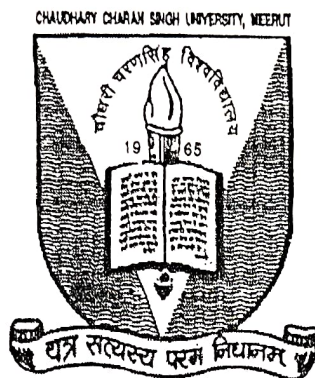


Bachelor of Arts (Library and Information Science)

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)



Effective from 2025-26

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

Chaudhary Charan Singh University, Meerut

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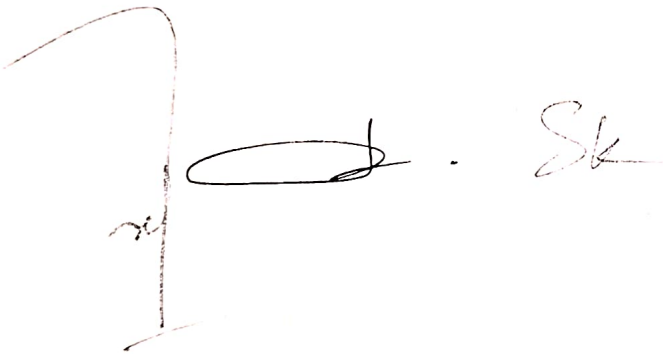
Year	Semester	Course Code	Paper Title	Theory/Practical	Credits
1	I	0111801	Fundamentals of Librarianship	Theory	6
1	II	0211801	Information Sources and Services	Theory	6
2	III	0311801	Library Management	Theory	6
2	IV	0411801	Information Storage and Retrieval System	Theory	6
3	V	0511801	Library Classification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

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Program Outcome

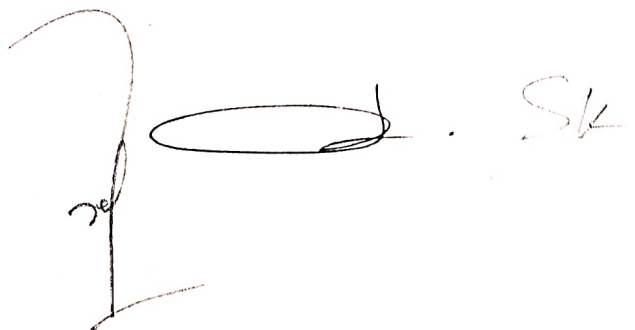
B.A. (Library and Information Science) aims to:

- 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 human resources 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.

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B.A. Library and Information Science

Programme/Class: Certificate	Year: Second	Semester: III
Subject: Library and Information Science		
Course Code: 0311801	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,	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, Accessing and Processing	10
V	Library Rules and Regulations, Role of Librarian in the development and management of library.	10
VI	Stock Verification, Library Statistics; Book Selection : Policy and Procedures, Charging Systems	10
VII	Library Building and Furniture Planning	10
VIII	Binding of Library Materials, Annual Report	10

A handwritten signature, possibly 'S.K.', is written in black ink. To the left of the signature is a large, stylized, handwritten letter 'I'.

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 : 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 75 words. The examinee will attempt all questions. Each question carries 2 marks.

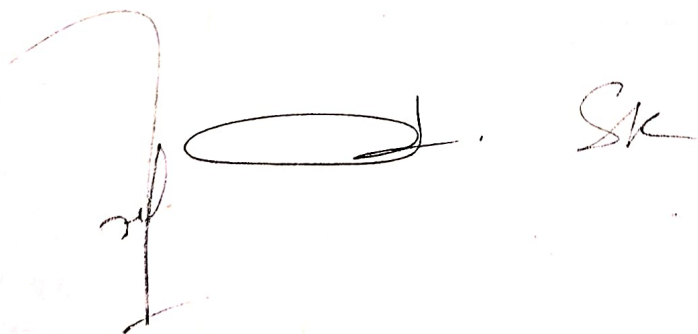
Section B will consist of **Three** questions not exceeding 200 words. The examinee will attempt **Two** questions. Each question carries 10 marks.

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:

The block contains handwritten signatures and initials. On the left, there is a large, stylized signature. To its right, there is a smaller signature that appears to be 'SK'.

B.A. Library and Information Science

Programme/Class: Certificate	Year: First	Semester: II
Subject: Library and Information Science		
Course Code: 0211801	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 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
Suggested Readings: 1. Krishan Kumar : Reference Service. 5 th rev ed. New Delhi, Vikas, 1982. 2. Ranganathan, SR : Reference Service. 2 nd ed. Bombay, Asia Pub. House, 1961. 3. Mukherjee, AK : Reference Work and its Tools. 3 rd rev ed. Calcutta, World Press, 1975. 4. Cheney, FN : Fundamental Reference Sources. Chicago : ALA, 1971. 5- त्रिपाठी, एस० एम० सूचना एवं संदर्भ सेवा के प्रमुख स्रोत, आगरा, वाई० के० पब्लिशर्स, 2010. 6- त्रिपाठी, एस० एम०, संदर्भ सेवा के नवीन आयाम, आगरा, वाई० के० 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 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 and initials: "SK" and "sc".

B.A. Library and Information Science

Programme/Class: Certificate	Year: Second	Semester: IV
Subject: Library and Information Science		
Course Code: 0411801	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 CSIR-NIScPR, 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 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; POPSIPost 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: CSIR-NIScPR, NASSDOC, DESIDOC and INFLIBNET	15

20
[Signature]
Sk

his 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 75 words. The examinee will attempt all questions. Each question carries 2 marks.

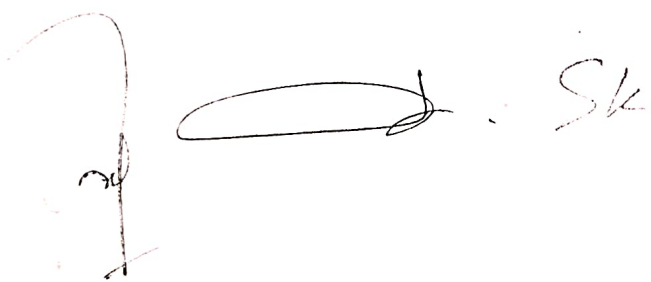
Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

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.

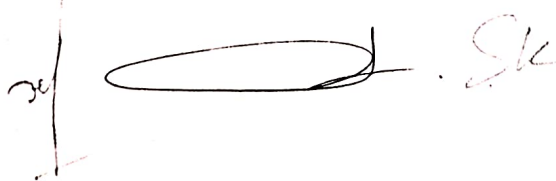
Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

Further Suggestions:

 A handwritten signature, possibly 'J', followed by a horizontal line with a loop at the end, and the initials 'Sk'.

B.A. Library and Information Science

Programme/Class: Certificate	Year: First	Semester: I
Subject: Library and Information Science		
Course Code: 0111801	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: S. R. Ranganathan, B.S. Kesvan, S. Bashiruddin, A. Neelameghan	15
II	Librarianship as a Profession Definition and Concept of Library, Objectives and Functions of Libraries. Role of Libraries in the development of Society.	15
III	User Education; Public relation; Library Extension Services; Library Building	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;	10
VII	Intellectual Property Right, Right to Information Act, Plagiarism	10
VIII	Library Acts in India; Library Legislation-Need and essential Features;	10
Suggested Readings: 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: 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, बी० के०, ठाकुर, यू०एम०, एंव लाल, सी० : ग्रन्थालय एंव सूचना विज्ञान, आगरा, वाई० के० पब्लिशर, 2015. 6. सेनी, ओमप्रकाश: ग्रन्थालय एंव समाज, आगरा, वाई० के० पब्लिशर, 1999.		



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 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

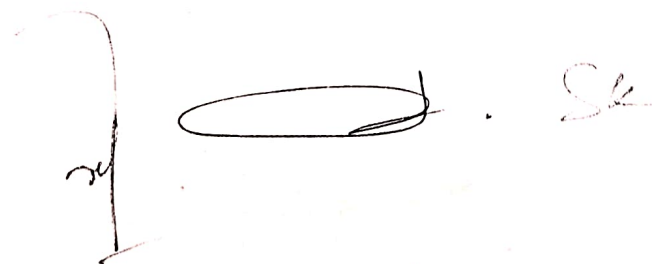
Further Suggestions:

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B.A. Library and Information Science

Programme/Class: Certificate	Year: Second	Semester: IV
Subject: Library and Information Science		
Course Code: 0411801	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 CSIR-NIScPR, 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 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; POPSIPost 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: CSIR-NIScPR, NASSDOC, DESIDOC and INFLIBNET	15

24



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. Parasher, RG : Index and Indexing. New Delhi, Medallion Press, 1989.
6. त्रिपाठी, एस० एम० सूचना एवं संदर्भ सेवा के प्रमुख स्रोत, आगरा, वाई० के० पब्लिशर्स, 2010.
7. त्रिपाठी, एस० एम०, संदर्भ सेवा के नवीन आयाम, आगरा, वाई० के० 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 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:

24

SK

B.A. Library and Information Science

Programme/Class: Certificate	Year: Third	Semester: V
Subject: Library and Information Science		
Course Code: 0511801	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.	15
II	Species of Classification Schemes: Purely Enumerative;	15
III	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, PMEST	10
VIII	Salient Features of DDC and CC.	10
Suggested Readings: 1. Hussain, Shabahat: Library Classification, facets and analysis. 2 nd rev. ed. New Delhi: B. R. Publishing Corp., 2004. 2. Krishan Kumar : Theory of Classification. 4 th rev ed. Delhi : Vikas Publishing House, 1988. 3. Ranganathan, SR : Elements of Library Classification. Poona : NK Publishing House, 1945. 4. ध्यानी, पुष्पा (1999) पुस्तकालय वर्गीकरण, नई दिल्ली: एस. एस. पब्लिकेशन्स । 5. शर्मा, पाण्डेय एस. के. (1996). सरलीकृत पुस्तकालय वर्गीकरण सिद्धान्त. दिल्ली : ज्ञान गंगा । 6. चंपावत, जी० एस० (2023). पुस्तकालय वर्गीकरण के सिद्धांत. राज पब्लिशिंग हाउस, जयपुर ।		
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 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.

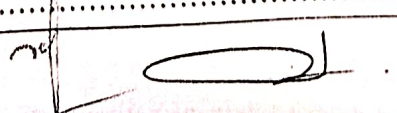
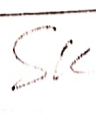
Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

Further Suggestions:

24 → SK

B.A. Library and Information Science

Programme/Class: Certificate	Year: Third	Semester: V
Subject: Library and Information Science		
Course Code: 0511880	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.	30
Suggested Readings: 1. Dewey, Melvil: Decimal Classification and Relative Index. 19 th ed. New York, Lake Placed Club, 1979. 2. Ranganathan, SR: Elements of Library Classification. 3 rd 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 : 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 <i>Six</i> Titles and the examinee will classify <i>Four</i> Titles by Dewey Decimal Classification Edition 19 th . Each Title carries 10 marks. Section B The practical class record of the items catalogued and each student will maintain entries made. • 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: 0511802	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 and Functions of Library Catalogue.	15
II	Forms of Library Catalogue: Physical forms and Inner forms.	15
III	Types and Functions of Cataloguing: Author Catalogue; Title 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.	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, Margret E. (1956). Classified Catalog: basic principles and practices. Chicago: American Library Association.
5. Sengupta, B (1974). Cataloguing: Its theory & practice. Calcutta: World Press.
6. Krishan Kumar (2001). An Introduction to AACR-2 (Anglo-American Cataloguing Rules). New Delhi: Vikas Publishing.
7. Siddiqui, JA and Husain, Mohd Sabir. Library Cataloguing with AACR-II. New Delhi, Ess Ess Publications, 2018. ISBN 978-93-87698-03-1
8. Siddiqui, JA; Husain, Mohd. Sabir and Sharma, BK. Hindi Granthon ki Suchikaran Pirkriya. Agra, Y. K. Publishers, 2018. ISBN 978-93-80668-97
9. शर्मा, पाण्डेय एस0के0: 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 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.

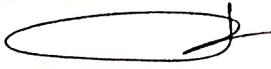
Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

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:

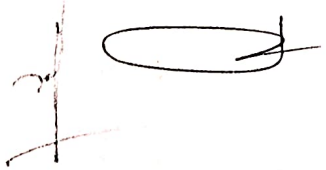
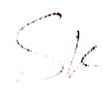
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B.A. Library and Information Science

Programme/Class: Certificate	Year: Third	Semester: V
Subject: Library and Information Science		
Course Code: 0511865	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	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.	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.		
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: 0611801	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 andSoftware;	15
II	Generation of Computers, MS Office : MS-Word, MS-Excel andMS-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.	10
VI	Application of Library Software Packages for Library Automation, SOUL, KOHA, Lybsys.	10
VII	Internet: Features, Applications, Search Engines.	10
VIII	Networking : Types of Networks, LAN, WAN	10

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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. सिंह, शंकर, कम्प्युटर एवं सूचनातकनीक. नई दिल्ली. पुर्वाचलपब्लिकेशन, 2000.
7. शर्मा, बी० के० एवं ठाकुर, यू० एम०. पुस्तकालय सूचनाविज्ञान एवं सूचना प्रौद्योगिकी. आगरा, वाई० के० 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 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:

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B.A. Library and Information Science

Programme/Class: Certificate	Year: Third	Semester: VI
Subject: Library and Information Science		
Course Code: 0611802	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.	15
II	Librarianship as a profession; User Education; Public relation	15
III	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 UGC in the development of Libraries	10
VI	Role of National and International Organisations; ILA; UNESCO.	10
VII	Role of libraries in promotion and development of culture.	10
VIII	Modern society and libraries.	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 LibraryScience.
4. Ranganathan, S.R.(1961).Reference Service. Bangalore, Sarda Ranganathan Endowment for LibraryScience.
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.

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 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:

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B.A. Library and Information Science

Programme/Class: Certificate	Year: Third	Semester: VI
Subject: Library and Information Science		
Course Code: 0611880	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 Power Point.	10
II	Installation, Configuration and Functions: Installation of SOUL	10
III	Online and Offline 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, 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 : 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: Courses on Swayam / MOOCS/NPTEL

Further Suggestions:

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B.A. Library and Information Science

Programme/Class: Certificate	Year: Third	Semester: VI
Subject: Library and Information Science		
Course Code: 0611865	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: Courses on Swayam / MOOCS/NPTEL

Further Suggestions:

Note:

Moreover, no additional faculty will be required to teach this paper in other faculties. The Professor-Library/ Associate Professor-Library/ Assistant Professor-Library will be teach this paper at their respective university/college.

