic Resource Management: What, why and how, New Delhi, Ess Ess Publications, 2010

Suggestive digital platforms web links

1. <https://lisstudymaterials.wordpress.com/>
2. <http://egyankosh.ac.in/>
3. <http://library-soup.blogspot.com/>

This course can be opted by the students of BA

Suggested Continuous Evaluation Methods:

Internal Evaluation 25 Marks :20 Marks (2 Tests –10 Marks each) 05 Marks(Assignment)

External Evaluation 75 Marks

Note: There will be *Eight* questions. The examinee has to answer *Five* questions. Each question carries 15 marks.

- i) Documents, data, database, etc. to work on for the practical assignments will be provided by the Teacher in the computer lab
- ii) Students are required to do the practical assignment in the computer lab. Evaluation of the assignment will be done by the Teacher on the spot.
- iii) Students have to make Screen Captures for all the answers and save them in one file. The Teacher will evaluate these screen captures and give marks accordingly.

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

Further Suggestions:



B.A. Library and Information Science

Programme/Class: Certificate	Year: Third	Semester: VI
Subject: Library and Information Science		
Course Code: AI80604R	Course Title: Project (Library Survey)	
Course Outcome		
After doing this project, students shall be able to get the practical exposure of different types of libraries. Understanding the various functions of different types of libraries including acquisition, technical processing, management and retrieval of information.		
Credits: 3	<i>Core Compulsory</i>	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 0-0-3		
Unit	Topics	No. of Lectures
I	The students shall be asked to visit a library to understand the collection, services and the human resources available for information dissemination. Students shall be asked to submit a complete report of the library survey before the commencement of sixth semester examination.	45
Suggested Readings:		
Suggestive digital platforms web links		
1. https://lisstudymaterials.wordpress.com/		
2. http://egyankosh.ac.in/		
3. http://library-soup.blogspot.com/		

1229

CR

L. K. Singh

This course can be opted by the students of BA

Suggested Continuous Evaluation Methods:

Internal Evaluation 25 Marks :20 Marks(2 Tests –10 Marks each) 05 Marks(Assignment)

External Evaluation 75 Marks

The submitted report of library survey will be examined by an external examiner appointed by the university/Head of the Institution.

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swyam / MOOCS/NPTEL

Further Suggestions:

1330

COV

SKDaf

B.A. Research Library and Information Science

Programme /Class: Certificate	Year: Fourth	Semester: VII
Subject: Library and Information Science		
Course Code: A180701T	Course Title: Library System (Academic & Public Library) (Theory)	
Course outcomes: After studying this paper, students shall be able to understand the basic concepts related to academic/public library systems and services. Comprehend the resources, services and management issues pertaining to academic/public library.		
Credits: 6	<i>Care Compulsory</i>	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 6-0-0		
Unit	Topics	No. of Lectures
I	<ul style="list-style-type: none"> • Indian Traditional Knowledge System (ITKS) its Relevance in the age of Digitization, ITK Preserving methods • Academic Libraries and their Users: Academic libraries definition, meaning, importance, functions and types; • Users of academic libraries – types of users and their needs, user study and user education; • Structure and hierarchies of academic libraries; • Introduction to Public libraries: Concept, Definition and Characteristics – Role, Objectives and functions of public libraries in contemporary knowledge society; • Recommendations of NAPLIS and National Knowledge Commission on Public Libraries. 	15
II	<p style="text-align: center;">Management of Academic/Public Libraries</p> <ul style="list-style-type: none"> • Records management and library planning, • Collection Development/Resource Optimization; Human Resource Management; • Financial Management; Library Co-operative Organizations and Network services. 	15
III	<p style="text-align: center;">Services in Academic/Public Libraries</p> <ul style="list-style-type: none"> • Traditional services; Documentation services; • ICT enabled services; Advanced Scholars specific services; • Reference and information services to Research Scholars. • Community information services; Resource sharing and network activities of public libraries 	10
IV	<p style="text-align: center;">Organization of Academic/Public libraries</p> <ul style="list-style-type: none"> • Standards and norms for public libraries; • Physical facilities - library building, furniture and equipment; • Collection development – book selection and collection development policies; Technical processing 	10

[Handwritten Signature]

V	Introduction of new digital applications in Academic Libraries <ul style="list-style-type: none"> • Application of Academic/Public Library 2.0; • International academic library scenario; • Academic Library Repositories; • Library e-resource management, policy and programmes; • Future trends in academic library development. 	10
---	--	----

Suggested Readings:

1. Ranganathan, S. R. (2008). Library Manual, for School, college and Public Libraries (with Revised Examples of subject classification). Ess Ess Publications.
2. Kawatra, P. S. (1996). A Dictionary of acronyms and abbreviations in education, information and computer sciences. New Delhi: Ess Ess Publications.
3. Lal, C and Kumar, K. Understanding Basics of Library and information science Library. Ess Ess Publications.
4. Patricia, Potter Wilson and Roger, Leslie (2002). Center Stage, Library Programs that Inspire Middle School Patrons. Colorado, A Division of Greenwood publishing Group
5. Pushplata, Srivastava (2008). Copyright in Academic Libraries in Digital Environment. Ess Ess Publications, New Delhi.
6. Augustine, C. A., & Devarajan, G. (1990). Public library system in India. New Delhi: Ess Ess Publications.
7. Ekbote, Gopal Rao (1987). Public Library system. Hyderabad.
8. Ranganathan, S. R. (2008). Library Manual, for School, college and Public Libraries (with Revised Examples of subject classification). Ess Ess Publications.
9. Viswanathan, C. G. (1990). Public library organization: With special reference to India. New Delhi: Ess Ess Publications.

Suggestive digital platforms web links

- <https://lisstudymaterials.wordpress.com/>
- <http://egyankosh.ac.in/>
- <http://library-soup.blogspot.com/>

This course can be opted by the students of B.A.

Suggested Continuous Evaluation Methods:

Internal Evaluation 25 Marks : 20 Marks (2 Tests –10 Marks each) 05 Marks(Assignment)

External Evaluation 75 Marks: The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

L.K. Singh

Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

Further Suggestions:

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

B.A. Research Library and Information Science

Programme /Class: Certificate	Year: Fourth	Semester: VII
Subject: Library and Information Science		
Course Code: A180702T	Course Title: Universe of Knowledge & Research Methods (Theory)	
Course outcomes: After studying this paper, the students shall be able to demonstrate the ability to choose methods appropriate to research aims and objectives. Understand the limitations of particular research methods. Develop skills in qualitative and quantitative data analysis and presentation develop advanced critical thinking skills.		
Credits: 6	Core Compulsory	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 6-0-0		
Unit	Topics	No. of Lectures
I	Universe of Knowledge: <ul style="list-style-type: none"> • Definition, Source of Knowledge, Types of Knowledge • Characteristics of the Universe of Knowledge • Subjects having Knowledge as their field of Study • Modes of thinking: Authoritative, Speculative, Tenacious and Positivistic • Modes of Formation of Subjects • Fission, Fusion, Distillation, Lamination, Loose Assemblage 	15
II	Research and Research Problems: <ul style="list-style-type: none"> • Definition, Meaning, Importance, Characteristics and Types. • Nature of Research in Library and Information Science • Sources and locating of the Problems • Formulation of Research Problems 	15
III	Research Methodology: <ul style="list-style-type: none"> • Definition, Sources, Advantage, Limitation, Types and Stems • Relevance of Research Methodology to LIS • Research Design: Characteristics, Components and Types 	10
IV	Sampling Methods and Hypothesis: <ul style="list-style-type: none"> • Principles, Methods and Types and Characteristics • Sampling Methods: - Principles, Methods and Types and Characteristics • Hypothesis: - Meaning, Importance, Types, Sources and Characteristics. • Difficulties in Formulation, Testing. 	10

L. K. Singh

V	Data Collection and Analysis: <ul style="list-style-type: none"> • Definition, Methods and Types of Data Scales and checklist • Data Analysis: Interpretation and Coding Classification and Tabulation • Measures of Central Tendency: Mean, Medium, Mode. • Graphical presentation of data: bar, Pie-line graphs, Histograms 	10
VI	Research Report <ul style="list-style-type: none"> • Research Report Writing Citation Tools – Structure, Style • Contents, Guidelines; Style Manuals; Online Citation • Tools; Reference Style Management Tools; Antiplagiarism, • Tools; Evaluation of Research Report. 	10

Suggested Readings:

1. Ahuja, Ram. (2001). Research methods. New Delhi: Rawat Publications.
2. Alison, Jane Pickard (2007). Research methods. London: Facet Publishing.
3. Ardily Pascal, & Tille Yves. (2006). Sampling Methods: Exercise and Solutions. New Delhi: Springer India PVT LTD.
4. Bryan, Alan. (2008). Social research methods (3rd ed.) New York: Oxford University Press.
5. Busha, Charles H, & Harter, Stephen P. (1980). Research methods in librarianship: Techniques and interpretation. New York: Academic Press.
6. Busha, Charles H. (1978). Research Methods. In Allen Kent, & Jay Daily (Eds.), Encyclopedia of Library and Information Science (Vol.25, pp. 254-293). New York: Marcel Dekker.
7. Chowdhary, G.G. (1999). Introduction to modern information retrieval. London: Facet Publishing.

Suggestive digital platforms web links

- <https://lisstudymaterials.wordpress.com/>
- <http://egyankosh.ac.in/>
- <http://library-soup.blogspot.com/>

This course can be opted by the students of B.A.

Suggested Continuous Evaluation Methods:

Internal Evaluation 25 Marks : 20 Marks (2 Tests –10 Marks each) 05 Marks (Assignment)

External Evaluation 75 Marks: The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

Further Suggestions:

B.A. Research Library and Information Science

Programme /Class: Certificate		Year: Fourth	Semester: VII
Subject: Library and Information Science			
Course Code: A180703T		Course Title: Informetrics and Scientometrics (Theory)	
Course outcomes: After studying this paper, the students shall be able to Understand the historical development and meaning of metric studies, Apply bibliometric and scientometric laws for a given literature output; able to check whether a given research output fits Zipf's law, Lotka's law, Bradford's law and Price theory or not.			
Credits: 4		Core Compulsory	
Max. Marks: 25+75		Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 6-0-0			
Unit	Topics	No. of Lectures	
I	Introduction <ul style="list-style-type: none"> • Concept, definition, need and historical overview and application of Bibliometrics, Librametry, Informetrics, Scientometrics, Webometrics, Cybermetrics and Altmetrics 	15	
II	Classical Bibliometric Laws <ul style="list-style-type: none"> • Lotka's Law, Zipf's Law, and Bradford's Law –Application of Bibliometric laws; Growth and Obsolescence of Literature; Various growth models. 	15	
III	Citation Analysis <ul style="list-style-type: none"> • Definition, Citation indexing, including bibliographic coupling and co-citation analysis. • Citation Indices - Formulae for measuring Citations: H-index, Journal Impact Factor, Immediacy index. • Citation Indexing Databases and Services: Web of Knowledge, Scopus, Google Scholar, others 	10	
IV	Mapping of Science: <ul style="list-style-type: none"> • Journal – Journal, Authors, • Citation-Mapping Indicators-Mapping & Data Analysis Tools – VOS Viewer, Pajek, Bibexcel, Histcite, etc., 	10	
V	Application of Informetrics: <ul style="list-style-type: none"> • Science and Technology policy decision support for countries, organisations etc. • Evaluation of Research output, Performance Appraisal. 	10	

Suggested Readings:

- 1 Ashwini Tiwari (2006.) *Bibliometrics, Informetrics and Scientometrics: Opening New Vistas of Information Science*. Jaipur: RBSA publishers.
- 2 De Bellis, Nicola. (2009). *Bibliometrics and citation analysis: From the Science Citation Index to cybermetrics*. Lanham, MD: Scarecrow Press.
- 3 De Solla Price, Derek J (1963). *Little Science, Big Science*. New York: Columbia University Press.
- 4 Devarajan, G (1997). *Bibliometric Studies*. Ess Ess Publications, New Delhi.
- 5 Ganguly R.C. *Preservation of Electronic Information*. 2007) Delhi, ISHA Books.
6. Mahapatra, P.K and Chakrabarti B. (2003). *Preservation in Libraries Perspectives Principles and Practice*. Ess Ess Publications, New Delhi.

Suggestive digital platforms web links

- <https://lisstudymaterials.wordpress.com/>
- <http://egyankosh.ac.in/>
- <http://library-soup.blogspot.com/>

This course can be opted by the students of B.A.

Suggested Continuous Evaluation Methods:

Internal Evaluation 25 Marks : 20 Marks (2 Tests –10 Marks each) 05 Marks (Assignment)

External Evaluation 75 Marks: The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

Further Suggestions:

B.A. Research Library and Information Science

Programme /Class: Certificate	Year: Fourth	Semester: VII
Subject: Library and Information Science		
Course Code: A180704T	Course Title: Electronic Resources Management (Theory)	
Course outcomes: After studying this paper, the students shall be able to Comprehend the laws and policies and impact on electronic resource management; to understand the selection, licensing and evaluation of electronic resources; to understand the technologies and standards behind electronic resource management.		
Credits: 4	<i>Core Compulsory</i>	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 6-0-0		
Unit	Topics	No. of Lectures
I	Electronic Resources Overview: <ul style="list-style-type: none"> • Concept, Definition, Evolution, Need, Characteristics, • Benefits and Drawbacks – E-Resource life cycle 	15
II	Electronic Resource Management Systems (ERMS): <ul style="list-style-type: none"> • Selecting, acquiring/subscription/ purchasing, implementation, evaluation and renewing electronic resources/ cancellation. • Consortia: Concept, need, purpose & limitations; • E-Shodh Sindhu: Consortium for Higher Education Electronic Resources; • Techniques for Electronic Resource Management (TERMS), • Strategic planning for ERM – Media and Format Migration., 	15
III	Collection Development Process: <ul style="list-style-type: none"> • Formulating policy, budgeting, evaluation of e-resources; • Organization & description of e-resources. • Metadata: requirements, types; • User awareness and capacity building; • Electronic usage statistics, standards and guidelines (SUSHI- COUNTER) – LOCKS, CLOCKS. 	10
IV	Web-based Resources: <ul style="list-style-type: none"> • Scope, types and evaluation; • Economics of E-resources – Pricing. Access management of e-resources: authentication and access management of e- resources. • Subscription models: copyright, licenses and tactics and terms in the negotiation for e- resources license. 	10

(Handwritten signature)

v	Recent Trends in ERM: <ul style="list-style-type: none"> • Future of ERMS, • Hardware and software changes, user behaviour and expectations, • Disintegration of the ILS, • Intellectual Property and perpetual access and archiving. 	10
Suggested Readings: <ol style="list-style-type: none"> 1. Dhiman, A. K. and Yashoda Rani. (2005). Learn Library and Society. Ess Ess Publications. 2. Emery, J., and Stone, G. (2013). Techniques for Electronic Resource Management (Library Technology Reports). Chicago: Amer Library Assn. 3. Hawthorne, D. (2008). History of electronic resources. In Electronic resource management in libraries: Research and practice. IGI Global. 4. Yu, H., & Breivold, S. (2008). Electronic resource management in libraries research and practice. Hershey: Information Science Reference. 5. Jennings, L. (2009). Electronic resources management for electronic resources librarians: a bibliography. Bath: University of Bath. 6. Pandey, D. K. (2013). Library and Information Science. Atlantic. 7. Patra, N. K. (2014). Electronic Resource Management: A Case Study of Management School Libraries in India. Sampalpur: Sampalpur University. 		
Suggestive digital platforms web links https://isstudymaterials.wordpress.com/ http://egyankosh.ac.in/ http://library-soup.blogspot.com/		
This course can be opted by the students of B.A.		
Suggested Continuous Evaluation Methods:		
Internal Evaluation 25 Marks : 20 Marks(2 Tests –10 Marks each) 05 Marks(Assignment)		
External Evaluation 75 Marks : The paper will be divided into Three Sections A, B and C.		
Section A will consist of <i>Five</i> Short Answer Type questions not exceeding 75words. The examinee will attempt all questions. Each question carries 2 marks.		
Section B will consist of <i>Three</i> questions not exceeding 200 words. The examinee will attempt <i>Two</i> questions. Each question carries 10 marks.		
Section C will consist of <i>Five</i> questions in detail. The examinee will attempt <i>Three</i> questions. Each question carries 15 marks		
Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.		
Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL		





B.A. Research Library and Information Science

Programme /Class: Certificate	Year: Fourth	Semester: VIII
Subject: Library and Information Science		
Course Code: A180801T	Course Title: Preservation and Conservation of Information Resources (Theory)	
Course outcomes: After studying this paper, the students shall be able to understand the evolution of various information carriers; to evaluate various disasters and calamities on the library collections; to understand the need for preservation and conservation.		
Credits: 4		<i>Core Compulsory</i>
Max. Marks: 25+75		Min. Passing Marks: 40
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 6-0-0		
Unit	Topics	No. of Lectures
I	Elements of Preservation and Conservation: <ul style="list-style-type: none"> • Need for Preservation and Conservation. • Evolution of Writing Materials – Inscription on caves/Rocks, Clay Tablets, Palm Leaves 'Birch' Bark, Parchment paper etc. • Manuscripts; Preservation and Conservation Techniques of Print and Non-Print Media. 	15
II	Hazards to Library Materials and Control Measures <ul style="list-style-type: none"> • Environmental Factors, • Biological Factors, • Chemical Factors, • Disaster Management. 	15
III	Binding <ul style="list-style-type: none"> • Types of Binding, • Binding Materials, • Binding Process, • Standards for Binding. 	10
IV	Restoration and Reformatting <ul style="list-style-type: none"> • Material Repair, Micrographic conversion- Micro Filming and Microfiche, • Digitization of Print Media- Concept, Process, OCR and Complexities. 	10
V	Emerging Trends <ul style="list-style-type: none"> • Digital Archiving, • Digital Preservation, • Digital Curation, • Cloud Storage. 	10

A.K. Singh

Suggested Readings:

1. Balloffet, Nelly (2009). Preservation and Conservation for Libraries and Archives. New Delhi: Ess Ess Publications.
2. Mahapatra, P. K and Chakrabarti B. (2002). Preservation in Libraries: Perspectives Principles and Practices. Ess Ess Publications.
3. Nelly Balloffet and Jenny Hille. (2009). Preservation and Conservation for Libraries and Archives. Ess Ess Publications.
4. Rajiv Adhikari (2002), Library Preservation and Automation, Rajat Publications, New Delhi.
5. Danuta .A. Nitecki and Curtis L.Kendrick (2001). Library off-site Shelving, Global Ltd, Chennai.
6. Rashmi Upadhyay. (2011), Management and Preservation in Digital Libraries, Alfa Publications, New Delhi.
7. Ganguly.R.C((2007), ISHA Books, New Delhi.

Suggestive digital platforms web links

- <https://lisstudymaterials.wordpress.com/>
- <http://egyankosh.ac.in/>
- <http://library-soup.blogspot.com/>

This course can be opted by the students of B.A.
.....

Suggested Continuous Evaluation Methods:

Internal Evaluation 25 Marks : 20 Marks (2 Tests –10 Marks each) 05 Marks(Assignment)

External Evaluation 75 Marks: The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL
.....

Further Suggestions:
.....

B.A. Research Library and Information Science

Programme /Class: Certificate		Year: Fourth	Semester: VIII
Subject: Library and Information Science			
Course Code: A180802T		Course Title: Information and Communication Technology (Theory)	
Course outcomes: After studying this paper, the students shall be able to Demonstrate an awareness of some of the hardware, software and communication components used in ICT systems for library automation; Familiarize the students with main theories and conceptual frameworks in the field of ICT for development.			
Credits: 6		<i>Core Compulsory</i>	
Max. Marks: 25+75		Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 6-0-0			
Unit	Topics	No. of Lectures	
I	Information Technology <ul style="list-style-type: none"> • Concept, definition. Computer applications in libraries and information centers: • Need, advantages, areas of computer application in libraries.(Library operation and Content Management). 	15	
II	Communication Technology <ul style="list-style-type: none"> • Telecommunication - Transmission Channels, Mode, and Media, ISDN, PSDN, • Multiplexing, Modulation, Standards and Protocols. • Wireless Communication – Media, Wi-fi, Li-fi, Satellite Communication, Mobile • Media, Process and Components • Network Media: UTP, Optical Fiber, Ethernet. 	15	
III	Digitization: <ul style="list-style-type: none"> • Concept, Definition, and Challenges. • Digitization – Planning, Selection of Materials, Hardware, Software, Process and Issues. • Digital Preservation - Need, Purpose, Standards, Methods, Techniques, Projects (National and International). • Digital Library Initiatives – National and International. 	10	
IV	E-Library and Web based Technology: <ul style="list-style-type: none"> • Application of Artificial Intelligence, • Expert Systems and Robotics in Libraries • E- journals, E-books, E-contents, E-learning • Library Networks: ERNET, SIRNET, NICNET, INDONET etc. 	10	
V	INTERNET: <ul style="list-style-type: none"> • Connectivity, Components, Services 	10	

[Handwritten Signature]

- Browsing-Web browsers, WWW, E-mail; Search Engines, Meta and Entity Search engines
- Data Security, Network Security, Firewalls, Cryptographic Techniques, Anti-virus
- Software, Anti-spyware, Intrusion Detection System.

Suggested Readings:

1. Anjad Ali. (2004). Information Technology and Libraries. Ess Ess Publications.
2. Dhiman, A. K., & Rani, Y. (2005). Learn computer basics and its application in libraries. New Delhi: Ess Ess Publications.
3. Bajpai, S. K. Library Information Technology Management: A Librarians Manual. Ess Ess Publications.
4. Basandra, S.K. (2002). Computers Today and Globalisation, New Delhi: Golgotia.
5. Deeson, Eric (2000). Managing with Information Technology, Great Britan: Kogan page Ltd.
6. Devarajan Ravindran Asarik, G. (2014). Information technology and Library Automation. Ess Ess Publications.
7. Devarajan, G. Information Technology in Libraries. Ess Ess Publications.
8. Forrester W.H. and Rowlands, J.L. (2002). The Online searcher's companion. London: LA.
9. Galliers, R. D., and Leidner, D. E. (Eds.). (2014). Strategic information management: challenges and strategies in managing information systems. Routledge.
10. Gupta, Vikas (2005). Rapidex computer course, New Delhi: Pustak Mahal.

Suggestive digital platforms web links

<https://lisstudymaterials.wordpress.com/>
<http://egyankosh.ac.in/>
<http://library-scup.blogspot.com/>

This course can be opted by the students of B.A.

Suggested Continuous Evaluation Methods:

Internal Evaluation 25 Marks :20 Marks (2 Tests –10 Marks each) 05 Marks(Assignment)

External Evaluation 75 Marks: The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

Further Suggestions:

[Handwritten signature]

B.A. Research Library and Information Science

Programme /Class: Certificate	Year: Fourth	Semester: VIII
Subject: Library and Information Science		
Course Code: A180803T	Course Title: Library Communication Skill (Theory)	
Course outcomes: After studying this paper, the students shall be able to utilizing a library management system makes it very simple, quick, and productive to complete all tasks like book acquisition, cataloguing, serial control, binding, and stock verification.		
Credits: 4	<i>Core Compulsory</i>	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 6-0-0		
Unit	Topics	No. of Lectures
I	Communication through technology <ul style="list-style-type: none"> • Word Processor, Power Point Presentation • Desk Top Publisher (DTP) • Electronic Mail, Voice Mail • Importance, Process & Barriers of Communication • Corporate Communication 	15
II	Emerging Technologies in Libraries <ul style="list-style-type: none"> • RSS Feeds Technology and Libraries • Library Security Technology: RFID, Barcode, Smart Card and CCTV, etc. • Video Conferencing and Audio Conferencing • Functional Requirements for Bibliographic Records (FRBR) • Digital Content Management System • Artificial Intelligence and Libraries 	15
III	Writing style <ul style="list-style-type: none"> • Importance of Professional writing • Features of written Communication • Choice of words and Phrases • Sentence structure and Length • Paragraph structure, length & Final Draft 	10
IV	Business Correspondence <ul style="list-style-type: none"> • Purpose, Structure • Layout and Form, Qualities & Type • Bank and Insurance Correspondence • Social Correspondence 	10
Suggested Readings: 1. Kumar, S., & Lata, P. (n.d.). Communication Skills. Oxford.		

R. K. Singh

2. Malhotra, P., & Haldar, D. D. (n.d.). Communication Skills: Theory and Practice. ABCI.
3. Mohan, K., & Banerji, M. (n.d.). Developing Communication Skills (2nd Edition ed.). Laxmi Publications.
4. Patil, S. (n.d.). Handbook on Presentation and Communication Skills.
5. Prasad, D. P., Kataria, S., & Sons. (n.d.). The Functional Aspects of Communication Skills.
6. Raman, M., & Singh, P. (n.d.). Business Communication (2nd Edition ed.). Oxford.
7. Sheldon, B. E. (2010). Interpersonal Skills, Theory and Practice: The Librarian's Guide to becoming a Leader. Libraries Unlimited Inc.

Suggestive digital platforms web links

- <https://lisstudymaterials.wordpress.com/>
- <http://egyankosh.ac.in/>
- <http://library-soup.blogspot.com/>

This course can be opted by the students of B.A.

Suggested Continuous Evaluation Methods:

Internal Evaluation 25 Marks : 20 Marks (2 Tests – 10 Marks each) 05 Marks (Assignment)

External Evaluation 75 Marks : The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCs/NPTEL

B.A. Research Library and Information Science

Programme /Class: Certificate	Year: Fourth	Semester: VIII
Subject: Library and Information Science		
Course Code: A180804D	Course Title: Dissertation & Viva- Voce (Short Research)	
Course outcomes: After doing the dissertation, the students shall be able to arrive at conclusions to formulate new theories and laws or revise the already established theories and laws, and to explore the unknown and unlock new possibilities.		
Credits: 6	<i>Core Compulsory</i>	
Max. Marks: 50+50=100	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 6-0-0		
Unit	Topics	No. of Lectures
1	The students shall be asked to prepare a Dissertation work and be evaluated by the department/External Examiner. This paper will consist of areas such as annotated subject bibliography, bibliometric study, case study, survey, trend report, etc. The dissertation will be submitted before the commencement of annual examination.	
Suggestive digital platforms web links		
<ul style="list-style-type: none"> • https://lisstudymaterials.wordpress.com/ • http://egyankush.ac.in/ • http://library-soup.blogspot.com/ 		
This course can be opted by the students of B.A.		
Suggested Continuous Evaluation Methods:		
Evaluation of Marks:		
1- External Evaluation 50 Marks: There shall be 50 Marks for the prepared Dissertation work, and be evaluated by the department/External Examiner.		
2- There shall be Viva-voce for dissertation. In this one internal and one external examiner will conduct the Viva-voce Max. Marks shall be of 50 Marks .		
Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.		
Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL		

[Signature]

[Signature]

[Signature]