

Anekant Education Society's
Tuljaram Chaturchand College, Baramati
(Autonomous)



One Year Degree Program in Library and Information Science

(Faculty of Library and Information Science)

CBCS Syllabus

B.Lib.I.Sc. Semester –I
For Department of Library and Information Science
Tuljaram Chaturchand College, Baramati

Choice Based Credit System Syllabus (2023 Pattern)
(As Per NEP 2020)

To be implemented from Academic Year 2023-2024

Title of the Programme: B.Lib.I.Sc.

Preamble :

In context to the implementation of the National Education Policy,2020 from academic year 2023-2024 Department of Library and Information Science, Tuljaram Chaturchand College (Autonomous),Baramati frame a syllabus based on guidelines of National Education Policy 2020 for One year (Two Semester) degree (B.Lib.I.Sc.) programme in Library and Information Science.

The Choice Based Credit Scheme (CBCS) evolved into learning outcome-based curriculum framework and provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill-based courses. The courses can be evaluated following the grading system, which is considered to be better than the conventional marks system. Grading system provides uniformity in the evaluation and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examinations which enables the student to move across institutions of higher learning. The uniformity in evaluation system also enables the potential employers in assessing the performance of the candidates..

Information is an important resource in the day-to-day operations of individuals, organizations and society. The world has evolved to an age where information technology and information explosion are here with us. There is therefore need for information professionals to acquire higher and relevant qualifications and skills for libraries and other information centers. It is due to this need in our country that the Bachelor of Library and Information Science (B.Lib.I.Sc.) programme is being introduced. The techniques of library services have made great advances during last few decades with the result that the libraries are better planned, organized, equipped and administered, the book-stocks are more effective and better arranged and the readers are given increased facilities and greater assistance. Library is an asset of modern education and research. The situation has been created in such a way that the society cannot breathe without the library. The Bachelor of Library and Information Science programme is a structured professional and discipline-specific curriculum. For all this, an elaborate planning in every field demands specialized training and so also in librarianship. A systematic training for personnel in modern libraries has become an absolute necessity to meet the demands.

Programme Specific Outcomes (POs)

- PSO1:** The basics of library and information science in terms of theory and practice with all its latest trends at the time of their attending the course
- PSO2:** Leant to achieve, manipulate and excel the situation of job seeking in future even if drastic change in the job market also;
- PSO3:** The variance and uniqueness in the course is so diversified that if situation prevails to seek a job in other fields i.e. book publishing market, archeology and
- PSO4:** The students are trained to handle all kinds of information environment both of traditional and modern information environment; museums also and museums also the students can get into that;
- PSO5:** Life-long learning: Values inculcated to learn and use those knowledge in their future lifelong environment also;
- PSO6:** Nation building: Over and above the students feel the values of nation building by their contribution.
- PSO7:** Will learn the skills of organizing information and recorded knowledge.
- PSO8:** Will be able to provide traditional and modern Information and Reference Services for users.
- PSO9:** Will become competent for job opportunities in LIS and related field.
- PSO10:** Can apply the skills and attitudes of visioning, entrepreneurship, advocacy, planning and management of Libraries and Information Centres (LICs) and effective leadership in the LIS field.
- PSO11:** Possess the skills to respect, engage and collaborate with a diverse community in order to advocate for and construct inclusive, meaningful, and participatory library services, programmes and resources.
- PSO12:** Can perform and access research based practices through the application of information literacy, inquiry, and research methods including data discovery, analytics and qualitative measures.

Anekant Education Society's
Tuljaram Chaturchand College, Baramati.
(Autonomous)

Board of Studies (BOS) in Library and Information Science

(From 2022-2023 to 2024-2025)

Sr. No.	Name of Member	Designation
1.	Mr. D.V. Munguskar	Chairman
2.	Mr. A.S. Atole	Internal Member
3.	Dr. Sadanand Bansode	External Member Voice - Chancellor Nominee.
4.	Mr. Narendra Patil	External Member Other University
5.	Dr. K.P. Kumbhar	External Member Other University
6.	Mr. Anant Wagh	Industrial Member
7.	Mrs. Vidhya Jagtap-Pingale	Meritorious Alumni
8.	Mr. Jadhav Yogesh Jalindar	Students Representative

Credit Distribution Structure for **B.Lib.I.Sc.-2023-2024**

Semester	Major		Minor	OE	VSC, SEC, (VSEC)	AEC, VEC, IKS	OJT, FP, CEP, CC, RP	
	Mandatory	Electives						
I	LIS-101-MJM: Knowledge Organization: Classification: A (Theory) (4 credits)	--		LIS-103-OE: E Resources Management (2 credits)	LIS-105-VSC: Knowledge Organization: Classification : Practical (2 credits)	AEC: (2 credits)	CC (2 credits)	
	LIS-102-MJM: Information Processing: Cataloguing :A (Theory) (2 credits)			LIS-104-OE: Library Management System (2 credits)	LIS-106-SEC: Soft Skills For LIS Professionals: Practical (2 credits)			LIS-107-VEC: ICT in Libraries (2 credits)
						LIS-108-IKS: Foundations of Library & Information Science (2 credits)		
II	LIS-151 -MJM: Knowledge Organization: Classification: B (Theory) (4 credits)	--	LIS-153-MJM: Information Literacy (2 credits)	LIS-154-OE: Information Sources and System (2 credits)	LIS-156-VSC: Information Technology : Practical (2 credits)	AEC: (2 credits)	CC (2 credits)	
	LIS-152-MJM: Information Processing: Cataloguing : B (Theory) (2 credits)			LIS-155-OE: Advanced Computer Application in LIS (2 credits)	LIS-157-SEC: Professionals Skills in Cataloguing : Practical (2 credits)			LIS-158-VEC: Information Science (2 credits)
Cum Cr.	12	--	2	8	8	10		4

Abbreviations: 1) **OE**-Open Elective 2) **VSC**-Vocational Skill Course 3) **SEC**- Skill Enhancement Course 4) **AEC**-Ability Enhancement Course 5) **IKS**-Indian Knowledge System 6) **OJT**- On Job Training 7) **FP**- Field Project 8) **CEP**- Community Engagement Project 9) **CC**- Co-curricular Course

Anekant Education Society's
Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati
(Autonomous)

Course Structure for B.Lib.I.Sc. (2023 Pattern)

Sem	Course Type	Course Code	Course Title	Theory / Practical's	No. of Credits
I	Major (Mandatory)	LIS-101-MJM	Knowledge Organization: Classification: A	Theory	4
	Major (Mandatory)	LIS-102-MJM	Information Processing: Cataloguing -A	Theory	2
	Major (Elective)	LIS-103-OE	E Resources Management	Theory	2
	Major (Elective)	LIS-104-OE	Library Management System	Theory	2
	Major (Mandatory)	LIS-105-VSC	Knowledge Organization: Classification : Practical	Practical	2
	Major (Mandatory)	LIS-106-SEC	Soft Skills For LIS Professionals: Practical	Practical	2
		AEC		Theory	2
	Major (Mandatory)	LIS-107-VEC	ICT in Libraries	Theory	2
	Major (Mandatory)	LIS-108-IKS	Foundations of Library & Information Science	Theory	2
	Major (Mandatory)	CC			2

II	Major (Mandatory)	LIS-151-MJM	Knowledge Organization: Classification: B	Theory	4
	Major (Mandatory)	LIS-152 -MJM	Information Processing: Cataloguing -B	Theory	2
	Minor (Mandatory)	LIS-153-MJM	Information Literacy	Theory	2
	Major (Elective)	LIS-154-OE	Information Sources and System	Theory	2
	Major (Elective)	LIS-155-OE	Advanced Computer Application in LIS	Theory	2
	Major (Elective)	LIS-156-VSC:	Information Technology : Practical	Practical	2
	Major (Elective)	LIS-157-SEC	Professionals Skills in Cataloguing	Practical	2
		AEC		Theory	2
	Major (Elective)	LIS-158-VEC	Information Science	Theory	2
	Major (Elective)	CC			2

Related Online Certificate Courses Portals SWAYAM / MOOC'S:

Sr. No.	Title of the SWAYAM	National Coordinator	Course Coordinator
1.	Koha Library Management System	SWAYAM	Prof. Kannan Moudgalya
2.	Library Automation & Digitization		
3.	Database and Content Organization		

CBCS Syllabus as per NEP 2020 for B.Lib.I.Sc. (2023 Pattern)

Name of the Programme : B.Lib.I.Sc. Library and Information Science

Programme Code : UALIS

Class : B.Lib.I.Sc.

Semester : I

Course Type : Major Mandatory (Theory)

Course Code : LIS-101-MJM

Course Title : Knowledge Organization Classification: A

No. of Credits : 04

No. of Lectures : 60

Course Objectives (COs):

1. To understand the different types of theory and principles of classification.
2. To introduce the species of classification schemes
3. To provide knowledge about standard schemes of classification
4. To understand the role of Library classification in knowledge organization.
5. To understand mode of formation of subjects in the universe of knowledge.
6. To introduce various concepts, theories and principles in classification.
7. To acquaint with the principles, rules, and standard codes of cataloguing.

Course Outcomes (POs):

By the end of the course, students will be able to:

- CO1.** Why and how to develop knowledge organization systems;
- CO2.** The implications of knowledge organization systems and approaches;
- CO3.** The theory and practices involved in library classification;
- CO4.** The library classification schemes and the trends in classification; and
- CO5.** How to prepare students for work in libraries, information centres and other
- CO6.** Will be learned in Classification knowledge and practical's skills.
- CO7.** To understand the concept, objectives, functions and types of classification Schemes.

Topics

Total No of Credits = 04	
UNIT 1	Species of Classification Schemes (15L) 1.1 Species of Classification Schemes: types-Enumerated, Faceted, Analytico-Synthetic: Characteristics & Examples. 1.2 Postulation approach-categories, Facets ,Facet Sequence, Devices for formation and sharpening of Foci , Rounds and Levels, Phase relations, Systems and Specials.
UNIT 2	Standard Schemes of Classification and their features (15L) 2.1 Dewey Decimal Classification 2.2 General outline-Main class order 2.3 Introduction to principle of Hierarchical Structure and three main summaries 2.4 Notation systems 2.5 Synthetic devices and introduction to seven tables (DDC 19 th ed.) 2.6 Phoenix Schedules 2.7 Maintenance & Revision
UNIT 3	Introduction to Colon Classification and Universal Decimal Classification (15L) 3.1 Colon Classification: genesis, structure, features, notation, common isolates 3.2 Universal Decimal Classification: structure, features, common & special Auxiliaries, notation index, merits & demerits, maintenance.
UNIT 4	Recent Trends in Library Classification (15L) 4.1 BSO, Thesaurofacet, Classaurus. 4.2 CRG, FID-CR, ISKO.

References

1. Dhyani, Pushpa, Library Classification: theory and practice. New Delhi: Vishwa Prakashan, 1998
2. Krishan Kumar. Theory of Library Classification, Ed.2 New Delhi, Vikas, 1980
3. PSG, Kumar. Knowledge Organisation, Information Processing and Retrieval: Theory. Delhi: BR, 2003
4. Ramalingam, MS. Library Cataloguing and Classification Systems. Delhi: Kalpaz, 2000
5. Ranganathan, SR. Colon Classification, 6th ed. Banagalore: Sarada Ranganathan Endowment for Library Science, 1960
6. Ranganathan, SR: Prolegomena to Library Classification, Ed2, London, LA 1957 & 1965
7. Sayers Berwick ,WC Introduction to Library Classification. London, AndraDautch, 1950

Name of the Programme : B.Lib.I.Sc. Library and Information Science

Programme Code : UALIS

Class : B.Lib.I.Sc.

Semester : I

Course Type : Major Mandatory (Theory)

Course Code : LIS-102-MJM

Course Title : Information Processing: Cataloguing -A

No. of Credits : 02

No. of Lectures : 30

Course Objectives (COs):

1. To understand the role of cataloguing for retrieving library materials.
2. To introduce the fundamentals, various concepts, theories and principles in Cataloguing
3. To Introduce the concept of Catalogue Entries .
4. Catalogue, list out and describe according to a consistent plan , the Print and non-print resources available in the library.
5. Direct the users to similar materials
6. Record the collection of the library
7. Indicate the location of the resources

Course Outcomes (POs):

By the end of the course, students will be able to:

- CO1.** How to develop knowledge organization systems;
- CO2.** The implications of knowledge organization systems and approaches;
- CO3.** The principles and theories of library cataloguing;
- CO4.** The cataloguing rules of CCC and AACR;
- CO5.** To study the various standards available and used in cataloguing.
- CO6.** Will be useful to understand the basic functions and practical work in library cataloguing.
- CO7.** Will be useful to understand principles of theory in library cataloguing.
- CO8.** It will be learning to various library cataloguing schemes.

Topics :

Total No Of Credits = 02		
UNIT 1	Parts of a book 1.1 Reading a Book technically 1.2 Role of a cataloguer in library system	(10L)
UNIT 2	Library Catalogue and Its Forms 2.1 Library Catalogue: Definition, objectives, functions. 2.2 Library Catalogue and Bibliography, difference between library catalogue & bibliography 2.3 Kinds of catalogue: Outer (physical) forms of Library catalogue- Book, card, sheaf, printed, 2.4 Inner forms of Library catalogue - Classified, dictionary, alphabetic Classed catalogue.	(10L)
UNIT 3	Catalogue Entries 3.1 Kinds of Entries (AACR II-R & CCC) : Main, Added, Analytical, Reference Entry. 3.2 Filing of Entries : alphabetical, classified Alphabetization- letter by letter, word by word.	(10L)

References

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2. Barbara, M Westby. Ed. Sears List of subject Headings, New York. HW. Wilson, 1977
3. Fritz, Deborah, A. Cataloguing with AACR2 and US-MARC Records. Chicago ACA, 1998
4. Gernert Leigh: A Textbook of cataloguing New Delhi .Dominant Publishers, 2003
5. Holled Robert P.: Subject Control in Online Catalog. New York. Howarth Press, 1989.
6. Malavya V.C.: Multimedia library and online cataloguing, New Delhi 2004.
7. Mahajan, S.G. Granthalayin Talikikaran: Pratyakshik, Vol.1 CCC Pune, Suvichar Prakashan, 1974; vol.2 Dictionary Catalogue (AACR) Pune, G.Y.Rane Prakashan, 1979.
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9. Ramalingam, MS. Library Cataloguing and Classification Systems. Delhi: Kalpaz, 2000
10. Ramalingam M.S. : Library Cataloguing and Classification Systems, Delhi 2003.
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12. Ranganathan, SR. Heading and Canons. Madras, S Vishwanathan, 1955
13. Ranganathan, SR :Classified Cataloguing Code. Madras, UBSPD, 1988.
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15. Singh S.N. and Prasad H.N.: Cataloguing Manual: AACR II, New Delhi. BR Pub. 1985
16. Varma A.K.: Classified Catalogue Code: entries and procedure. Criterion

Name of the Programme : B.Lib.I.Sc. Library and Information Science

Programme Code : UALIS

Class : B.Lib.I.Sc.

Semester : I

Course Type : Major Elective (Theory)

Course Code : LIS-103-OE

Course Title : E- Resources Management

No. of Credits : 2

No. of Lectures : 30

Course Objectives (COs):

1. To learn about selection, licensing, and evaluation of electronic resources.
2. To critically examine the laws and policies that made an impact on electronic resource Management.
3. To know the critical technologies and standards behind electronic resource management
4. This programme aims to understanding digital environment , digitization, digital content creation, open standards , open journal system.
5. Students will get ample hands on for actual web designing work.
6. Prepare students for professional practice in the design, application, and evaluation of E-Resources
7. Aware students from Search Strategies Techniques
8. Hands on practice for all Databases.

Course Outcomes (POs):

By the end of the course, students will be able to:

- CO1.** The meaning, definition and types of electronic resources;
- CO2.** The electronic resources and their life cycles;
- CO3.** About collection development of e-resources;
- CO4.** The activities involved in developing collection and providing access to electronic resources.
- CO5.** Know about Operating System, Overview of various Computer & Mobile Operating systems and Applications.
- CO6.** Perform various features of Word processing such that Table, Mail merge, Hyperlink, etc.
- CO7.** Prepare a business presentation on MS PowerPoint.
- CO8.** Perform various mathematical, logical, and other functions on a large set of data using MS Excel.

Tonics:

Total No of Credits = 02	
UNIT 1	Electronic Resources (10L) 1.1 Electronic resources: concept, need, characteristics, benefits and drawbacks 1.2 E-Resource life cycle 1.3 Types of e-resources 1.4 Electronic publishing
UNIT 2	Collection Development (10L) 2.1 Collection building process: formulating policy, budgeting, evaluation of e- resources, pricing, licensing, ordering and receiving 2.2 Model licenses and guidelines 2.3 Negotiation: concept and need 2.4 Consortia: concept, need, purpose & limitations 2.5 National consortia: Shodhsindhu
UNIT 3	Usage Statistics and ERMS (10L) 3.1 Usage statistics of e-resources 3.2 Standards and guidelines (COUNTER, SUSI) 3.3 ERMS: concept, need, features 3.4 Salient features of some ERMS (ExLibris Verde)

References

1. Conger, Joan E. (2004). Collaborative electronic resource management: From acquisitions to Assessment. Westport: Libraries Unlimited.
2. Cole, Jim et. al. (2003). E-serials Collection Management: Transition, Trends and Technicalities. London: CRC Press.
3. Curtis, Donnelyn. (2005). E-journals: How to do it Manual for Building, Managing and Supporting Electronic Journal Collection. London: Facet Publishing.
4. Fecko, Mary Beth. (1997). Electronic Resources: Access and Issues. London: Bowker-Saur.
5. Hanson, Ardis & Levin, B. L. (2002). Building a Virtual Library. Hershey, P.A.: Information Science Publishing.
6. Jones, Wayne, ed. (2009). E-Journal Access and Management. New York: Routledge.
7. Katz, Linda S. (2003). Collection Development Policies: New Dimension for Changing Collections. London: Routledge Kegan Paul.
8. Katz, Linda S. (2005). Managing Digital Resources in Libraries. London: Routledge Kegan Paul.
9. Kemp, Rebecca. (2008). E-resource Evaluation and Usage Statistics: Selector's Choices. Saarbrücken: VDM Verlag.
10. Lee, Stuart D. & Boyle, Frances. (2004). Building an Electronic Resource Collection: A Practical Guide (2nd ed). London: Facet Publishing.
11. Lee, Sul H. (2003). Electronic Resources and Collection Development. London: Routledge Kegan Paul.
12. Paul Mitchell, Anne M & Surrat, Brain E. (2005). Cataloguing and Organizing Digital Resources: How to do it Manual for Librarians. London: Facet Publishing.

Name of the Programme : B.Lib.I.Sc. Library and Information Science

Programme Code : UALIS

Class : B.Lib.I.Sc.

Semester : I

Course Type : Major Elective (Theory)

Course Code : LIS-104-OE

Course Title : Library Management System

No. of Credits : 2

No. of Lectures : 30

Course Objectives (COs):

1. To make the students aware of principles & functions of management & their application to librarianship.
2. To train students in the organization of library work & collection development.
3. To familiarize with various library procedures & housekeeping activities.
4. To understand, monitor and evaluate library procedures & practices.
5. To make the students aware of principles & functions of management & their application to Librarianship
6. To understand & evaluate the library procedures & practices in libraries
7. To Introduce the concept of HRM .

Course Outcomes (POs):

By the end of the course, students will be able to:

CO1. Understand the concept and history of management

CO2. Elaborate principles and functions of management

CO3. Carry out various operations of Library and Information Centres

CO4. Manage, preserve and provide access to various print and non-print information sources

CO5. Comprehend the concept of financial management and human resource management

CO6. Maintain the library statistics and prepare annual report

CO7. Will be able to effectively administer and manage Libraries and Information Centers.

CO8. Identify the main approaches to the study of the management of an organization.

CO9. Maintain the library statistics and prepare annual report .

Topics :

Total No Of Credits = 02	
UNIT 1	Management: An Overview (10L) 1.1 Definition, History of Management 1.2 Scientific Management by Frederick Taylor & Principles of management by Henri Fayol 1.3 Functions of Management (POSDCORB) & their application to librarianship 1.4 Qualities of a Good Manager
UNIT 2	Human resource Management (10L) 2.1 HRM : Concept, Need, UGC Staff Formula inter personal relations, recruitment procedures, motivations ,Training and Development 2.2 Library Committee : Need, Purpose, Types Functions, Role of a Librarian
UNIT 3	Financial Management (10L) 3.1 Financial Management : Definition, need, Brief outline of Financial resources 3.2 Resources Mobilization , outsourcing 3.3 Reporting : Types of reports , Annual report compilations, contents & style 3.4 Source of Finance

References

1. Brophy, Peter and Courling Kote, Quality Management for Information and Library Managers. Bombay: Jaico, 1997
2. Bryson, J.O. Effective Library and Information. Bombay: Jaico, 1996
3. Evans, Edward g. Ed. Management Information Systems. New Delhi S. Chand & Co. 1986
4. Deshpande, N.J &Patil, S.K, Ed, University and College Librarianship in India in the 21st Century. Prof. S.G. Mahajan Felicitation Committiee , DLISc, University of Pune. 2004.
5. Katz, W.A Collection Development Selection of Materials for Libraries. New York; HRW. 1980
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11. Paliwal, P.K Compendium of Library Administration. New Delhi: Ess Ess, 2000
12. Parker, Charles and Café. Thomas. Management Information Systems: Strategy and Action. New York: McGraw Hill, 1993
13. Pearson, R.J Ed. Management Process: Selection of Reading for Librarians.Chicago:ALA, 1983
14. Stuart, Robert. D and Moran, Barbara B. Library and Information Centres Management. Colorado: Libraries Unlimited, 2004.

Name of the Programme	: B.Lib.I.Sc. Library and Information Science
Programme Code	: UALIS
Class	: B.Lib.I.Sc.
Semester	: I
Course Type	: Major Mandatory (Practical)
Course Code	: LIS-105-VSC
Course Title	: Knowledge Organization: Classification: Practical
No. of Credits	: 02
No. of Lectures	: 30

Course Objectives (COs):

1. To develop skills for in using classification schemes for classifying various Documents.
2. To introduce the concept of PMEST Formula.
3. To know Structure and Organization of DDC.
4. To understand the role of library classification in knowledge organization.
5. To understand the mode of formation of subjects in the universe of knowledge.
6. To introduce various concepts, theories & principles of classification.
7. To get familiar with select schemes of classification.

Course Outcomes (POs):

By the end of the course, students will be able to:

- CO1.** Principles of how-to-do methods on building up class numbers;
- CO2.** Knowledge of two classification schemes: Dewey Decimal Classification and Colon Classification;
- CO3.** About the schedules, the rule books and also the number building process
- CO4.** To observe, correct, and to check the workouts of the students till arrive at the desired class number;
- CO5.** Will learn the practical skills of Dewey decimal classification and colon classification Systems.
- CO6.** To develop skills of classification.
- CO7.** To develop proficiency in using Dewey decimal classification (19th edition) to Construct Class Numbers for documents of different disciplines / subjects.

Topics :

Total No Of Credits = 02

Classification of Documents According to Dewey Decimal Classification (DDC) 19th or 21st Edition

Unit 1: • Introduction: Structure and Organization of DDC

- Classification of Documents Representing Simple Subjects.

Unit 2: • Classification of Documents with Standard Sub-divisions.

Unit 3: • Classification of Documents Representing Compound Subjects

Unit 4: • Classification of Documents Representing Complex Subjects.

- Assigning Book Number.

Colon Classification (6th Rev. Edition)

- Use of PMEST Formula : Main Class Library Science and Literature
- Use of Common isolates in- periodicals, biographies.

References:

1. Dewey, Melvil & Julianne Beall. (1985). *DDC, Dewey Decimal Classification* (19th ed.). Albany, N.Y.,U.S.A.: Forest.
2. Ranganathan, S. R. (1963). *Colon Classification* (6th ed.). Bangalore: Sarada Ranganathan Endowment for Library Science.
3. Ranganathan, S. R. (1990). *Descriptive account of the Colon Classification*. Bangalore: Sarada Ranganathan Endowment for Library Science.
4. Satija, M. P. (1995). *Manual for practical Colon Classification* (3rd rev ed.). New Delhi:
5. Sterling.Satija, M. P. (2007). *The theory and practice of the Dewey Decimal Classification system*. Oxford:Chandos Publishing.

Name of the Programme	: B.Lib.I.Sc.
Programme Code	: UALIS
Class	: B.Lib.I.Sc.
Semester	: I
Course Type	: Major Mandatory (Practical)
Course Code	: LIS-106-SEC
Course Title	: Soft Skills for LIS Professionals : Practical
No. of Credits	: 02
No. of Lectures	: 30

Course Objectives (COs) :

1. To develop reading, writing and speaking skills among students.
2. To introduce concept of SWOC.
3. To make the students understand the importance of time management and interpersonal relationship at the workplace.
4. The paper aims to inculcate potential skills in the learners.
5. To LIS Professional them to deal with the external world in a collaborative manner, communicate effectively, take initiative, solve problems, and demonstrate a positive work ethic.
6. To LIS Professional positive impact in the field of Library and Information Science.
7. To Understand Develop skills in subject analysis and synthesis of different facets.

Course Outcomes (POs) :

By the end of the course, students will be able to:

- CO1.** Will be able to effectively administer and manage Libraries and Information Centers.
- CO2.** Identify the main approaches to the study of the management of an organization.
- CO3.** Maintain the library statistics and prepare annual report .
- CO4.** Comprehend the basic concept and importance the organization of knowledge.
- CO5.** Understand the importance of the various library classification schemes used in different types of libraries.
- CO6.** Understand the formation of subjects in the Universe of Subjects.
- CO7.** Develop personal and communication skills among LIS students.

Topics :

Unit No.	Total No Of Credits = 02
UNIT 1	Skills for Library and Information Science Professionals (10L) 1.1 Professional Skills: Concept, Need, Advantages 1.2 Communication Skills 1.3 Administrative, Managerial, Interpersonal, Human Relation Skills, Soft Skills, Decision Making Skills, Time Management Skills, Motivation Skills, Leadership Skills. 1.4 Information Technology Skills, Computer and Network Literacy
UNIT 2	Presentation and Interview Skills (10L) 2.1 Presentation, Preparing Curricular Vitae 2.2 Online Application, Job Portals for LIS 2.3 Interview Types, Preparation (Job based) 2.4 Extra-curricular activities 2.5 Personality Development, Positive Attitude, Body Language
UNIT 3	Drafting Letters in LIS context and Writing Skills (10L) 3.1 Types of Letter: Formal, Informal 3.2 Drafting Rules, Agenda, Minutes, Recommendations 3.3 Report Writing: Progress, Annual Reports, Budget, User Statistics 3.4 Files Records: Management and Maintenance

References

1. Allan, & Pease, Barbara. The Definitive Book of Body language. Australia: McPherson's Printing Group, 2004.
2. Banks, T. Writing for Impact. Cambridge University Press, 2012.
3. Batteger, Richard P. Business Writing, Process and Forms. California: Wadsworth, 1985.
4. Beattie, G. Visible Thought the New Psychology of Body Language. Routledge, 2003. 43
5. Bowden, J. Writing a Report: How to Prepare, Write & Present Really Effective Reports, How To Books, 2011.
6. Bowstead, J.M. A Guide to Preparing your Portfolio. A&C Black, 2011.
7. Brock, Susan L. Better Business Writing: Techniques for Improving Correspondence, Crisp Learning, 2004.
8. Brown, D. Preparing and Managing Your Career Portfolio, 2013.
9. Dignen, B. Communicating in Business English (with Audio CD). Compass Publishing, 2013.
10. Forsyth, P. How to Be Better at Writing Reports and Proposals, Kogan Page Ltd, 2009.
11. Furman. Effective Group discussion: Theory and Practice. McGraw-Hill, 2003.
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Name of the Programme	: B.Lib.I.Sc. Library and Information Science
Programme Code	: UALIS
Class	: B.Lib.I.Sc.
Semester	: I
Course Type	: Major Mandatory (Theory)
Course Code	: LIS-107-VEC
Course Title	: ICT in Libraries
No. of Credits	: 02
No. of Lectures	: 30

Course Objectives (COs):

1. Students able to understand the ICT application in libraries for providing seamless access to knowledge.
2. Students able to design and develop the library management software for application in different Libraries.
3. To Introduce the concept of Operating System & its functions .
4. To introduce concepts such as networks, their types and uses in libraries, digital library.
5. To familiarize students with ICT and its application in library organization.
6. To develop skills to plan and implement library automation.
7. Understand the structure of computer and functions of its various units and types of software.

Course Outcomes (POs):

By the end of the course, students will be able to:

- CO1.** The understanding about implementation of library automation software and in achieving library security with the use of latest ICTs technique;
- CO2.** The use of communication and networking technologies;
- CO3.** The knowledge about database management, data ware housing, data mining and other artificial intelligence technologies.
- CO4.** We learn the skills of ICT application in Information environment including Network and Communication systems.
- CO5.** Familiar with Computer system including hardware and software.
- CO6.** Skillful use of Internet and its services .
- CO7.** Discuss of Internet, search engines and network security

Topics :

Total No Of Credits = 02		
UNIT 1	Information Communication Technology 1.1 Introduction, Definition, Need, Scope, Function 1.2 Components and Objectives	(08L)
UNIT 2	Computer Basics 2.1 Introduction to Computer – Definition, Characteristics, Components & their Functions and types, Generations of Computer 2.2 Overview of Historical development of computer 2.3 Software – meaning, purposes, types-system & application software 2.4 Operating System: definition, function and types. Windows, Linux, MS Office (Word, Excel, Power Point and Access), Antivirus, DBMS (Database Management System): an introduction	(10L)
UNIT 3	Computer Application to Libraries & Information Centers 3.1 Library Automation : Concept, Need and importance -In-house operations (acquisition, serials control, circulation, cataloguing) 3.2 Library software: Concept, need and application -Digitization –concept 3.3 Computer Networks 3.3.1 Network : Types ,Topology & components 3.3.2 Internet : concept & services , standards, Protocols	(12L)

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Name of the Programme	: B.Lib.I.Sc. Library & Information Science
Programme Code	: UALIS
Class	: B.Lib.I.Sc.
Semester	: I
Course Type	: Major Mandatory (Theory)
Course Code	: LIS-108-IKS
Course Title	: Foundations of Library & Information Science
No. of Credits	: 02
No. of Lectures	: 30

Course Objectives (COs):

1. To understand purpose, role and importance of libraries in society
2. To familiarize students with development of libraries in global and India in particular.
3. To make them aware about the five laws of library science.
4. To know about various types of libraries, their objectives & functions.
5. Will be learn enhance the understanding of Library and Information Science Education and Library Fields.
6. Knows laws related to libraries.
7. Awareness about the five laws of library science.

Course Outcomes (POs):

By the end of the course, students will be able to:

- CO1.** The foundational aspects of library and information science (LIS), in terms of history, significant developments, major themes, organizations and institutions.
- CO2.** To examine major conceptual frameworks for LIS practice and theory, the user perspectives and the history of the modern libraries in India;
- CO3.** Knowledge about different types of libraries
- CO4.** Awareness of different Indian library legislation acts; and
- CO5.** To be familiar with the five laws of library science, profession and professional ethics.
- CO6.** Awareness about the five laws of library science.
- CO7.** Know about various types of libraries, their objectives & functions.

Topics :

Total No. of Credits = 02		
UNIT 1	Development of Libraries: An Overview 1.1 History of library movement in India. 1.2 Development of Libraries in India With Special Reference to Maharashtra 1.3 Role of Libraries in national development 1.4 Culture & Libraries	(10L)
UNIT 2	Laws of Library Science 2.1 Normative Principles of library and information science 2.2 The five laws library science and their implications	(08L)
UNIT 3	Types of Libraries 3.1 National libraries: Definition, Objectives, functions, history & brief Outline of National Library of India. 3.2 Public Libraries: Definition, Objectives, Development and Functions 3.3 Academic Libraries: School, College & University Libraries- Definitions, Objectives, Functions 3.4 Special Libraries: definition, objectives and Brief outline of the Development of Research Libraries In India.	(12L)

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