DEVI AHILYA VISHWAVIDYALAYA, INDORE (M.P.)
CENTRAL LIBRARY

SCHOOL OF LIBRARY AND INFORMATIONSCIENCE
Under
(FACULTY OF ENGINEERING SCIENCES)

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

PROSPECTUS & SCHEME OF EXAMINATION
w.e.f. - 2020-2021 Onwards

1.   LIBRARIANSHIP AS A CAREER

Libraries are now universally recognized as important social institutions, no community is considered complete without a library. The rapid increase in production of recorded knowledge, have led to the expansion of libraries and the development of their services. A library is an important element of a community; an academic library is an essential part of an educational institution school, college or university; a business and industrial organization. Librarianship is a growing field, which has by now attained the status of a separate discipline in the universe of knowledge. It presents challenges and interesting situations to library personnel. The management of these libraries needs persons with good academic and professional qualification proficiency in one the natural sciences, social science or the humanities is helpful in the professional development of a librarian. Library work needs young professionals with a sense of dedication and a spirit of service. Those intending to enter the library profession should satisfy themselves that they possess the academic qualification and the sense of vocation that would enable them to work successfully as Librarians and Information Officers. Librarianship as a profession provides a variety of employment opportunities. In Fact, it is possible to choose the kind of library to suit one's interest and background. Persons with a superior record high qualification can achieve high position. The School of Library and Information Science, Central Library is organized under the Faculty of Engineering Sciences. It conducts one-year (two semesters) fulltime course leading to the Degree in Bachelor of Library and Information Science.

2.   OBJECTIVES:

- To give the student an understanding of the basic principles and fundamental laws of library science.
- To enable the student to understand the functions and purpose of library in changing social and academic environment.
- To train the student in the techniques of librarianship and management of Library.
- To train the students in information knowledge processing, organization and retrieval.
- To provide basic knowledge of computer and its application in LIS activities.

3.   DURATION OF THE COURSE:

The Bachelor of Library and Information Science shall comprise of a course of study

spread over a period of **two semesters in one year** duration. The candidates will be full time students of the course.

4.   ELIGIBILITY:

A candidate seeking admission to the program must have passed a Bachelor's degree examination in any discipline with 45% marks or equivalent grade of Devi Ahilya Vishwavidhalaya, Indore or any other Statutory University/Institute recognized as equivalent thereto by DAVV. The candidate must have attained the age at the time of admission as Prescribed by the university from time to time.

5.   ADMISSION PROCEDURE:

The admission to the course shall be through written / interview examination as prescribed / decided by the university from time to time. (In case candidates are less than available seats direct admission may be given with the permission of Hon'ble Vice Chancellor.)

6.   NUMBER OF SEATS:

The total numbers of seats are 30. The Reservation of seats shall be as per M.P. Government and University Rules.

07. Fees Structure:

Name of School: School of Library & Information Science
Name of Course: Bachelor of Library & Information Science

The tentative fee structure for the proposed course is as follows: (As per the University*)

Semester	Academic Fees	Dev.& Maint Fees	Students' Services Fee		Exam. Fees	Total		Caution Money (Refundable)	Alumni Fee
			Boys	Girls		Boys	Girls		
First	5500	2000	3300	3111	2500	13300	13111	4000	500
Second	5500	2000	2911	2722	2500	12911	12722		

*The fees structure is subject to change by the Executive Council from time to time.
** Separately in Alumni Association Account only once.

8.   CURRICULUM:

The details of the subjects to be taught during the one year period in two semesters, curriculum pattern and examination scheme for each semester shall be subject to the approval of the concerned board of studies/faculty/other academic bodies of the university. In addition, the students will be required to undertake and complete assignments, seminars, etc, as prescribed in the course of study. The detailed Academic program and scheme of examination are as follows.

ACADEMIC PROGRAMME
(With no. of lectures and credits per week for UTD as per CBCS)

B.L.I.S. SEMESTER – I

Paper Code	Nomenclature	No. of Lectures / Practicals per week		No. of Credits	Faculty Name
		Lectures	Practical		
Part – A (Theory Papers)					
Core					
401	Foundation of Library and Information Science	5	-	5	
402	Knowledge: Organisation and Processing (Classification)	2	4	4	
403	Knowledge: Organisation and Processing (Cataloguing)	2	4	4	
Elective Centric (Any One)					
404	Preservation and Conservation of Library Materials	4	-	4	
405	Management of Library and Information Science	4	-	4	
Elective Generic (Inter Departmental)					
406	Excel and Access for Library	3	-	3	
Part – B (Viva-voce)					
407	Comprehensive Viva-voce	-	-	04	

Total Credits   24

B.L.I.S. SEMESTER – II

Paper Code	Nomenclature	No. of Lectures / Practicals per week		No. of Credits	Faculty Name
		Lectures	Practical		
Part – A (Theory Papers)					
Core					
408	Documentation and Information Systems, Centers and Services	5	-	5	
409	Information Technology (Basic)	4		4	
410	Information Technology (Practice)	-	8	4	

Elective Centric (Any One)					
411	Academic Library and Information System	4	-	4	
412	Project Work	4	-	4	
Elective Generic (Inter Departmental)					
413	Information (Reference) Sources and User Studies	3	-	3	
Part – B (Viva-voce)					
414	Comprehensive Viva-voce	-	-	04	

Total Credits   24

SCHEME OF EXAMINATION
(As per Ordinance 14 CBCS)*

B.L.I.S. SEMESTER – I

Part – A (Theory Papers)		Maximum Marks	
Paper Code	Nomenclature	Class Test	End Sem Exam
Core			
401	Foundation of Library and Information Science	40	60
402	Knowledge: Organisation and Processing	40	60
403	Knowledge: Organisation and Processing	40	60
Elective Centric (Any One)			
404	Preservation and Conservation of Library Materials	40	60
405	Management of Library and Information Science	40	60
Elective Generic (Inter Departmental)			
406	Excel and Access for Library and Information Centers	40	60
Part – B (Viva-voce)			
407	Comprehensive Viva-voce	--	100
SUB TOTAL		200	400
TOTAL		600	

B.L.I.S. SEMESTER – II

Part – A (Theory Papers)		Maximum Marks	
Paper Code	Nomenclature	Class Test	End Sem Exam
Core			
408	Documentation and Information Systems, Centers and Services	40	60
409	Information Technology (Basic)	40	60
410	Information Technology (Practice)	40	60
Elective Centric (Any One)			
411	Academic Library and Information System	40	60
412	Project Work	40	60
Elective Generic (Inter Departmental)			

413	Information (Reference) Sources and User Studies	40	60
Part – B (Viva-voce)			
414	Comprehensive Viva-voce	--	100
	SUB TOTAL	**200**	**400**
	TOTAL	**600**	

Semesters	Maximum Marks
Semester – I	600
Semester – II	600
GRAND TOTAL	**1200**

The grading will be made on 10-point scale as described below:

Letter Grade	Grade Point	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very Good	70-79
B+	7	Good	60 – 69
B	6	Above Average	50 - 59
C	5	Average	40 - 49
P	4	Pass	35 - 39
F	0	Fail	0 - 34
Ab	0	Absent	Absent

9.   ELIGIBILITY FOR THE DEGREE:

The candidate shall be eligible for the degree when he/she has under gone the prescribed course of studies for a period of not less than one year (two Semester) in the institution and has passed the requisite examination in all the subjects.

10.   REQUIREMENT FOR THE EXAMINATION AND ATTENDANCE:

The candidate will be permitted to appear in the examination if he/she has put in minimum attendance of the lectures on each subject as prescribed under the rules as applicable from time to time and if he/she fulfils all other eligible conditions for appearing in examination.

11.   EXAMINATION:

Examination shall be conducted by the university as per the provisions of Ordinance No.14. For matters not covered in this ordinance, General rules of the university examination shall be applicable. In other cases, the Executive Council shall be the competent authority to decide.

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CENTRAL LIBRARY,
SCHOOL OF LIBRARY AND INFORMATION SCIENCE
BACHELOR OF LIBRARY AND INFORMATION SCIENCE (BLISC)
PROGRAM CODE – LI4A
SYLLABUS FOR FIRST SEMESTER
(July-December)
Academic Year 2020-21 Onward

Course 1. : Foundations of Library and Information Science

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
401	Core	5	5		75	
Objectives	To learn the fundamental, historical and basic theories about Library and Information Science.					
Learning Outcomes	By the end of this paper, the students will be able to; Understand the basics of libraries and information centers. Understand about the basic act, laws and legal issues of LIS					

Unit	Content	Hr/Unit
I	History and Development of Libraries with special reference to India. Role of Library from ancient period to modern times. Types of Libraries: Functions and services. Five Laws of Library Science and their implications in library and information activities. Biographies of Dr. Ranganthan, Melvil Dewey, Charles Cutter etc.	
II	National Libraries of India, USA and U.K in detail. Library movement programs in India after independence. Role of Library in education (formal and non-formal). Publicity and extension activities.	
III	International Library Associations: UNESCO, FID, IFLA and ASLIB. Library Associations in India, UK and USA: ILA, IASLIC, RRRLF, IATLIS, SIS, LA, ALA and SLA.	
IV	Library legislation; need and essential features. Model Public Library Act. Library legislationin India. Detailed study of Library Acts of Tamil Nadu, Andhra Pradesh, Karnataka, Maharashtra, West Bengal and other states.	
V	Attributes of Profession: Librarianship as a profession. Philosophy and Ethics of Librarianship Freedom of access to Information:IPR, Concepts, copyright issues, and Registration Delivery of Books (Public Libraries) Act.WIPO.	

Study Material and Sources:

1. Rubin, Richard: Foundations of Library and Information Science, Neal-Schuman Publishers, Incorporated, 2010.

2. Vashisth, C.P., ed.: Library movement and library development in India. Delhi: ILA, 1994.

3. Khanna, J.K.: Library & society. Kurukshetra: Research Publications, 1987.

4. Krishan Kumar: Library organization. Delhi: Vikas Publications, 1997.

5. Rout, R.K.: Library legislation in India. New Delhi: Reliance, 1991.

6. Sharma, Pandey S.K.: Library & society. 2nd rev. ed. New Delhi: EssEss Publications, 1992.

7. Kumar, P.S.G.: A student's manual of library & information science, Delhi: BR Publishing House, 2002.

8. Ranganathan, S.R.: The five laws of library science. 2nd ed. Bombay: Asia Publishing, 1963.

9. IFLA: Standards for library service. 2nd ed. Munich: Verlag, 1977.

10. Withers, F.N.: Standards for library service: an international survey. Paris: Unesco, 1974.

Course 2. : Knowledge Organization and Processing: Classification

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
402	Core	4	2	4	30	60
Objectives	To learn the library classification basic theory with practice of DDC19$^{th\ ed}$ and CC 6$^{th.rev.ed}$.					
Learning Outcomes	By the end of this paper, the students will be able to assign class number for books and other reading materials and also understand basic theories of lib.classification.					

Unit	Content	Hr/Unit
I to II	**Classification of Documents (using DDC 19^{thed} and CC 6threv.ed.)** Classification of documents representing: Simple, compound and complex subjects. In DDC classify the books with Simple subjects, multiple syntheses and with all tables.	
II	In CC Classify the Documents representing with systems, specials, rounds and levels and using Anteriorising Common Isolates (ACI) and Posteriorising Common Isolates (PCI).	

III	Universe of subjects: Structure and attributes, Modes of formation of subjects. History of Knowledge classification and Library classification: Library classification need and purpose. Universe of subjects as mapped in different schemes of classification.		
IV	General theory of Library classification. Normative principles of classification (including principles, canons) and their application. Species of Library Classification–Facet analysis, Postulational approach, Devices; Phase relation; Common and special isolates.		
V	Standard schemes of classifications and their features: CC, DDC, UDC. Design and development of schemes of library classification. Recent developments in library classification and revision policies. Comparative study of DDC 19th and 23 nd editions		

Study Material and Sources:

1. Dewey, M.: Dewey decimal classification and relative index. 3 vols. 19th ed. New York: Forest Press, 1979.

2. Ranganathan, S.R.: Colon classification. 6th rev. ed. Bombay: UBS, 1960.

3. Satija, M.P.: Manual of practical colon classification. New Delhi: Sterling, 1987.

4. Kumar, P.S.G.: Practical classification: Volume 1 – Colon classification. New Delhi: Metropolitan, 1978.

5. Comaroni, J.P.: Manual on the use of Dewey decimal classification – edition 19. New York: Forest Press, 1979.

6. Krishan Kumar: Theory of classification. New Delhi: Vikas Publishing House, 1980.

7. Raju, A.A.N.: Decimal, Universal Decimal and Colon Classification: a study in comparison. Delhi: Ajanta, 1984.

8. Ranganathan, S.R.: Prolegomena to library classification. Ed. 3. Bombay: UBS, 1967.

9. Ranganathan, S.R.: Elements of library classification. Ed. 2. Bombay: UBS, 1966.

10. Ohdedar, A.K: Library classification. 2nd rev. ed. Calcutta: World Press,

11. Chan, L.M. and Mitchell, J.S.: Dewey decimal classification: principles and applications. Dublin: OCLC, 2003.

Course 3. Knowledge Organization and Processing: Cataloguing

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
403	Core	4	2	4	30	60

Objectives	To learn the library Cataloguing theory and practical by CCC and AACR2
Learning Outcomes	By the end of this paper, the students will be able to create a library catalogue. Understand the basic theories of library cataloguing and will be able to create a library catalogue.

Unit	Content	Hr/Unit
I	History of Library Cataloguing. Library catalogue: purpose, structure and types, physical forms including OPAC, Filing rules.	
II	Normative principles of cataloguing (Canons and principles). Overview of principles and practice in document description. Entries: kinds and functions. Standard codes of cataloguing; CCC, AACR II with latest amendments.	
III	Subject cataloguing, Sears list of subject heading, .International Standards for Bibliographic Records: MARC, CCF.	
IV	Cataloguing of documents using AACR- II (with): Single Author, Joint Author,Multiple Authors, Collaborators, Anonymous books, Pseudonymous books, Multi volume works and Corporate Authorship.	
V	Basics of CCC 5th ed., Assign subject headings using Sear's List of Subject Headings for AACR-II and Chain Procedure for CCC.	

Study Material and Sources:
1. Girja Kumar and Krishan Kumar: Theory of cataloguing. 5th ed. New Delhi: Vikas,1988.
2. Sengupta, B.: Cataloguing: its theory and practice. 3rd ed. Calcutta: World Press, 1975.
3. Tripathi, S.M.: Modern cataloguing theory and practice. 2nd ed. Agra: Shivlal Agarwal & Co. 1978.
4. Viswanathan, C.G.: Cataloguing: theory and practice. 5th ed. Lucknow: Print House, 1983.
5. ALA Rules for filing Catalog Cards. Chicago: ALA, 1968.
6. Krishan Kumar: Cataloguing. New Delhi: HarAnand, 1993.
7. Anglo-American Cataloguing Rules. 2nd ed, 1988 revision. London: LA, 1988.
8. Sears List of Subject Headings. Latest available edition. New York: Wilson.
9. Ranganathan, S.R.: Classified catalogue code with additional rules for dictionary catalogue code. Bombay: UBS, 1964.
10. Ranganathan, S.R.: Cataloguing practice. 2nd ed. Bombay: UBS, 1975.
11. Hunter, Eric J.: Examples illustrating AACR-2 (1988) revision. London: LA, 1989.

12.	Maxwell, Margaret F.: Handbook for AACR-2 (1988) revision. Chicago: ALA, 1989.
13.	Krishan Kumar: An introduction to AACR-2. New Delhi: Vikas, 1990.
14.	Sehgal, R.L.: Cataloguing Manual – AACR-2. New Delhi: EssEss.

Course 4. : Preservation and Conservation of Library Materials

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
404	Elective Centric (Any One)	4	4		60	
Objectives	To educate about the preservation and conservation of library materials.					
Learning Outcomes	By the end of this paper, the students will be able to; Save the library collection and material. Create the policies for preservation and conservation in libraries and information centers.					

Unit	Content	Hr/Unit
I	**Preservation Management** Library Collection and Materials: Types and Characteristics, Preservation: Definition, Need, Objectives and issues, Types of Preservation, Preservation Policies, Preservation Principles. Vandalism and fair use.	
II	**Causes of damage** Factors of deterioration, types of deterioration: Human, Environmental, Chemical, Biology, Disaster.	
III	**Control Management** Controlling to Preservation: Indoor and outdoor, Security issues, User awareness and staff training, evaluating material, Preservation programs.	
IV	**Conservation Treatments**	

		Concept of rarity and intrinsic value, Protective enclosures, Selection and review of materials for conservation or replacement, setting priority for conservation and preservation	
V		**Preservation and ICT** Preservation of non paper / non print materials (photographs, AV materials, Maps, Textile, Digitisation and Digital preservation, Reformatting (copying and imaging) and preservation replacement, Digitisation Project (Project Proposal: budgets, personnel, funding, project plan and output, benefits to the institute / organization)	

Study Material and Sources:
1.   Buchanan, Sally. "Emergency Salvage of Wet Books and Records," in Preservation Leaflets (Andover, MA: Northeast Document Conservation Center, MA: NEDCC, 2007). http://www.nedcc.org/resources/leaflets/3Emergency_Management/06SalvageWetBooks.php 2.   Lyrasis. "Contents of a Disaster Plan." (Atlanta, GA: Lyrasis, n.d.) http://www.lyrasis.org/Preservation/Resources%20and%20Publications/Contents%20of%20a %20Di saster%20Plan.aspx 3.   Meyer, Lars. "Safeguarding Collections at the Dawn of the 21st Century" (Washington, D.C.: Association of Research Libraries, 2009). http://www.arl.org/bm~doc/safeguarding-collections.pdf 4.   Ogden, Sherelyn. "Storage Methods and Handling Practices," in Preservation Leaflets (Andover, MA: Northeast Document Conservation Center, 2007). http://www.nedcc.org/resources/leaflets/4Storage_and_Handling/01StorageMethods.php 5.   Ogden, Sherelyn. "Temperature, Relative Humidity, Light, and Air Quality: Basic Guidelines for Preservation," in Preservation Leaflets (Andover, MA: Northeast Document Conservation Center, 2007). http://www.nedcc.org/resources/leaflets/2The_Environment/01BasicGuidelines.php

Course 5.: Management of Library and Information Science

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
405	Elective Centric (Any One)	4	4		60	
Objectives	**To learn the management of library and information centers**					
Learning	By the end of this paper, the students will be able to; Manage the libraries and					

Outcomes	information centers. Develop the collections of libraries and information centers.

Unit	Content	Hr/Unit
I	Management: Meaning, Concepts, definition and scope. Principles of scientific management. Managerial functions. Schools of Thought. Library Authority, Library Committee. Planning and Organizational structure of different types libraries.	
II	Human Resource Management in Libraries: Man Power planning: Dr. S.R Ranganathan Formula.Library Personnel: Selection, recruitments, Delegation of authority, communication and participation, Job description and analysis; Motivation and Performance appraisal. Management of Change. Training and Development, Staff Manuals.	
III	Financial Management in Libraries, Resource mobilization in libraries. Resource sharing:Concepts, meaning, purpose and methods. Budgeting Techniques and methods, Cost Effectiveness and Cost benefit analysis. Preparation of Library budget in different types of libraries. Library Buildings and Equipment.	
IV	Collection development policies and procedures. Book Selection theories. Selection Tools: Books, Non Books Serials. Evaluation and weeding of documents .Annual Report, Library statistics.Total Quality Management (TQM), Concepts, definition and elements.UGC and AICTE Guidelines.	
V	Library housekeeping operations: Different sections of library & information center and their functions .Acquisition Selection of reading materials, tools, and book ordering and accessioning and processing of bills. Technical processing, Serials control, circulation control, maintenance, Stock verification, policies and procedures.	

Study Material and Sources:
1. Ranganathan, S.R.: Library administration. Ed. 2. Bombay: Asia, 1959.
2. Koontz, Herald: Essentials of Management. Tata McGraw-Hill Education, 2010.
3. Dhiman, A K and Rani, Yashoda: Learn Library Management: Learning Library Science Series. NewDelhi: EssEss Publications, 2005.
4. Stueart, Robert D. and Moran, Barbara B.: Library and Information Center Management. Libraries Unlimited, Incorporated, 2002.
5. Clayton, Peter and Gorman, G.E.: Managing information resources in libraries and information services: collection management in theory and practice. London: Facet Publishing, 2001.

6. Kumar, PSG: Management of Library and Information Centers. NewDelhi: B.R. Pub., 2003.

7. Russell, Edward: The Fundamentals of Marketing. SA: AVA Publishing, 2010.

8. Smith, Scott M. and Albaum, Gerald S: Fundamentals of Marketing Research. New Delhi: SAGE, 2005.

Course 6.: Excel and Access for Library and Information Centers

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
406	**Elective Generic** **(Inter Departmental)**	3	3		45	
Objectives	To leash the basics of excel					
Learning Outcomes	By the end of this paper, the student will able to create the database and lib house keeping activities on excel.					

Unit	Content	Hr/Unit
I	Introduction to spreadsheets, office and excel overview, basic text and cell formatting, basic arithmetic calculation, Special paste, Freeze Panes, Auto Completion of Series, Sort and Filter, Charts	
II	Conditional Formatting, importing data and text to column, functions (Mathematical, Logical, Dates, Misc.)	
III	MS Access: Introduction, Concept of Data Base Management Systems, Field, Record, Table, Reports, Query, Relationship.	
IV	Creation of Data Base, Creation of Table, Query Generation, Report Generation, Relationship between tables etc. and their uses in library house keeping.	
V	Project on Library House keeping operations using, Excel and Access.	

Study Material and Sources:

Part – B (Viva-voce)

Course 7: Comprehensive Viva-voce

Course No.	Type	Credit (Virtual)	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
407	Viva-voce	4				
Objectives						
Learning Outcomes						

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SYLLABUS FOR SECOND SEMESTER
(January-May)
Academic Year 2020-21 Onward

Course 8.: Documentation, and Information Systems, Centers and Services

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
408	Core	5	5		75	
Objectives	To learn about the use of Information resources and services in ICT era.					
Learning	By the end of this paper, the students will be able to; Access and use the national					

Unit	Content	Hr/Unit
Outcomes	and international library resources through internet.	

Unit	Content	Hr/Unit
I	Information. Characteristics, need, advantages. Information and society. Information Transfer cycle. Channels and barriers. Theories of Information Communication, Need for Information Services.	
II	Types of Information services: Current awareness services, Selective dissemination of Information. Indexing: meaning, purpose, types, and characteristics. Abstracting: meaning, purpose, types, Qualities of the abstracts, Essential elements in abstracts. Indexing and abstracting Periodicals in India and abroad.	
III	ICT Enabled Library Services: Information storage and retrieval: Search Strategies, Literature search through Internet. Online services (Document delivery services and centers. Translation services).	
IV	Digest Services, Trend Reports, Subject Indexing: Vocabulary Control, Thesaurus. Indexing techniques. Ex. POPSI, and PRECIS. Citation Indexing.	
V	International and National information systems and networks: UNISIST, INIS, AGRIS, INSPEC and MEDLARS and NISCAIR, DESIDOC, NASSDOC, INFLIBNET,DELNET, INDEST.	

Study Material and Sources:

01.   Chakraborty, A.R. and Chakraborti, B.: Indexing: principles, processes and products. Calcutta: World Press, 1983.

02.   Guha, B.: Documentation and information: services, techniques and systems. 2nd Ed. Calcutta: World Press, 1983.

03.   Ranganathan, S.R.: Documentation and its facets. Bombay: UBS, 1963.

04.   Sharma, Ram Saroop: Bibliography and documentation. Madan Pubs.

05.   S.P.Sood. Documentation and its facets(in Hindi)

06.   Khanna, J.K.: Documentation and information, Services, Systems and techniques.YK Publishers

Course 9.: Information Technology: Basics

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
409	Core	4	4		60	
Objectives	To learn about the basic theory of ICT application in LIS.					
Learning Outcomes	By the end of this paper, the students will be able to; Use of ICT in libraries and information centers. Create the database in libraries and information centers.					

Unit	Content	Hr/Unit
I	Introduction to computers. Historical background of computers, Generations of computers.Types of Computers. Hardware requirements, Input output devices and storage devices. Information Technology: Elements, definition, need, scope and objectives: Impact of IT on society	
II	Operating Systems: Single & Multi-user, systems basic features. MS-DOS, MS Windows, MS Office.	
III	Library automation: History, meaning, need and purpose and areas of Library automation. Library Hardware and software selection and evaluation. CDS/ISIS, SOUL and open source software: KOHA.	
IV	Digital libraries: Growth and development, need and importance. Digital library management. Virtual Libraries, Concepts. Internet resources for libraries and surfing on internet.	
V	Search strategies, Boolean operators. Multimedia and its use in library and information centers.	

Study Material and Sources:
1. Bilal Meghabghab, D.: Automating Media Centers and Small Libraries: a microcomputer based approach. Englewood, CO: Libraries Unlimited, 1997.
2. Boss, R. W.: The Library Administrator's Automation Handbook. Medford, NJ: Information Today, 1997.
3. Chowdhury, G. G and Chowdhury, S.: Introduction to Digital Library. London: Facet Publishing, 2003
4. Furrie, Betty: Understanding MARC Bibliographic: Machine-Readable Cataloging. 2003. Available online at: http://www.loc.gov/marc
5. Ravichandra Rao, I.K.: Library Automation. New Delhi, Wiley Eastern Ltd., 1990.

Course 10.: Information Technology: Practice

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
410	Core	4		8		120
Objectives	To learn about the practical use of ICT in libraries and information Centers.					
Learning Outcomes	By the end of this paper, the students will be able to; Operate the computers for library routine works Develop the networking between the libraries and information centers.					

Unit	Content	Hr/Unit
I	Basic Operation of Computers. Working on Open Source Softwares. MS-DOS, MS Windows and Linux.	
II	MS Office and its applications in libraries (Comprehensively).	
III	Database Creation using SOUL 2.0 and KOHA	
IV	Search in databases available on the DAVV website.	
V	Searching on INTERNET, Search Strategies, Profile management, Email management.	

Study Material and Sources:

Course 11: Academic Library and Information Systems

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
411	Elective Centric	4	4		60	
Objectives	To learn about the academic library and information system					
Learning Outcomes	By the end of this paper, the students will be able to; Use of recent management techniques and tool for improving the academic library services Create a network of academic libraries and Share the resources through the network.					

Unit	Content	Hr/Unit
I	Role of Academic Library in Higher Education in India. Development of Academic Libraries, Pre and Post-Independence period. Role of UGC and State Governments in promoting Academic Libraries like University, College and other Academic Institutions. Report of Committees and commissions on higher education in India.	

II	Personnel management overview of personnel management, manpower planning, HRD-quality improvement programs. Staff formula, job evaluation, In house training of professionals.	
III	Collection development policy: Selection tools and techniques(print, non-print and electronic resources),weeding policy. System Analysis and Design: MIS, PERT/CPMS, TQM, E-resources management, SWOT Analysis.	
IV	Resources sharing. Need and purpose. Initiatives of INFLIBNET, online databases, UGC-INFONET, e-shodhsindhu, shodhganga, e-PG pathshala and INDEST.	
V	Role of Internet in promoting of Academic Library services. Functional capabilities of a local library network. UGC Information Centers for Science and Technology and Social Sciences.	

Study Material and Sources:

1. Baker (D), Ed.:Resource management in academic libraries. London: Library Asso., 1997.

2. Biddiscombe (R.), Ed.: The end-user revolution. London: Library Association, 1996.

3. Brophy (P.): The academic library. 2nd ed. London: Facet, 2005.

4. Chapman (L.): Managing acquisitions in library and info. Ser. Rev. ed. London: Facet, 2004.

5. Gelfand (M.A.): University libraries for developing countries. Paris: Unesco, 1968.

6. Jordon (P.): The academic library and its users. London: Gower, 1998.

7. Line (M.B.), Ed.: Academic library management. London: Library Association, 1990.

8. Lyle (G.R.): Administration of the college library. 2nd ed. New York: Wilson, 1974.

9. Metcalf (KD): Planning academic and research library building. NewYork: McGrawHill, 1965.

Course 12.: Project Work

Course No.	Type	Credit	Hrs/Week (The)	Hrs /Week (Pra)	Hrs/Sem (The)	Hrs /Sem (Pra)
412	Elective Centric	4	4		60	
Objectives						
Learning Outcomes						

Course 13.: Information (Reference) Sources and User Studies

Course No.	Type	Credit	Hrs/Week (The)	Hrs/Week (Pra)	Hrs/Sem (The)	Hrs/Sem (Pra)
413	Elective Centric (Inter Departmental)	3	3		45	
Objectives	To learn about the reference service in libraries and information Centers.					
Learning Outcomes	By the end of this paper, the students will be able to;Give the reference service in libraries and information services. Know the user needs and their information seeking behavior.					

Unit	Content	Hr/Unit
I	Reference and Information sources: Documentary sources of information; print and non-print(including electronic). Non-documentary information sources, Human and institutional.	
II	Reference service: Meaning, scope, kinds of reference service. Reference service in IT era.Web 2.0 and Library 2.0: RSS, Blogs, Chat referencing and wikis, Referral Services.	
III	Evaluation of Information Sources Detailed study of Information(reference) sources: Encyclopedias, Dictionaries, Directories.	
IV	Information Resources contd.: Biographical sources, Current Sources, Bibliographical sources, Geographical sources, Hand Books	
V	Information Users and Needs: Categories of Information Users, Information needs −definition, and assessment. , Methods and techniques of user studies. User Education and evaluation of user education.	

Study Material and Sources:
1.   Katz, W. A.: Introduction to reference work. 2 vols. 6th Ed. New York: McGraw Hill. 1992.
2.   Katz. Bill and Tarr, Andrea: Reference and information services, a reader. N.J.: The Scarecrow Press, 1978.

3. Krishan Kumar: Reference service. 3rd ed. New Delhi: Vikas, 1989.

4. Ranganathan, S.R.: Reference service and bibliography. Ed. 2. Bombay: UBS, 1960.

5. Pantry, S. and Griffiths, P.: Creating a successful e-information service. London: Facet, 2002.

6. Ross, C.S., Nilsen, K. and Dewdney, P.: Conducting the reference interview: a how-to-do manual for librarians. London: Facet Publishing, 2002.

7. Grogan, D.: Grogan's case studies in reference work. London: Clive Bingley, 1972

8. Grogan, D.: Practical reference work. London: Clive Bingley, 1979.

9. Bunch, Allan: The basics of information work. London: Clive Bingley, 1984.

10. Kawatra, P.S.: Fundamentals of documentation with special reference to India. New Delhi: Sterling, 1982.

11. Bose, H.: Information service: principles and practice. New Delhi: Sterling, 1986.

12. Liu, J.: The evaluation of worldwide digital reference services in libraries. Oxford: Chandos Publishing, 2007.

13. Bopp, R.E. and Smith, L.C.: Reference and information services: an introduction. Littleton, Colo.: Libraries Unlimited, 1991.

14. Fjallbrant, N. and Malley, I.: User education in libraries. 2nd ed. London: Clive Bingley,1984

Part – B (Viva-voce)
Course 14.: Comprehensive Viva-voce

Course No.	Type	Credit (Virtual)	Hrs/Week (The)	Hrs/Week (Pra)	Hrs/Sem (The)	Hrs/Sem (Pra)
414	Viva-voce	4				
Objectives						
Learning Outcomes						