NEW

MAA SHAKUMBHARI UNIVERSITY, SAHARANPUR

Bachelor of Arts (Library and Information Science)

National Education Policy-2020 Common Minimum Syllabus for all U.P. State Universities

Semester-wise Titles of the Papers in B.A. (Library and Information Science)

(Based on the recommendations of NEP 2020)

Syllabus Prepared By :-

S.No.	Name	Designation	College/University
01	Mrs. Neeta Bhatnagar, Associate Professor	Convener	J.K.P. (P.G.) College, Muzaffarnagar.
02	Mrs. Asha Panday, Associate Professor	Member	M.L. & J.N.K. Girls College, Saharanpur.
03	Dr. Aftab Khan, Professor	Member	J.V. Jain College, Saharanpur.
04	Mr. Rakesh Kumar, Assistant Professor	Member	Govt. P.G. College, Deoband, Saharanpur.
05	Dr. J. A. Siddiqui, Head, Dept. of Library and Information Science	External Expert	C.C.S. University, Meerut.
06	Mrs. Anjali Aggarwal, Assistant Professor	External Expert	Kurukshetra University.

15/3/2023

(Neeta Bhatnagar)
Convener   15.3.23

Year	Semester	Course Code	शासन Papar Code	Paper Title	Theory / Practical	Credits
1	I	0111801	A190101T	Fundamentals of Librarianship	Theory	6
1	II	0211801	A190201T	Information Sources and Services	Theory	6
2	III	0311801	A190301T	Library Management	Theory	6
2	IV	0411801	A190401T	Information Storage and Retrieval System	Theory	6
3	V	0511801	A190501T	Library Classification	Theory	4
3	V	0511880	A190502P	Library Classification and Cataloguing	Practical	2
3	V	0511802	A190503T	Library Cataloguing	Theory	4
3	V	0511865	A190504R	Project (Compilation of Bibliography)	Project	3
3	VI	0611801	A190601T	Computer Application in Libraries	Theory	4
3	VI	0611802	A190602T	Library, Information and Society	Theory	4
3	VI	0611880	A190603P	IT Application in Libraries	Practical	2
3	VI	0611865	A190604R	Project (Library Survey)	Project	3
						Total Credits=50

15/3/2023

15/3.2023

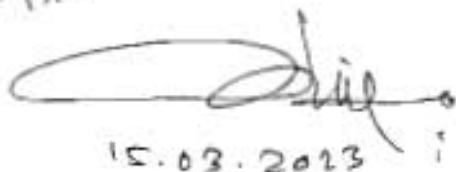Neeta Bhatnagar

15/03/2023

15.03.2023

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 p[resent scenario of information age.

- Develop manpower for libraries and information centres 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.

15/3/2023

15 3 2023

15.03.2023

3

B.A. Library and Information Science

Programme/Class: Certificate	Year: First	Semester: I
Subject: Library and Information Science		
Paper Code: A190101T Course Code: A180101T	Course Title: Fundamentals of Librarianship (Theory)	

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.

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	**Contribution of Indian LIS Professionals in the development of Library Profession:** Definition and Concept of Library, Objectives and Functions of Libraries. Role of Libraries in the development of Society.	25
II	**Functions and Duties of Librarian,** History of Libraries, Types and Functions of Libraries : Academic Libraries, Public Libraries and Special Libraries	25
III	**Laws of Library Science** Library Legislation-Need and essential Features; Library Acts in India; Intellectual Property Right.	20
IV	**Book Selection** : Policy and Procedures, Accessioning and Processing, Stock Verification, Charging Systems	20

Suggested Readings:

1. Khanna, JK: Library and Society. Kurukshetra: Research Publications, 1987.
2. Pandey, SK Sharma: Libraries and Society. New Delhi:EssEss, 1992.
3. Ranganathan, SR: The Five Laws of Library Science. Bangalore: Sarda Ranganathan Endowment for Library Science, 1988.
4. Sukula, Shiva: Librarianship: Redefining and Redesigning Beyond the Customary Craft. New Delhi, Ess Ess Publications, 2016.
5. शर्मा, बी0 के0, ठाकुर, यू0एम0, एवं लाल. सी0 : ग्रन्थालय एवं सूचना विज्ञान, आगरा, वाई0 के0 पब्लिशर, 2015

4

6. सेनी, ओम प्रकाश: ग्रन्थालय एंव समाज, आगरा, वाई0 के0 पब्लिशर, 1999

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 : 01 Tests –15 Marks, 05 Marks (Assignment), 05 Marks (Attendance)

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 the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses:
....

Further Suggestions:
....

B.A. Library and Information Science

Programme/Class: Certificate	Year: First	Semester: II
Subject: Library and Information Science		

Paper Code: A190201T Course Code: A180201T	Course Title: Information Sources and Services (Theory)

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.

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	Information Sources : Definition, Need and Purpose, Types of Information Sources - Primary, Secondary and Tertiary, Criteria of Evaluating Information Sources	25
II	Information Services : Definition, Need, Purpose and Types, Reference Service and Reference Sources	25
III	Searching of Information : Techniques of Information Search, User Education and Information Literacy : Definition, Importance and Methods, Online Information Sources	20
IV	Dictionaries : General and Special, Geographical Sources : Maps, Atlas, Gazetteers, Census, Encyclopedias : General and Special Bibliographies : Definition, Types and Techniques	20

Suggested Readings:

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.
5. त्रिपाठी, एस0 एम0 सूचना एवं संदर्भ सेवा के प्रमुख स्रोत, आगरा, वाई0 के0 पब्लिशर्स, 2010.
6. त्रिपाठी, एस0 एम0, संदर्भ सेवा के नवीन आयाम, आगरा, वाई0 के0 पब्लिशर्स, 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 : 01 Tests –15 Marks, 05 Marks (Assignment), 05 Marks (Attendance)

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 the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses:

....

Further Suggestions:

....

Neeta Bhatnagar

B.A. Library and Information Science

Programme/Class: Certificate	Year: Second	Semester: III
Subject: Library and Information Science		
Paper Code: A190301T Course Code: A180301T	Course Title: Library Management (Theory)	

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

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
	Part I	
I	General Principles of Management and their Applications to Libraries, Functions of various sections of a library : Acquisition, Circulation, Technical and Periodical	25
II	Library Authority and Library Committee, Library Budget, Recruitment, Staff Formula,	25
III	Library Rules and Regulations, Role of Librarian, Stock Verification, Library Statistics	20
IV	Library Building and Furniture Planning, Binding of Library Materials, Annual Report	20

Suggested Readings:

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.
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.

Nectar Bhatnagar

5. व्यास, एस0 डी0, पुस्तकालय प्रबन्ध, जयपुर पंचशील प्रकाशन, 2002.

6. सिंह, कर्म; त्रिखा, सुधा एंव नवलानी, किशनी. पुस्तकालय प्रबन्ध. जयपुर, रावत प्रकाशन, 2010

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 : 01 Tests –15 Marks, 05 Marks (Assignment), 05 Marks (Attendance)

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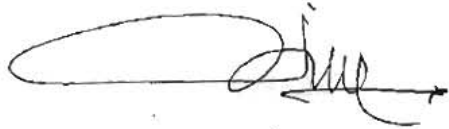
Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

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 the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses:
....

Further Suggestions:
....

B.A. Library and Information Science

Programme/Class: Certificate	Year: Second	Semester: IV
Subject: Library and Information Science		
Paper Code: A190401T Course Code: A180401T	Course Title: Information Storage and Retrieval System (Theory)	

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.

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
	Part I	
I	Information Science : Definition, Need and Functions, Documentation : Definition, Importance and Objectives, Current Awareness Service(CAS) and Selective Dissemination of Information (SDI)	25
II	Index and Indexing, Subject Indexing, Pre-Coordinate Indexing, Post Coordinate Indexing System	25
III	Abstract and Abstracting : Scope and Importance, Types of Abstracts, Computer Application in Information Retrieval	20
IV	Brief Idea of Some important Institutions : NISCAIR, NASSDOC, DESIDOC and INFLIBNET	20

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

10

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. त्रिपाठी, एस0 एम0 सूचना एंव संदर्भ सेवा के प्रमुख स्रोत, आगरा, वाई0 के0 पब्लिशर्स, 2010.
7. त्रिपाठी, एस0 एम0, संदर्भ सेवा के नवीन आयाम, आगरा, वाई0 के0 पब्लिशर्स, 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 : 01 Tests –15 Marks, 05 Marks (Assignment), 05 Marks (Attendance)

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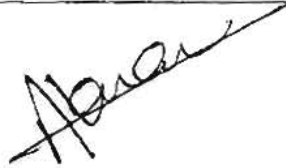
Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

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

Suggested equivalent online courses:
....

Further Suggestions:
....

11

B.A. Library and Information Science

Programme/Class: Certificate	Year: Third	Semester: V
Subject: Library and Information Science		
Paper Code: A190501T 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	Core Compulsory
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. Species of Classification Schemes	15
II	Canons of Library Classification, Principles for Helpful sequence	15
III	Notation: Definition, Types and Qualities of Notation, Class Number, Book Number, Collection Number	15
IV	Five Fundamental Categories, Salient Features of DDC and CC	15

Suggested Readings:

1. Hussain, Shabahat : 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.
4. पुष्प ध्यानी, पुस्तकालय वर्गीकरण, नई दिल्ली : एस. एस. पब्लिकेशन, 1999.
5- चम्पावत, जी एस. पुस्तकालय वर्गीकरण के सिद्धान्त. जयपुर : आर.बी.एस.ए.पब्लिशसस. 1993

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 : 01 Tests –15 Marks, 05 Marks (Assignment), 05 Marks (Attendance).

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 the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses:
....

Further Suggestions:
....

B.A. Library and Information Science

Programme/Class: Certificate	Year: Third	Semester: V
Subject: Library and Information Science		
Paper Code: A190502P 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 Dewy 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	Core Compulsory
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
	Section-A	
I	**Classification of documents (using DDC)** Classification of documents with the Dewey Decimal Classification19th 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

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)

14

This course can be opted by the students of BA

....

Suggested Continuous Evaluation Methods:
Internal Evaluation 25 Marks : 01 Tests −15 Marks, 05 Marks (Assignment), 05 Marks (Attendance)

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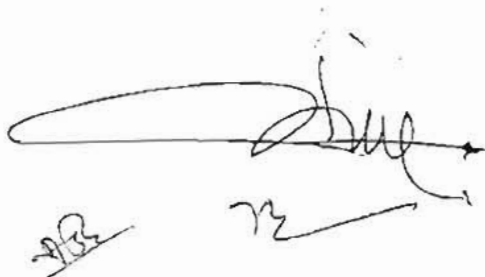
Structure of Question Paper: The question paper will comprise of FOUR titles of English language documents and the Examinee will prepare Two titles to be catalogued by AACR-2. Each Entry carries 17.5 marks.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises
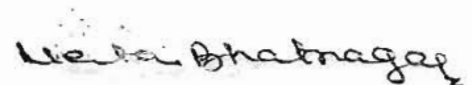
Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses:

....

Further Suggestions:

....

Programme/Class: Certificate	Year: Third	Semester: V
Subject: Library and Information Science		
Paper Code: A190503T Course Code: A180503T	Course Title: Library Cataloguing (Theory)	

Course Outcome

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.

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: 4-0-0	

Unit	Topics	No. of Lectures
	Part I	
I	Library Catalogue: Definition, Need, Objective & Functions. Normative Principles of Cataloguing. Forms of Library Catalogue.	15
II	Types and Functions of Cataloguing: Dictionary, Classified. Library Catalogue Codes – CCC and AACR-II:	15
III	Subject Cataloguing: Concept, Principles. Chain Procedure, Lists of Subject Headings.	15
IV	Centralized and Cooperative Cataloguing: Union Catalogue: Need, Rules for Compilation.	15

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: EssEss Publication.

16

Neeta Bhatnager

3. Viswanathan, C. G. (1983). Cataloguing: Theory and Practice. Lucknow: Print House.
4. Shera, Jesse H. & Eagan, Margret 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
10. शर्मा, पाण्डेय एस0 के0: पुस्तकालय सूचीकरण के सिद्धान्त, नई दिल्ली, प्रभात प्रकाशन, 2015

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 : 01 Tests –15 Marks, 05 Marks (Assignment), 05 Marks (Attendance)

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 the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses:
....

Further Suggestions:
....

B.A. Library and Information Science

Programme/Class: Certificate	Year: Third	Semester: V
Subject: Library and Information Science		

Paper Code: A190504R Course Code: A180504R	Course Title: Project (Compilation of bibliography)

Course Outcome

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.

Credits: 3	*Core Compulsory*
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 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.	45

Suggested Readings:

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 : 01 Tests –15 Marks, 05 Marks (Assignment), 05 Marks (Attendance)

External Evaluation 75 Marks

The compiled bibliography will be examined by an external examiner appointed by the university/Head of the Institution.
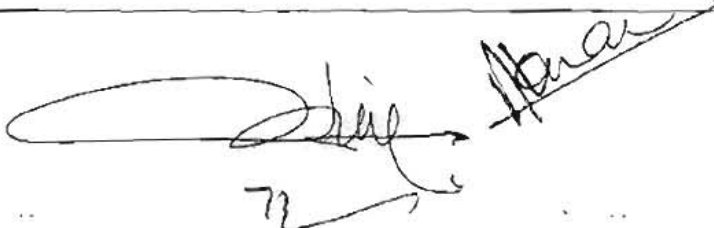
18

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:

....

Further Suggestions:

....

B.A. Library and Information Science

Programme/Class: Certificate	Year: Third	Semester: VI
Subject: Library and Information Science		
Paper Code: A190601T 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	*Core Compulsory*
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, Generation of Computers, MS Office : MS-Word, MS-Excel and MS-Power Point	15
II	**Application of Computers:** Airport, Banks, Railway Stations, Hospitals and Libraries. Memory and Storage : Internal Memory, External Memory	15
III	**Library Automation:** Need and importance. Library Software Packages for Library Automation, SOUL Application of Library Automation Software Packages in Libraries.	15
IV	**Internet:** Features, Applications, Search Engines. Networking : Types of Networks, LAN, WAN	15

Suggested Readings:

1. Kumar, PSG : Computerization of Indian Libraries. Delhi, B. R. Publishing, 1987.
2. Pandey, SK Sharma : Library Computerzation : 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. सिंह, शंकर, कम्प्युटर एंव सूचना तकनीक. नई दिल्ली. पुर्वांचल पब्लीकेशन, 2000.
7. शर्मा, बी0 के0 एंव ठाकुर, यू0 एम0. पुस्तकालय सूचना विज्ञान एंव सूचना प्रोधोगिकी. आगरा, वाई0 के0 पब्लिशर्स, 2010

20

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** : 01 Tests –15 Marks, 05 Marks (Assignment), 05 Marks (Attendance)

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 the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses:
....

Further Suggestions:
....

Programme/Class: Certificate	Year: Third	Semester: VI
Subject: Library and Information Science		
Paper Code: A190602T 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	Core Compulsory
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	Information and library. Role of libraries in the development of society. Role of libraries in Higher Education.	15
III	Role of libraries in information dissemination. Role of libraries in promotion and development of culture.	15
IV	Role of libraries in moral, ideological and spiritual development	15

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, Ess Ess 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.

22

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: Open for all. Moreover no additional faculty will be required to teach this paper in other faculties. The University/College librarians may teach this paper at their respective university/college.

Suggested Continuous Evaluation Methods:
Internal Evaluation 25 Marks : 01 Tests –15 Marks, 05 Marks (Assignment), 05 Marks (Attendance)

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 the Graduation in any discipline with a minimum of 45% in aggregate.
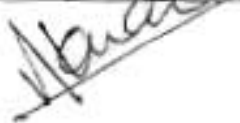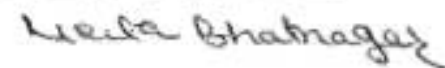
Suggested equivalent online courses:
....

Further Suggestions:
....

B.A. Library and Information Science

Programme/Class: Certificate	Year: Third	Semester: VI
Subject: Library and Information Science		
Paper Code: A190603P Course Code: A180603P	Course Title: IT Application in Libraries (Practical)	

Course Outcome

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.

Credits: 2	*Core Compulsory*
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	10
III	**Online and Offline Searching**, Web Searching, Advanced Internet Searching,	05
IV	**Search Techniques:** Searching through Search Engines, 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, EssEss, 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, EssEss, 1990.

24

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 : 01 Tests –15 Marks, 05 Marks (Assignment), 05 Marks (Attendance)

External Evaluation 75 Marks

Note: There will be *Eight* questions. The examinee has to answer *Five* questions. Each question carries 15 marks.
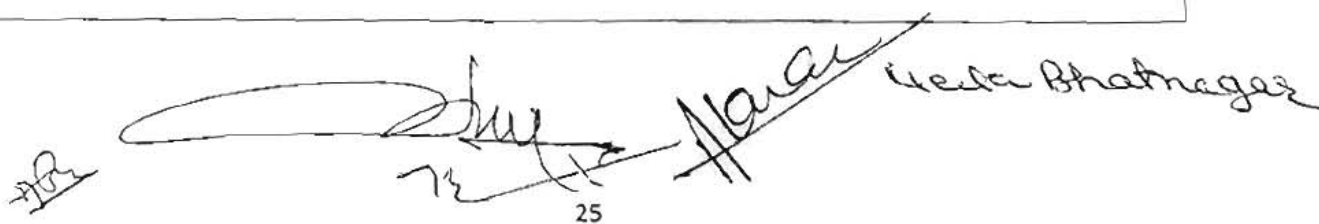
i)   Documents, data, database, etc. to work on for the practical assignments will be   provided by the Teacher in the computer lab

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.
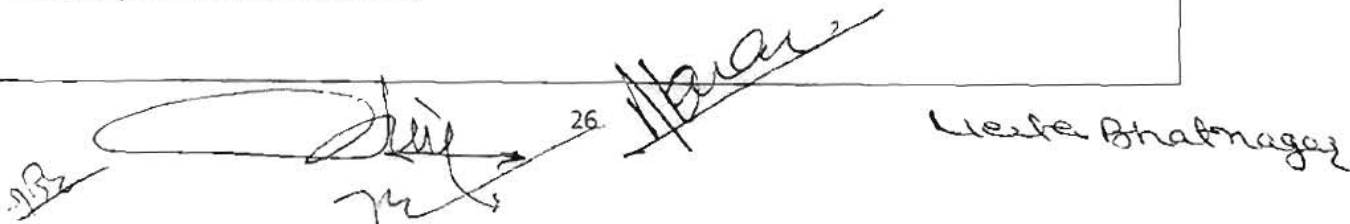
Suggested equivalent online courses:

Further Suggestions:

25

Programme/Class: Certificate	Year: Third	Semester: VI
Subject: Library and Information Science		
Paper Code: A190604R Course Code: A180604R	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	Core Compulsory
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/

This course can be opted by the students of BA
....

Suggested Continuous Evaluation Methods:
Internal Evaluation 25 Marks : 01 Tests –15 Marks, 05 Marks (Assignment), 05 Marks (Attendance)

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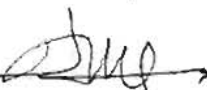
Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses:
....

Further Suggestions:
....

15.03.2023

15/3/2023

Leeter Bhatnagar
15.3.93