**NOTIFICATION**

No. 170 /2022 Date : 20/10/ 2022

**Subject : Implementation of New Syllabi of Semester – I & II of Bachelor of Library and Information Science & Master of Library and Information Science.**

It is notified for general information of all concerned that the authorities of the University have accepted the syllabi of Semester-I & II of Bachelor of Library and Information Science & Master of Library and information Science from the Academic Session 2022-2023 onward which are appended herewith as appendices A & B respectively.

Sd/-
(Dr. Tushar Deshmukh)
Registrar
Sant Gadge Baba Amravati University

## SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI

## GENERAL INFORMATION

1. **Faculty :** Inter-disciplinary Studies
2. **Programme :** Bachelor of Library and Information Science (B.L.I.Sc.)
3. **Duration of the Programme :** One Year (Two Semesters)

4. **POs:**
   1. To give the students an understanding of the basic principles and fundamental laws of librarianship.
   2. To enable the students to understand and appreciate the function and purposes of LICs in the changing social, cultural, technological and economic environment.
   3. To train the students in organization and the management of LICs including advance computer application to house-keeping activities of the libraries.
   4. To develop thorough knowledge of various sources of information, their organization and the necessary skills to provide traditional and modern library services.
   5. To develop the knowledge, skills and attitudes of the students leading to professional qualification for practicing librarianship as a career.
5. **PSOs:**
   1. 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.
   2. 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.
6. **Eligibility:** The programme shall be open to graduates of the Sant Gadge Baba Amravati University or any other Indian/Foreign university recognized by it.
7. **External Students:** This programme is not open to external students. **Only full time regular students are eligible for the programme.**
8. **Employability Potential of the Programme:**

Employability skills are typically considered essential qualifications for many job positions and hence have become necessary for an individual's employment success at just about any level within a business environment. Knowledge, techniques, skills, abilities, values, aspirations, wants, needs, dreams and personal style of a candidate seeking employment also enhance the candidate's employability.

Librarianship as a profession provides a variety of employment opportunities. The library science professionals (LIS) choose employment for their career prospects. The library and information science field also explores the entrepreneurial opportunities in this field. There are various entrepreneurial opportunities for the budding library science professionals associated with the Library and Information Science field.

To a larger extent, it could be said that the curriculum meets the needs of both students and expectations of Academic libraries, industry although shortcomings were noted in some areas. The broadening of the LIS curriculum to include ICT courses, which have proven to be very popular, is really encouraging. This implies that LIS graduates could easily take up alternative jobs, something that assumes even greater significance considering that jobs in the LIS sector were hard to get. More importantly, they reflect the prevailing situation the world over where ICT content in the curriculum is assuming greater prominence. LIS students have careers in both Government and private sector.

The field Library and Information Science (LIS) is multidisciplinary in nature as a result of which tremendous changes can be traced in the discipline. This has brought radical changes in the outlook of the profession. There are many opportunities for Library and Information (Lib & Inf. Sci.) professionals in traditional and non-traditional jobs which have been influenced by digital environment.

This environment demands new job titles, new roles and skills from the profession to provide various library and information services. As a profession the discipline offers a wide range of employment opportunities in different types of settings, be it public, academic, or special, government or non-government, traditional, hybrid, or digital, small, medium, or large, corporate, non-corporate etc.

The very nature of employment in libraries is also changing as the job market is a fast-changing environment. All those disciplines that have relations with LIS have influenced the employers to expect more from the professionals demanding more knowledge, varied skills and techniques that fits present day library's requirements. Use of Social media in providing library services in modern libraries is very necessary nowadays. There is an urgent need for the creation of a new generation of employable professionals.

Entrepreneurship is becoming an increasingly popular alternative career choice in the current economic slowdown. It can play a major role in alleviating poverty, unemployment and underemployment. The LIS graduates who have a burning desire to make profession as a hobby and aim to accomplish, build an enterprise, wish to be independent, enjoy freedom and challenges in this field may opt entrepreneurship as a career and become a Librapreneur.

The library and Information professionals need skills to develop his/her personality for the job opportunities. Few entrepreneurial opportunities for Librapreneurs, interested LIS professionals may explore the possibilities to start a new venture and become successful and fulfill their entrepreneurial dreams. Jobs in Libraries and entrepreneurial opportunities listed as following:

- **Teaching Faculty:** After seeking MLISC, NET/SET LIS students will be eligible to seek jobs in the LIS teaching profession.
- **Academic Libraries:** LIS Students may opt as a librarian in Academic Libraries i.e. School, College and University, job includes setup of library, managing, organising, providing services to the users.
- **Public Libraries:** Librarian in Public libraries, set up of public libraries.
- **Special Libraries:** National Libraries, Health Libraries, Law Libraries, Agricultural Libraries etc
- **Information Centres:** Job in Information centres, in diverse organizations such as government ministries of information, information divisions of universities, hospitals, embassies, business companies, etc., offer job opportunities for library and information sciences professionals. Work in these information centres largely involves selecting, gathering, preserving and disseminating information about the functions of the organization. Professionals working in such centres are known either as information officers or information specialists.
- Organization of a Private Library: This is another job an information scientist can do to earn some money. Many scholars have a lot of books, documents and journals especially after their retirement which they can organize into a library.
- **Bookshops Manager:** Bookselling in bookshops is one area in the business world that readily attracts library and information professionals. Librapreneurs, who are interested in starting a bookshop, should choose an optimal location, in a relatively safe, up-and-coming area with potential book lovers. Education cluster areas, viz., universities, institutes, research and development organizations, colleges, schools, etc are promising places for any book shop to do good business. Book shops on specific subjects viz., management, social sciences, science and technology, etc. can also be established. Book shops can also be set up to meet the needs of the users according to the ages i.e. a book shop for children, youth where fiction collection is more and senior citizens who generally look for the religious books.
- **Editors:** Information Professionals can work as Editors, Editing books, journals, newspapers and magazines.
- **Records manager:** Information professional manages Records in business organizations. The information professional can work in organizations, especially business organizations, as records manager.
- **Archives administration:** Education and training in archives administration enables the information professional to work as archivist in national, state, institutional and religious archives in India and elsewhere.
- **Publishing Industry:** The information professional who is knowledgeable in publishing can set up a publishing company which may publish books, journals, newspapers and magazines.
- **Photocopying:** The information professional can also venture into the "copy shop" business. Many photocopying businesses also offer document typing, lamination and binding services.
- **Dealer in library publications, equipment and materials:** The library and information science graduate can work as a dealer in library equipment such as shelves, catalogue cabinets, and library materials such as catalogue cards.
- **Book Distribution Agency:** The library and information science graduate can set up the agency and work as a Distributor.
- **Periodical Subscription Agency:** The library and information science graduate can set up the agency and work as a Vendor to help the librarian to subscribe to the Journals. The objective of any periodical or journal subscription area is to seek information needs of the subscribers of worldwide journals, periodicals, serial publications, magazines, etc. either in print format or electronic format.
- **Binding of books and periodicals:** Book-binding unit is a service unit in which books, copies, files, register, office records, etc. are bound on a job-work basis. The binding work can be acquired from various printing presses, schools, colleges, banks and other offices. If the Librapreneur does quality work, then this unit will get work on a continuous basis and can run successfully in various cities. Such a business will thrive rapidly if set up near institutions of higher learning where library books and students' theses and projects need binding.
- **Information brokerage:** The information professional can set up a fee-based information service. The professional can gather information and make this available to the information seeker for a fee. Database vendors come under this category. They are also known as freelance information specialists. Being an information broker affords him or her the opportunity of travelling to several places to gather information and meet people. The information broker not only supplies information for a fee but also supplies books and other media for a fee.

- **Researcher:** Several organizations, institutions and government bodies have research departments. Given the education and training received in research methodology, statistics and the management of projects, the library and information science graduate could work in such departments whose activities involve identification of problems, data gathering, data analysis and their interpretation.
- **Computer business:** The library and information science graduate who specialized in information technology and basic computing courses could work in computer organizations set up a computer business centre in which he could mount training courses, systems analysis and design, word processing, desk-top publishing, book publishing and data analysis and charting using statistical and graphics packages.
- **Consultancy Services :**
  LIS professionals with strong subject knowledge, information technology and communication skills may start service oriented venture " Library Consultancy Services" and offer various services in all corners of library functional areas i.e. Library collection building, classification, cataloguing, periodical processing, data entry services, library automation, digitization, training to library staff etc.
- **Library Software Developing Industry:**
  A Library Software Industry can be started having utter knowledge of library operations and software development and how to sell.
- **Compilation and Writing Biographies:**
  This involves the compilation of bibliographic details of a given discipline, subject or topic for a given target audience. LIS professionals, as entrepreneurs can earn sustainable income through publishing of subject and trade bibliographies.

**9. Structure of the Programme:**

**SEMESTER – I**

| Course Code | Title of the Course | L (TH) | T (TU) | P (PR) | Total Credit | Marks | | Marks = Th+Int |
|---|---|---|---|---|---|---|---|---|
| | | | | | | Th | Int | |
| **BL-101** | Foundation of Library and Information Science | 3 | | | 3 | 80 | 20 | 100 |
| **BL-102** | Library Organization | 3 | | | 3 | 80 | 20 | 100 |
| **BL-103** | Library Classification and Library Cataloguing | 3 | | | 3 | 80 | 20 | 100 |
| **BL-104** | Basic Computer Application in LIS | 3 | | | 3 | 80 | 20 | 100 |
| **BL-105** | Reference Sources and Services | 3 | | | 3 | 80 | 20 | 100 |
| **BL-106** | Library Skills and Communication | 3 | | | 3 | 80 | 20 | 100 |
| **BL-107** | Library Classification: Practical | | | 3 | 3 | 80 | 20 | 100 |
| **BL-108** | Library Cataloguing: Practical | | | 3 | 3 | 80 | 20 | 100 |
| **BL-109** | Basic Computer Application in LIS: Practical | | | 3 | 3 | 80 | 20 | 100 |
| **BL-110** | Reference Services and Information Sources: Viva-Voce | | 2 | | 2 | | | 050 |
| **BL-111** | Library Project & Library Visit | | | 2 | 2 | | | 050 |
| | | **Total Credit** | | | **31** | **Total Marks** | | **1000** |

**SEMESTER – II**

| Course Code | Title of the Course | L (TH) | T (TU) | P (PR) | Total Credit | Marks | | Marks = Th+Int |
|---|---|---|---|---|---|---|---|---|
| | | | | | | Th | Int | |
| **BL-201** | Librarianship as a Profession | 3 | | | 3 | 80 | 20 | 100 |
| **BL-202** | Library Management | 3 | | | 3 | 80 | 20 | 100 |
| **BL-203** | Knowledge Organization and Document Description | 3 | | | 3 | 80 | 20 | 100 |
| **BL-204** | Advance Computer Application in LIS | 3 | | | 3 | 80 | 20 | 100 |
| **BL-205** | Information Sources, Products and Services | 3 | | | 3 | 80 | 20 | 100 |
| **BL-206** | Personality Development and Career Planning | 3 | | | 3 | 80 | 20 | 100 |
| **BL-207** | Knowledge Organization: Practical | | | 3 | 3 | 80 | 20 | 100 |
| **BL-208** | Document Description: Practical | | | 3 | 3 | 80 | 20 | 100 |
| **BL-209** | Advance Computer Application in LIS: Practical | | | 3 | 3 | 80 | 20 | 100 |
| **BL-210** | Information Services and Products: Practical | | | 2 | 2 | | | 050 |
| **BL-211** | Internship + Study Tour Report | | | 2 | 2 | | | 050 |
| | | **Total Credit** | | | **31** | **Total Marks** | | **1000** |

a) **Medium of Instruction:** English (The medium of instruction shall be in English)
b) **Medium of questions paper:** English and Marathi only
c) **Medium of writing examination:** English, Marathi and Hindi.

**10. University Terms:** For the award of Bachelor of Library and Information Science (B.L.I.Sc.) a candidate should fulfill the following conditions:-

i) A student should have attended at least 75% of the total number of lectures and practicals in the said programme, and shall have secures at least 40% of marks in Theory and Practical.

ii) A student, who does not thus obtain 40% of marks in the Theory, Practical, and Internal, will have to keep fresh terms.

**11. Examination:**

**A) Total credits and marks and their allocation as per course:**

| | | | |
|---|---|---|---|
| **Semester-I** | Six Theory Courses | 18 Credits | 600 Marks |
| | Three Practical Courses | 9 Credits | 300 Marks |
| | BL-110 Viva-Voce | 2 Credits | 50 Marks |
| | BL-111: Library Project & Library Visit | 2 Credits | 50 Marks |
| | **Total Credits and Marks** | **31 Credits** | **1000 Marks** |
| **Semester-II** | Six Theory Courses | 18 Credits | 600 Marks |
| | Three Practical Courses | 9 Credits | 300 Marks |
| | BL-210 Viva-Voce | 2 Credits | 50 Marks |
| | BL-211: Internship & Study Tour Report | 2 Credits | 50 Marks |
| | **Total Credits and Marks** | **31 Credits** | **1000 Marks** |
| | **Grand Total (Semester I+ Semester-II)** | **62 Credits** | **2000 Marks** |

**B) Standard of Passing:**

1. For passing the B.L.I.Sc. Examination a candidate shall have to secure:
   a) Minimum 40% marks in each theory course and
   b) Minimum 40% marks each in practical course, Viva-Voce.

**C) ATKT Rule:**

1. An applicant who has passed Semester-I shall be eligible for admission to Semester-II subject to ATKT rules.
2. Reappearing candidate shall be awarded the actual class based on total marks obtained in the re-examination
3. .

**D) Pattern of Question Paper:**

**Pattern of Question Paper on the unit system:**

**A) Theory:**

The pattern of question paper as per unit system will be broadly based on the following pattern.

1. Syllabus has been divided into **FIVE** units equal to the number of question to be answered in the paper. On each unit there will be a question either a long answer type, short answer type or multiple choice types.
2. Number of question will be in accordance with the unit prescribed in the syllabi for each course i.e. there will be one question on each unit.
3. For every question long answer type and short answer type there will be an alternative choice from the same unit. However, there will be no internal choice in a question.
4. Each short answer type question shall contain **FOUR** short sub questions with no internal choice.
5. There will be no internal choice in Multiple Choice Questions.
6. Division of marks between long answer, short answer and multiple choice type questions will be as-
   There will be Long Questions of 16 Marks each on **TWO** units (32 Marks), **FOUR** Short Questions of 04 Marks each on **TWO** Units (32 Marks), and **EIGHT** Multiple Choice Questions of 02 Marks each on any **ONE** Unit (16 Marks).
7. Question paper will be of 80 Marks (32+32+16) and consists of five questions and all the questions shall be compulsory.
8. The duration of the exam paper will be three hours.

**B) Practical:**

1. Practical question paper will be of 80 marks and questions will be asked from all the units of the syllabus.
2. The duration of the exam paper will be of THREE hours.

**C) Internal Assessment:**

1. Internal Assessment Marks shall be allotted on the basis of Assignments, Class Work, Seminars and Observation of Teachers.
2. Appropriate record of assignment, class work and seminars shall be kept in the department/college.

## CHEME OF TEACHING AND EXAMINATION FOR SEMESTER & CREDITS PATTERN OF BACHELOR OF LIBRARY AND INFORMATION SCIENCE (B.L.I.Sc.) PROGRAMME

| SEMESTER-I | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Course Code | Title of the Course | Teaching Scheme Credits | | | | Examination Scheme Marks | | | | | Total Marks |
| | | | | | | Theory | | | Pract. / Internal | | |
| | | TH | TU | PR | Total Credits | Dur. | Max. Mar. | Min. Passing Marks | Max. Mar. | Min. Passing Marks | |
| **BL-101** | Foundation of Library and Information Science | 3 | - | - | 3 | 3 Hr. | 80 | 32 | 20 | 08 | 100 |
| **BL-102** | Library Organization | 3 | - | - | 3 | 3 Hr. | 80 | 32 | 20 | 08 | 100 |
| **BL-103** | Library Classification and Library Cataloguing | 3 | - | - | 3 | 3 Hr. | 80 | 32 | 20 | 08 | 100 |
| **BL-104** | Basic Computer Application in LIS | 3 | - | - | 3 | 3 Hr. | 80 | 32 | 20 | 08 | 100 |
| **BL-105** | Reference Sources and Services | 3 | - | - | 3 | 3 Hr. | 80 | 32 | 20 | 08 | 100 |
| **BL-106** | Library Skills and Communication | 3 | - | - | 3 | 3 Hr. | 80 | 32 | 20 | 08 | 100 |
| **BL-107** | Library Classification: Practical | - | - | 3 | 3 | 3 Hr. | 80 | 32 | 20 | 08 | 100 |
| **BL-108** | Library Cataloguing: Practical | - | - | 3 | 3 | 3 Hr. | 80 | 32 | 20 | 08 | 100 |
| **BL-109** | Basic Computer Application in LIS: Practical | - | - | 3 | 3 | 3 Hr. | 80 | 32 | 20 | 08 | 100 |
| **BL-110** | Reference Services and Information Sources: Viva-Voce | - | 3 | - | 3 | | 50 | 20 | | | 50 |
| **BL-111** | Library Project and Library Visit | - | - | - | 2 | | 50 | 20 | | | 50 |
| | **Total** | **18** | **3** | **9** | **32** | | **820** | | **180** | | **1000** |
| **SEMESTER-II** | | | | | | | | | | | |
| **BL-201** | Librarianship as a Profession | 3 | - | - | 3 | 3 Hr. | 80 | 32 | 20 | 08 | 100 |
| **BL-202** | Library Management | 3 | - | - | 3 | 3 Hr. | 80 | 32 | 20 | 08 | 100 |
| **BL-203** | Knowledge Organization and Document Description | 3 | - | - | 3 | 3 Hr. | 80 | 32 | 20 | 08 | 100 |
| **BL-204** | Advance Computer Application in LIS | 3 | - | - | 3 | 3 Hr. | 80 | 32 | 20 | 08 | 100 |
| **BL-205** | Information Sources, Products and Services | 3 | - | - | 3 | 3 Hr. | 80 | 32 | 20 | 08 | 100 |
| **BL-206** | Personality Development and Career Planning | 3 | - | - | 3 | 3 Hr. | 80 | 32 | 20 | 08 | 100 |
| **BL-207** | Knowledge Organization: Practical | - | - | 3 | 3 | 3 Hr. | 80 | 32 | 20 | 08 | 100 |
| **BL-208** | Document Description: Practical | - | - | 3 | 3 | 3 Hr. | 80 | 32 | 20 | 08 | 100 |
| **BL-209** | Advance Computer Application in LIS: Practical | - | - | 3 | 3 | 3 Hr. | 80 | 32 | 20 | 08 | 100 |
| **BL-210** | Information Products and Services: Practical | - | - | 3 | 3 | 2 Hr. | 50 | 20 | | | 50 |
| **BL-211** | Internship and Study Tour Report | - | - | - | 2 | | 50 | 20 | | | 50 |
| | **Total** | **18** | **-** | **12** | **32** | | **820** | | **160** | | **1000** |
| | **Grand Total Semester I+II** | **36** | **3** | **21** | **64** | | **1640** | | **360** | | **2000** |

**SEMESTER- I (Theory )**
**Bachelor of Library and Information Science (B.L.I.Sc.)**

| Code of the Course | Title of the Course | Total Number of Periods |
|---|---|---|
| **BL-101** | **Foundation of Library and Information Science** | **60** |

**COs:**

1. Develop libraries and promote extension services for the society.
2. Apply Professional ethics in Library profession.
3. Act as promoter of Library and Information Services in the society
4. Inculcate Reading habits among the end users.
5. Establish Public Libraries in the villages

| Unit | Content |
|---|---|
| Unit I | **Development of Libraries: An Overview**<br>Definitions, Evolution and Development of Libraries in the World<br>Writing Materials and Printing development in India<br>Development of Libraries and History of Library Movement in India<br>**(12 periods)** |
| Unit II | **Role of Libraries:**<br>Role of libraries in formal and in-formal education<br>Role of Library and Information Centers in Modern Societies<br>Library as a Social Institution<br>Reading, Reading Habits and Role of Libraries in developing Reading Habits<br>Library as an agency of mass communication<br>**(12 periods)** |
| Unit III | **National and International Level Promoters of Library and Information Services**<br>RRRLF<br>UNESCO<br>UGC, OCLC World Bank<br>**(12 periods)** |
| Unit IV | **Types of Libraries:**<br>Academic Libraries (School, College and University Libraries), Special Libraries and Information Centers, Public Libraries, Mobile Library, National Library of India: Concept, Functions and Services<br>**(12 periods)** |
| Unit V | **Normative Principles of Library and Information Science:**<br>Five Laws of Library Science<br>Implications of Five Laws in Library and Information Activities<br>**(12 periods)** |
| **Activities | 1. Visit to RRRLF webite<br>2. UNESCO –Library services<br>3. Public library services for community<br>4. Readers club in libraries |

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11. Surendra Singh and Sonal Singh.Ed. Library, Information and Science and Society. New Delhi: Ess Ess.2002
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| Code of the Course | Title of the Course | Total Number of Periods |
|---|---|---|
| **BL-102** | LIBRARY ORGANIZATION | **60** |

**COs:**

1. Understand the types of libraries with their distinct functions and services.
2. Organize the library in modern era
3. Able to select and develop collection in the library
4. Apply the techniques in technical services of the library
5. Maintenance of the library

| Unit | Content |
|---|---|
| Unit I | **Document Selection and Collection Development:**<br>Definitions, Need and Purpose of Book Selection<br>Principles (Drury, Dewey & Mc-Colvin, Practices- Books on approval etc.)<br>Book selection policies in different libraries<br>Book selection tools: Indian and Foreign (UK & USA), Online, Reviewing Tools, Publishers Catalogue, National Bibliographies) **(12 periods)** |
| Unit II | **Technical Services- Acquisition of Books and Serials:**<br>Acquisition of Books: Objectives and Functions of acquisition sections, sources of Acquisition, Acquisition and Processing of Books and Non-print Materials<br>Serials Control: Type of Periodicals, Selection Tools, Procurement (Direct and through Agent), Receipt and Recording of Periodicals, Shelving, Routing of Periodicals, Collation of completed volumes<br>Good Office Committee: History and Role in Acquisition Work **(12 periods)** |
| Unit III | **Circulation- Work and Methods:**<br>Circulation Work: Definitions, Importance and Activities in Circulation Work (Registration Work, Reservation Work, Renewal, Overdue Reminders etc.)<br>Charging System: History and Development, Pre-requisites of a Good Charging System, Browne and Newark Charging System, Computerized Charging System, Use of Bar Code in Charging System **(12 periods)** |
| Unit IV | **Reporting**<br>Library Statistics: Purpose, Sources and Kinds<br>Library Rules and Regulations: Need, Purpose and Draft of the Rules<br>Annual Report: Definitions, Purpose, Contents, and its compilation. (**12 periods)** |
| Unit V | **Maintenance**<br>Open Vs Closed Access, Protection against Enemies of Books, Binding, Conservation, Preservation and Restoration of Print, Non-Print and Electronic Materials Stock Verification: Purpose and Methods, Loss and Write off (Weeding of Books) **(12 periods)** |
| **Activities | 1. Book selection procedure in libraries<br>2. Processing of Books in libraries<br>3. Work of Circulation section<br>4. Prepare Annual Report of Library<br>5. Stock verification of 100 books |

**References:**


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| Code of the Course/Subject | Title of the Course/Subject | Total Number Periods |
|---|---|---|
| **BL-103** | LIBRARY CLASSIFICATION AND LIBRARY CATALOGUING | **60** |

**COs**

1. Apply Classification skills regarding to Dewey Decimal Classification and Colon Classification schemes in the library.
2. Apply knowledge in cataloguing books and material in the library

| Unit | Content |
|---|---|
| Unit I | **Classification:**<br>Classification: Definition, Purpose,<br>Natural and Artificial Classification, Classification vs. Division Knowledge Classification: Definition, Purpose, History of Knowledge Classification) **(12 periods)** |
| Unit II | **Library Classification:**<br>Library Classification: Definition, Need, Purpose and Function<br>Methods of arrangement of books on shelves<br>Knowledge Classification vs. Book Classification **(12 periods)** |
| Unit III | **Classification Schemes:**<br>Dewey Decimal Classification (Latest Edition):General Outline, Main Class, Hierarchical Structure, Notation, Mnemonics, Auxiliary Tables, Synthetic Devices, Phoenix Schedules, Index and other features, Current Trends in Classification**(12 periods)** |
| Unit IV | **Library Catalogue:**<br>Nature, Functions, Need and Purpose<br>Reading a Book Technically<br>Kind of Catalogue: Outer (Physical) Forms of Library Catalogue (Book, Sheaf, Printed, OPAC, MARC etc.) Inner Forms of Library Catalogue (Classified Dictionary, Alphabetical, etc.) **(12 periods)** |
| Unit V | **Catalogue Entries:**<br>Entries and their function (AACR): Main, Added, Analytical, Parts of entries including Unit Card System<br>Filing of Entries: Alphabetical, Classified<br>Alphabetization-Letter by letter, Word by word. **(12 periods)** |
| **Activities | 1. Classification of 10 books as per DDC or CC<br>2. Catalogue Entries of 10 Books in any Library software |

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| Code of the Course | Title of the Course | Total Number of Periods |
|---|---|---|
| **BL-104** | BASIC COMPUTER APPLICATION IN LIC | **60** |

**COs:**

1. Apply knowledge in Automation of Libraries
2. Compare and select best library software from various commercial and open source Library software
3. Knowledge about Library software, Open source Library software

| Unit | Content |
|---|---|
| Unit I | **Introduction to Computer System:** Computer: Definitions, Historical Development, Generations of Computer, Characteristics and Functions of Computers, Types of Computers (Mainframe, Super, Hybrid, Micro-mini, Personal-Laptop, Tab) **(12 periods)** |
| Unit II | **Components of Computer System:**<br>Hardware: Storage Devices, Input and Output devices, CPU<br>Software: System Software, Application Software Operating Systems: MSDOS, MS Windows, WINDOWS-NT LINUX, UNIX, etc. **(12 periods)** |
| Unit III | **Information Technology (IT)**<br>IT: Definition, Need, Scope, Functions and Objectives<br>Components of IT **(12 periods)** |
| Unit IV | **Computer Application to LIC:**<br>Library Automation: Concept, Need and Importance<br>Areas of Automation- House Keeping Operations<br>Planning, Hardware and Software requirement, Design and implementation of Automation **(12 periods)** |
| Unit V | **Library Software:**<br>Criteria for Selection of Library Software, Special features, Modules of Library Software- WINISIS, SOUL, SLIM, LIBSYS etc.<br>Open Source Library Management Software: e-Granthalaya and KOHA **(12 periods)** |
| **Activities | 1. Configuration of latest Computer or Laptop published in newspaper or online.<br>2. Article indexing of 5 Journal articles in WINISIS<br>3. Prepare Comparative chart of Commercial Library software |

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| Code of the Course | Title of the Course | Total Number Periods |
|---|---|---|
| **BL-105** | REFERENCE SOURCES AND SERVICES | **60** |

**COs:**

1. Arrange the reference sources in classified manner and provide services to the end users.
2. Evaluate and provide the reference services to the users

| Unit | Content |
|---|---|
| Unit I | **Introduction to Reference Sources:**<br>Types, Criteria for selection and evaluation of Reference Sources (Authority, Scope, Treatment, Arrangement, Special Features and Utility)<br>Difference between General Books and Reference Books<br>Study of Encyclopedia and Dictionary (Content, Types, Arrangement, Scope and Uses) **(12 periods)** |
| Unit II | **Introduction to Reference Service:**<br>Reference Service: Definitions, Need, Scope and Objectives (Origin and development of Reference Service from beginning to Internet era) **(12 periods)** |
| Unit III | **Theories and Functions of Reference Service:**<br>Theories: James I. Wyer and Samuel Rothstein<br>Functions of Reference Service: Dr. S. R. Ranganathan and Prof. A. K. Mukherjee **(12 periods)** |
| Unit IV | **Types of Reference Service:**<br>Orientation Programme, Ready-Short and Long Range Reference Service, Reader Advisory and Guiding Service, Bibliographical and Fact Finding Assistance, Literature Search, Document Delivery Service , Web-Based Services and FAQs.<br>Reference Services in various libraries. **(12 periods)** |
| Unit V | **Organization and Management of Reference Department:**<br>Organization of Reference Department<br>Evaluation of Reference Service<br>Qualities of Reference Librarian<br>Referral Service: Concept and Importance **(12 periods)** |
| **Activities | 1. Visit any one local college library and prepare list of reference sources and services<br>2. Visit to website of NISCAIR and NASSDOC and prepare document on Document Delivery service |

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| Code of the Course | Title of the Course | Total Number of Periods |
|---|---|---|
| **BL-106** | LIBRARY SKILLS AND COMMUNICATION | **60** |

**COs:**

1. Apply library skills including Managerial, conceptual, technical, soft skills, decision making, analytical etc.
2. Able to build team for providing effective services

| Unit | Content |
|---|---|
| Unit I | **Library Skills:**<br>Need and Importance of Library Skills<br>Types of Skills: Administrative Skills, Managerial Skills, Conceptual Skills, Technical Skills, Human Relation Skills, Soft Skills, Logical Skills, Decision Making Skill, Analytical Skills **(12 periods)** |
| Unit II | **Leadership Skill:**<br>Leadership: Definitions and Concept<br>Importance of Leadership, Nature of Leadership, Formal and Informal Leaders, Leadership Styles<br>Leadership Role of Library Professionals **(12 periods)** |
| Unit III | **Library Letters and Writing Skills**<br>Types of Letters: Informal Letter/Personal Letters, Formal/Official letters.<br>Personal Letters: Application Forms/Format, Joining Letter<br>Official Letters: Book Order, Journal Subscription, Quotation Letters,<br>Note Sheet, Notice, Circulars, Agenda, Minutes, Resolutions, Reminders<br>Reports: Progress Report, Inspection Report, Confidential Report, etc<br>Records Management**:** Types of filing- Official and personal files, Maintenance of filing. **(12 periods)** |
| Unit IV | **Communication and User:**<br>Principles of effective Communication,<br>Process of Communication, Barriers and Gateway to Communication,<br>Do and Don’ts of Communication with Users, Types of Communication. **(12 periods)** |
| Unit V | **Team Building and Team Work**<br>Meaning, Aspects of Team Building in Library, Skills Needed for Teamwork in Library, Characteristics of Effective Team, Role of a Librarian as a team Leader, Role of Library Staff as Team Members **(12 periods)** |
| **Activities | 1. Write letters to vender for ordering minimum 5 books and 5 journals<br>2. Collect proforma of various reports (Progress Report, Confidential Report, Inspection Report etc.) from college and University.<br>3. Arrange meeting and prepare minutes of the meeting. |

**References:**


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**SEMESTER- I (Practical)**

| Code of the Course | Title of the Course | Total Number of Periods |
|---|---|---|
| BL-107 | LIBRARY CLASSIFICATION: PRACTICAL | 60 |

**Cos:**
1. Develop skills for classification in National and International Classification Schemes

**Total Number of Credits = 3**

**Classification of subjects using latest DDC Edition (60 Marks)**
- Classification of Basic and Compound Subjects
- Use of Table-1
- Use of Table-2 (Subject + Area)
- Use of Table-3 (Use of Literary Forms)
- Table-4

**Colon Classification (7th Edition) (20 Marks)**
Basic and Compound Subjects in CC

| Code of the Course | Title of the Course | Total Number of Periods |
|---|---|---|
| BL-108 | LIBRARY CATALOGUING: PRACTICAL | 60 |

**Cos:**
1. Understand and generate catalogue entries using AACR II.

**Total Number of Credits = 3**

**Library Cataloguing (80 Marks)**
- Cataloguing of Document using AACR Latest Edition
- Simple, Joint Author, Corporate Author, Composite Books.
- Structure of Main Entries, Added Entries and Reference Entries

| Code of the Course | Title of the Course | Total Number of Periods |
|---|---|---|
| BL-109 | BASIC COMPUTER APPLICATION IN LIC: PRACTICAL | 60 |

**COs:**
1. Understand and apply the different in-house operations associated with libraries.
2. Acquire and apply complete practical knowledge in the automation of Libraries
3.

**Total Number of Credits = 3**

**MS-Office Suit (80 Marks)**
- MS-Word: Document Creation, Formatting, Table Creation and Printing etc.
- Creation of Resume/BIODATA using word file.
- MS-Excel: Database Creation, Charts etc.
- MS-Power Point: Slide Preparation and Presentation
- Viva-Voce

| Code of the Course | Title of the Course | Total Number of Periods |
|---|---|---|
| BL-110 | REFERENCE SOURCES AND SERVICES: PRACTICAL | 60 |

**COs:**
1. Ability to evaluate and suggest authentic and useful information sources to library users.
2. Expertise to provide reference and referral services to users of a library.

**Total Number of Credits = 3**

**Study of Reference Sources and Evaluation (50 Marks)**
- Study of Various Reference Sources with special reference to India: Dictionaries, Encyclopedias, Year Book and Directories.
- Evaluation of selected standard reference sources
- Finding information from above standard reference sources
- Viva-Voce
-

| Code of the Course | Title of the Course | Total Number of Periods |
|---|---|---|
| BL-111 | TERM WORK | - |

**COs:**
1. Understand the real working environment of library operations.
2. Apply knowledge and skills of working mechanism of libraries.
3.

**Total Number of Credits = 2**

**Library Project (25 Marks)**
- Compilation of News Paper Clippings

**Library Visit (25 Marks)**
- Visit of local College Library/University Libraries.
- Preparation of visit report and submission of it.

After submission of Library Visit report the Head of the Department or Principal will allot the Tour Report Marks.

**SEMESTER- II (Theory )**
**Bachelor of Library and Information Science (B.L.I.Sc.)**

| Code of the Course/Subject | Title of the Course/Subject | Total Number of Periods |
|---|---|---|
| **BL-201** | LIBRARIANSHIP AS A PROFESSION | **60** |

**COs:**
1. Apply knowledge of library legislation in decision making.
2. Will provide consultancy services
3. Will form network for the development of libraries of libraries

| Unit | Content |
|---|---|
| Unit I | **Librarianship as a Profession:**<br>Attribution of Profession<br>Librarianship as a Profession<br>Philosophy of Librarianship<br>Professional Ethics: Need and Importance **(12 periods)** |
| Unit II | **Library Legislation:**<br>Brief History of Library Legislation in India and with special reference to Maharashtra (MPLA-1967)<br>Brief Outline of Press and Registration Act, Delivery of Books and Newspaper Act, and Copyright Act.<br>Need and Purpose of Library Legislation<br>Principles of Library Legislation **(12 periods)** |
| Unit III | **Professional Associations:**<br>National LIS Associations (ILA, IASLIC, IATLIS)<br>International LIS Associations (IFLA, ALA, FID<br>Role of Professional Association in growth of LIS profession **(12 periods)** |
| Unit IV | **Library Publicity:**<br>Public Relation and Publicity<br>Publicity and Extension Outreach Activities<br>Promotional and Consultancy Services<br>Library Path Finder (guides) **(12 periods)** |
| Unit V | **Role of Government and Its Agencies**<br>Role of State and Central Government<br>Sinha Committee Report<br>Planning Commission(National Institution for Transforming India (NITI) Ayog)<br>Working Group, UGC, RRRLF, National Knowledge Commission **(12 periods)** |
| **Activities | 1. List the activities of National and International Library Associations<br>2. Identify the Consultancy services providers in Library profession<br>3. Identify Extension and outreach activities in Local libraries |

**References:**


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| Code of the Course/Subject | Title of the Course/Subject | (Total Number of periods) |
|---|---|---|
| **BL-202** | **LIBRARY MANAGEMENT** | **60** |

**COs:**

1. Apply knowledge of principles of management and its application in libraries
2. Will be a Good manager in Library
3. Analyse job opportunities in Government and private sector
4. Prepare Annual Budget of the Library

| Unit | Content |
|---|---|
| Unit I | **Management:**<br>Management: Definitions, Purpose and Steps , History of Management,<br>Administration: Definitions, and Purpose<br>Principles of Management and its application to library<br>Functions of Management (POSDCORB)<br>Qualities of Good Manager **(12 periods)** |
| Unit II | **Library Planning and Library Committee:**<br>Physical Planning: Standards, Equipments, Furniture,<br>Planning and Space Management: Modern Library Building, Sections of Modern Library<br>Library Committees: Need, and Purpose, Composition and Functions<br>Role of Librarian in Library Committee. **(12 periods)** |
| Unit III | **Personnel Management:**<br>Definition, Concept, and Function of Personnel Management<br>Manpower Planning: Recruitment and Selection of Personnel: Sources of Recruitment, Steps in Selection Procedures. **(12 periods)** |
| Unit IV | **Financial Management:**<br>Budget: Concept, Need and Importance<br>Budgeting Techniques and Methods (Line-by-Line, Formula Budgeting, Programme Budgeting, Performance Budgeting, Planning Programming Budgeting Systems (PPBS), Zero Based Budgeting (ZBB) etc.) **(12 periods)** |
| Unit V | **Job Analysis and Performance Appraisal:**<br>Job Analysis: Definitions and Need, Job Evaluation, Performance Evaluation and Performance Appraisal, Performance Measurement **(12 periods)** |
| **Activities | 1. Prepare Budget of College Library or University Library<br>2. Staff Selection process- Recruitment and process (Give report of process) |

**References:**


1. Beardwell, Ian and Holden, Len. Ed. Human Resource Management Contemporary Perspective, New Delhi
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| Code of the Course/Subject | Title of the Course/Subject | Total Number of periods |
|---|---|---|
| **BL-203** | KNOWLEDGE ORGANIZATION AND DOCUMENT DESCRIPTION | **60** |

**COs:**

1. Apply knowledge of the structure and attributes of universe of knowledge in the library.
2. Students will in position to prepare various catalogue entries for simple, complex and non book materials in libraries

| Unit | Content |
|---|---|
| Unit I | **Universe of Knowledge:**<br>Structures and Attributes<br>Universe of Subjects as mapped in DDC and CC<br>Types of Subjects: Basic, Compound and Complex<br>Modes of Formation of Subjects **(12 periods)** |
| Unit II | **Notational System:**<br>Notation: Need and Importance, Types, Qualities of Good Notation, Hospitality of Notation. Call Number: Structure and various parts, Importance, and Function<br>Species of Library Classification Schemes **(12 periods)** |
| Unit III | **Canons of Classification:**<br>Canon: Concept and Importance<br>Three planes of Canon: Idea, Verbal, and Notational<br>Postulates of Facet Sequence and Analysis **(12 periods)** |
| Unit IV | **Normative Principles and Cannons of Cataloguing:**<br>Cannons of Cataloguing<br>International Standard Bibliographic Description: ISBD (M), ISSN(S) and ISBD (NBM), Resource Description and Access (RDA): Concept and Importance **(12 periods)** |
| Unit V | **Catalogue-Utility and Economy**<br>Subject Cataloguing: Concept and Principles<br>Subject Heading Lists and their features<br>Selective and Simplified Cataloguing, Cataloguing of Non-book Material, Cooperative and Centralized Cataloguing, Union Catalogue, OPAC and WEBOPAC **(12 periods** |
| **Activities | 1. List of Call number of 10 Books of any subject local college/University library<br>2. List of 10 Books having ISBN of any subject from local college/University library<br>3. List of 10 Journals having ISSN of any subject from college/University library |

**References:**


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2. Barbara, M Westby, Ed. Sears List of Subject Headings. New York. HW. Wilson, 1977
3. Berwick Sayers. WC Introduction to Library Classification. London, Andra Dauth. 1950
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| Code of the Course/Subject | Title of the Course/Subject | Total Number of periods |
|---|---|---|
| **BL-204** | **ADVANCE COMPUTER APPLICATION IN LIC** | **60** |

**COs:**

1. Select and develop infrastructure for communication technology, networking topology, Internet services and search engines
2. Analyse various security system and use in the library

| Unit | Content |
|---|---|
| Unit I | **Communication Technology:**<br>Fundamentals of Communication Technology: Media, Mode and Components<br>Network Media: Optical Fiber, Ethernet, Network Interface Card, Hub, Routers and Modem, Open System Interconnection (OSI) Reference Model **(12 periods)** |
| Unit II | **Networking Technology:**<br>Types of Network-LAN, WAN, MAN<br>Network Topologies-Bus, Star, Ring, Mesh, Tree etc.<br>LAN: Planning, Designing and Implementation<br>Network Software: Network Operating System, Domain Name System, Network Management System. **(12 periods)** |
| Unit III | **Internet:**<br>Internet: Concept, Components and Importance<br>Connectivity: Dialup, Leased Lines, ISDN<br>Protocols: FTP, HTTP<br>Web Browsers: Internet Explorer, Netscape Navigator **(12 periods)** |
| Unit IV | **Internet Services and Search Engines:**<br>Internet Services: Need and Importance<br>Search Engines: Concept and Need<br>Types of Search Engines: Google, Altavista, Yahoo, Dogpile, Infoseek etc.<br>**(12 periods)** |
| Unit V | **Library Security System:**<br>Library Security: Need and Importance<br>Kinds of Security System: Electromagnetic Systems, 3M Security, RFID Technology, CCTV, Internet Security-Firewall and Proxy Servers **(12 periods)** |
| **Activities | 1. Identify results using various search engines on particular one keyword, take screenshot and submit printout<br>2. Identify Library Security System in Local libraries |

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- Lucy. A. Tedd. An Introduction to computer based library system. Ed. 3 Chinchester. Wiley. 2005


| Code of the Course/Subject | Title of the Course/Subject | Total Number of periods |
|---|---|---|
| **BL-205** | INFORMATION SOURCES, PRODUCTS AND SERVICES | **60** |

**COs:**

1. Develop Information products for the users on demand
2. Would able to provide Alert services and SDI services to the researchers
3. Create awareness about the library products and services among the users

| Unit | Content |
|---|---|
| Unit I | **Information Sources:**<br>Sources of Information: Documentary- Print and Non-print, Electronics<br>Nature, Characteristics, Utility and Evaluation of different types of Information Sources. Non-Documentary Information Sources: Human, Institutional- Nature, Types, Characteristics and Utility. Categories of Information Sources: Primary, Secondary and Tertiary<br>**(12 periods)** |
| Unit II | **Information Products:**<br>Information Products: Nature, Scope and Functions<br>Various Information Products: Abstract, Index, Bibliographies, Catalogue, Contents, Databases (CD-ROM & Web), Repositories etc.<br>**(12 periods)** |
| Unit III | **Information Services:**<br>Information Services: Concepts, Definition, Need and Trends<br>Information Alert Services (CAS & SDI) Need, Techniques and Evaluation<br>Bibliographic, Abstract, Referral, Document Delivery and Translation Services<br>**(12 periods)** |
| Unit IV | **Assessment of Users' Need and User Education**<br>Types of Users, Approaches and Needs of Users, Information Seeking Behavior<br>User Studies: Methods, Techniques and Purpose, User Education: Objectives, Level and Techniques **(12 periods)** |
| Unit V | **Trends in Information Service:**<br>Impact of IT on Information Services: Databases, Electronic Reference Sources, Electronic Document Delivery , Internet as a source of Information<br>**(12 periods)** |
| **Activities | 1. List of abstracts and Index published in India<br>2. List of primary, secondary and tertiary sources available in college/university library |

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17. Roychoudhary, Prabir and Mukhopadhyay, Nirmalalendu. Library and Information Services in India. Calcutta: IASLIC, 2000.
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19. Tripathi, S. M. Sandarbha aevam suchana Seva keayam (New Dimensions of Reference/ Information Services), Agra: Y. K. Publishers, 1993.
20. Walford, A. J. (Ed). Concise Guide to Reference Materials, London; Library Association, 1981.


| Code of the Course/Subject | Title of the Course/Subject | Total Number of Periods) |
|---|---|---|
| **BL-206** | PERSONALITY DEVELOPMENT AND CAREER PLANNING | **60** |

**COs:**

1. Analyse career opportunities such as Librarian, Teaching, Entrepreneur, Publisher, Vendor, Distributor, career opportunities in LIC
2. Seek Job in the Libraries of Government and private sector

| Unit | Content |
|---|---|
| Unit I | **Career Opportunities in LIC:**<br>Career opportunities in various libraries: Academic, Public and Special Libraries, National Library, Information Systems, Call Center, Data Base Center, and Corporate Sectors etc. **(12 periods)** |
| Unit II | **Interview Techniques (LIC Oriented)**<br>Types of Interview, Preparation of Interview, Facing the Interview panel/board, Group Discussion<br>Questions in Interview: Personal Questions, Questions on opted subjects, Job related Questions, Questions on General Knowledge, Questions on General Awareness, Questions on Extra-curricular Activities, Miscellaneous Questions<br>Resume/Curriculum Vitae: Preparation of Resume/Curriculum Vitae, Different format of Resume/Curriculum Vitae **(12 periods)** |
| Unit III | **Career Planning in Library and Information Sector:**<br>Concept and Need of Career Planning,<br>Career Selection, Career Guidance, Career Advancement, Entrepreneurship Development in relation to Library and Information field. **(12 periods)** |

| | |
|---|---|
| Unit IV | **Personality Development**:<br>Personality Development of Library Professionals,<br>Inner Traits of Personality, Outer Traits of Personality,<br>Personal Attributes required for Library Professional,<br>Steps of Personality Development for Library Professional **(12 periods)** |
| Unit V | **Personality Development Activities:**<br>Training and Development: Need and Importance<br>Types of Training: Induction Training, Job Instruction Training, Vestibule Training, Refresher Training, Apprenticeship Training<br>Methods of Training: On the Job and Off the Job<br>Professional Development Activities: Workshop, Seminar, Conference, Orientation Programme, Refresher Courses, Short Term Course, Continuing Education etc. **(12 periods)** |
| **Activities | 1. Preparation of Curriculum Vitae<br>2. Collect the advertisement data of current year in LIS profession (5-10 Advertisement)<br>3. Identify the questions and make list of it for the preparation of Interview in LIS |

**References:**


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4. Hurlock, Elizabeth B. Personality Development. 26th Rev. Ed. New Delhi: Tata McGraw-Hill Publication Limited, 2005.
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**SEMESTER- II (Practical)**

| Code of the Course | Title of the Course | Total Number of Periods |
|---|---|---|
| **BL-207** | KNOWLEDGE ORGANIZATION: PRACTICAL | **60** |
| **Cos:**<br>**1.** Selection of appropriate and useful classification system in the library | | |
| **Total Number of Credits = 3** | | |
| **Classification of subjects using latest DDC Edition (60 Marks)**<br>– Classification of Compound and Complex Subjects<br>– Use of Table-2 (Subject + Area + Area)<br>– Add to Instructions using Table-1<br>– Use of Table-3 Detailed Study<br>– Use of Table-5, Table-6 and Table-7<br>– Add to Instructions.<br>**Colon Classification (7th Edition) (20 Marks)**<br>– Use of PMEST Facet:<br>– Use of Common Isolates (ACI) | | |

| Code of the Course | Title of the Course | Total Number of Periods |
|---|---|---|
| **BL-208** | DOCUMENT DESCRIPTION: PRACTICAL | **60** |
| **Cos:**<br>1. Apply knowledge for cataloguing of the documents for non book materials<br>2. | | |
| **Total Number of Credits = 3** | | |
| **Document Description (80 Marks)**<br>– Cataloguing of Document using AACR Latest Edition<br>– Pseudonymous, Government Publication, Serial Publication, Collected Work, Series<br>– Non-book Material: Audio, Video Disk, Microforms, Maps, Atlases, Globes<br>– | | |

| Code of the Course | Title of the Course | Total Number of Periods |
|---|---|---|
| **BL-209** | ADVANCE COMPUTER APPLICATION IN LIC: PRACTICAL | **60** |

**Cos:**
1. Will create databases using selected Library software
2. Retrieve documents for providing services to the users

**Total Number of Credits = 3**

**Data Base Creation, Search and Retrieval Using WINISIS / SOUL / SLIM / LYBSYS / LIBMAN Software (80 Marks)**
- Creation of Database
- Data Entry using any modules
- Searching and Retrieval
- Report Generation and Printout
- Viva-Voce

| Code of the Course | Title of the Course | Total Number of Periods |
|---|---|---|
| **BL-210** | INFORMATION SOURCES, PRODUCT AND SERVICES: PRACTICAL | **60** |

**Cos:**
1. Create awareness about information sources, bibliographical sources etc.
2. Create databases, repositories, blog, develop portal etc.
3. Practical hands on training on information searching from various sources

**Total Number of Credits = 3**

**Study of Reference Sources and Evaluation (50 Marks)**
- Study of Information Sources (Print): Bibliographical Sources, Geographical Sources, Special Reference Sources.
- Study of Information Sources (Electronic): Portal, Blog, Databases and Repositories.
- Study and Evaluation of Websites of Information Systems: NISCAIR, INFLIBNET, DESIDOC, NASSDOC,
- Evaluation of selected standard reference sources
- Finding information from above standard reference sources
- Viva-Voce

| Code of the Course | Title of the Course | Total Number of Periods |
|---|---|---|
| **BL-211** | TERM WORK | **60** |

**Cos:**
1. The students would be able to create State-of-the Art Report of the library.
2. Get ability to prepare various types of bibliographies.

**Total Number of Credits = 2**

**Library Project (25 Marks)**
- Compilation of Bibliography of at least 100 entries.

**Tour Report (25 Marks)**
- Education Tour of National recognized institute of LIS, Information Centers and Libraries.
- After submission of Study Tour report the Head of the Department or Principal allot the Tour Report Marks
-

**SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI**

**GENERAL INFORMATION :**

1. **Faculty :** Inter-disciplinary Studies
2. **Programme :** Master of Library and Information Science (M.L.I.Sc.)
3. **Duration of the Programme :** One Year (Two Semesters)
4. **Pos :**
    1. To give the students an understanding of the basic principles and fundamental laws of librarianship.
    2. To enable the students to understand and appreciate the function and purposes of LICs in the changing social, cultural, technological and economic environment.
    3. To train the students in organization and the management of LICs including advance computer application to house-keeping activities of the libraries.
    4. To develop thorough knowledge of various sources of information, their organization and the necessary skills to provide traditional and modern library services.
    5. To develop the knowledge, skills and attitudes of the students leading to professional qualification for practicing librarianship as a career.
5. **PSOs :**
    1. 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.
    2. 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.
    3. Can perform and access research based practices through the application of information literacy, inquiry, and research methods including data discovery, analytics and qualitative measures.
6. **Eligibility:** A candidate who has secured B.L.I.Sc. degree from any Indian university with at least 40% marks. .
7. **External Students:** This programme is not open to external students. **Only full time regular students are eligible for the programme.**
8. **Employability Potential of the Programme :**

Employability skills are typically considered essential qualifications for many job positions and hence have become necessary for an individual's employment success at just about any level within a business environment. Knowledge, techniques, skills, abilities, values, aspirations, wants, needs, dreams and personal style of a candidate seeking employment also enhance the candidate's employability.

Librarianship as a profession provides a variety of employment opportunities. The library science professionals (LIS) choose employment for their career prospects. The library and information science field also explores the entrepreneurial opportunities in this field. There are various entrepreneurial opportunities for the budding library science professionals associated with the Library and Information Science field.

To a larger extent, it could be said that the curriculum meets the needs of both students and expectations of Academic libraries, industry although shortcomings were noted in some areas. The broadening of the LIS curriculum to include ICT courses, which have proven to be very popular, is really encouraging. This implies that LIS graduates could easily take up alternative jobs, something that assumes even greater significance considering that jobs in the LIS sector were hard to get. More importantly, they reflect the prevailing situation the world over where ICT content in the curriculum is assuming greater prominence. LIS students have careers in both Government and private sector.

The field Library and Information Science (LIS) is multidisciplinary in nature as a result of which tremendous changes can be traced in the discipline. This has brought radical changes in the outlook of the profession. There are many opportunities for Library and Information (Lib & Inf.Sci) professionals in traditional and non-traditional jobs which have been influenced by digital environment.

This environment demands new job titles, new roles and skills from the profession to provide various library and information services. As a profession the discipline offers a wide range of employment opportunities in different types of settings, be it public, academic, or special, government or non-government, traditional, hybrid, or digital, small, medium, or large, corporate, non-corporate etc.

The very nature of employment in libraries is also changing as the job market is a fast-changing environment. All those disciplines that have relations with LIS have influenced the employers to expect more from the professionals demanding more knowledge, varied skills and techniques that fits present day library's requirements. Use of Social media in providing library services in modern libraries is very necessary nowadays. There is an urgent need for the creation of a new generation of employable professionals.

Entrepreneurship is becoming an increasingly popular alternative career choice in the current economic slowdown. It can play a major role in alleviating poverty, unemployment and underemployment. The LIS graduates who have a burning desire to make profession as a hobby and aim to accomplish, build an enterprise, wish to be independent, enjoy freedom and challenges in this field may opt entrepreneurship as a career and become a Librapreneur.

The library and Information professionals need skills to develop his/her personality for the job opportunities. Few entrepreneurial opportunities for Librapreneurs, interested LIS professionals may explore the possibilities to start a new venture and become successful and fulfill their entrepreneurial dreams. Jobs in Libraries and entrepreneurial opportunities listed as following:

- **Teaching Faculty:** After seeking MLISC, NET/SET LIS students will be eligible to seek jobs in the LIS teaching profession.
- **Academic Libraries:** LIS Students may opt as a librarian in Academic Libraries i.e. School, College and University, job includes setup of library, managing, organising, providing services to the users.
- **Public Libraries:** Librarian in Public libraries, set up of public libraries.
- **Special Libraries:** National Libraries, Health Libraries, Law Libraries, Agricultural Libraries etc
- **Information Centres:** Job in Information centres, in diverse organizations such as government ministries of information, information divisions of universities, hospitals, embassies, business companies, etc., offer job opportunities for library and information sciences professionals. Work in these information centres largely involves selecting, gathering, preserving and disseminating information about the functions of the organization. Professionals working in such centres are known either as information officers or information specialists.
- Organisation of a Private Library: This is another job an information scientist can do to earn some money. Many scholars have a lot of books, documents and journals especially after their retirement which they can organize into a library.
- **Bookshops Manager:** Bookselling in bookshops is one area in the business world that readily attracts library and information professionals. Librapreneurs, who are interested in starting a bookshop, should choose an optimal location, in a relatively safe, up-and-coming area with potential book lovers. Education cluster areas, viz., universities, institutes, research and development organizations, colleges, schools, etc are promising places for any book shop to do good business. Book shops on specific subjects viz., management, social sciences, science and technology, etc. can also be established. Book shops can also be set up to meet the needs of the users according to the ages i.e. a book shop for children, youth where fiction collection is more and senior citizens who generally look for the religious books.
- **Editors:** Information Professionals can work as Editors, Editing books, journals, newspapers and magazines.
- **Records manager:** Information professional manages Records in business organizations. The information professional can work in organizations, especially business organizations, as records manager.
- **Archives administration:** Education and training in archives administration enables the information professional to work as archivist in national, state, institutional and religious archives in India and elsewhere.
- **Publishing Industry:** The information professional who is knowledgeable in publishing can set up a publishing company which may publish books, journals, newspapers and magazines.
- **Photocopying:** The information professional can also venture into the "copy shop" business. Many photocopying businesses also offer document typing, lamination and binding services.
- **Dealer in library publications, equipment and materials:** The library and information science graduate can work as a dealer in library equipment such as shelves, catalogue cabinets, and library materials such as catalogue cards.
- **Book Distribution Agency:** The library and information science graduate can set up the agency and work as a Distributor.
- **Periodical Subscription Agency:** The library and information science graduate can set up the agency and work as a Vendor to help the librarian to subscribe to the Journals. The objective of any periodical or journal subscription area is to seek information needs of the subscribers of worldwide journals, periodicals, serial publications, magazines, etc. either in print format or electronic format.
- **Binding of books and periodicals:** Book-binding unit is a service unit in which books, copies, files, register, office records, etc. are bound on a job-work basis. The binding work can be acquired from various printing presses, schools, colleges, banks and other offices. If the Librapreneur does quality work, then this unit will get work on a continuous basis and can run successfully in various cities. Such a business will thrive rapidly if set up near institutions of higher learning where library books and students' theses and projects need binding.
- **Information brokerage:** The information professional can set up a fee-based information service. The professional can gather information and make this available to the information seeker for a fee. Database vendors come under this category. They are also known as freelance information specialists. Being an information broker affords him or her the opportunity of travelling to several places to gather information and meet people. The information broker not only supplies information for a fee but also supplies books and other media for a fee.

- **Researcher:** Several organizations, institutions and government bodies have research departments. Given the education and training received in research methodology, statistics and the management of projects, the library and information science graduate could work in such departments whose activities involve identification of problems, data gathering, data analysis and their interpretation.
- **Computer business:** The library and information science graduate who specialized in information technology and basic computing courses could work in computer organizations set up a computer business centre in which he could mount training courses, systems analysis and design, word processing, desk-top publishing, book publishing and data analysis and charting using statistical and graphics packages.
- **Consultancy Services :**

  LIS professionals with strong subject knowledge, information technology and communication skills may start service oriented venture " Library Consultancy Services" and offer various services in all corners of library functional areas i.e. Library collection building, classification, cataloguing, periodical processing, data entry services, library automation, digitization, training to library staff etc.
- **Library Software Developing Industry:**

  A Library Software Industry can be started having utter knowledge of library operations and software development and how to sell.
- **Compilation and Writing Biographies :**

  This involves the compilation of bibliographic details of a given discipline, subject or topic for a given target audience. LIS professionals, as entrepreneurs can earn sustainable income through publishing of subject and trade bibliographies.

**9. Structure of the Programme :**

**SEMESTER – I**

| Course Code | Title of the Course | L (TH) | T (TU) | P (PR) | Total Credit | Marks | | Marks = Th+Int |
|---|---|---|---|---|---|---|---|---|
| | | | | | | Th | Int | |
| **ML-101** | Management of Libraries and Information Centers | 3 | - | - | 3 | 80 | 20 | 100 |
| **ML-102** | Information Communication | 3 | - | - | 3 | 80 | 20 | 100 |
| **ML-103** | Information Storage and Retrieval | 3 | - | - | 3 | 80 | 20 | 100 |
| **ML-104** | Library Networks | 3 | - | - | 3 | 80 | 20 | 100 |
| **ML-105** | Research Methodology | 3 | - | - | 3 | 80 | 20 | 100 |
| **ML-106** | ***TWO Elective Courses (Choose Any One)**<br>A) Health Science Information System<br>B) Agricultural Information System | 3 | - | - | 3 | 80 | 20 | 100 |
| **ML-107** | Library Networks and Digital Library (Practical) | - | - | 3 | 3 | 80 | 20 | 100 |
| **ML-107 (A)** | Viva-Voce | - | 2 | - | 2 | - | - | 50 |
| **ML-108** | Term Work | - | - | - | 2 | - | - | 50 |
| | | **Total Credit** | | | **25** | **Total Marks** | | **800** |

**SEMESTER – II**

| Course Code | Title of the Course | L (TH) | T (TU) | P (PR) | Total Credit | Marks | | Marks = Th+Int |
|---|---|---|---|---|---|---|---|---|
| | | | | | | Th | Int | |
| **ML-201** | Marketing of Information Products and Services | 3 | - | - | 3 | 80 | 20 | 100 |
| **ML-202** | Computer Generated Indexes and Retrieval Techniques | 3 | - | - | 3 | 80 | 20 | 100 |
| **ML-203** | Information Analysis, Repackaging and Consolidation | 3 | - | - | 3 | 80 | 20 | 100 |
| **ML-204** | Digital Libraries | 3 | - | - | 3 | 80 | 20 | 100 |
| **ML-205** | Statistical Techniques for Report Writing | 3 | - | - | 3 | 80 | 20 | 100 |
| **ML-206** | ***TWO Elective Courses**<br>A) Engineering and Technological Information System<br>B) Legal Information System | 3 | - | - | 3 | 80 | 20 | 100 |
| **ML-207** | Project Report | - | - | 3 | 3 | 80 | 20 | 100 |
| **ML-207 (A)** | Project: Viva-Voce | - | 2 | - | 2 | - | - | 50 |
| **ML-208** | Term Work | - | - | - | 2 | - | - | 50 |
| | | **Total Credit** | | | **25** | **Total Marks** | | **800** |

**Note: *For Elective Courses:**

i) The Semester-I & II theory courses shall consist of TWO elective courses.

ii) TWO elective courses (ML-106 (A) & ML-106 (B) in Semester I and TWO elective courses (ML-206 (A) & ML-206(B) in semester-II have been given in the syllabus.

iii) Students need to offer any ONE elective course out of TWO elective courses.

iv) The Department of Library and Information Science, Sant Gadge Baba Amravati University, Amravati and its affiliated colleges running this programme, may offer either ONE or more than ONE elective course to the MLISc. students depending upon available expertise, resources etc.

v) Minimum number of students for each elective course should not be less than FIVE students.

**d) Medium of Instruction:** English (The medium of instruction shall be in English)

**e) Medium of questions paper:** English only

**f) Medium of writing examination:** English and Marathi

**10. University terms:** For the award of Master of Library and Information Science (M.L.I.Sc.) a candidate should fulfill the following conditions:-

iii) A student should have attended at least 75% of the total number of lectures and practicals in the said programme, and shall have secures at least 40% of marks in Theory and Practical and Term Work.

iv) A student, who does not thus obtain 40% of marks in the Theory, Practical, and Term Work, will have to keep fresh terms.

**11. Examination :**

**E) Total credits and marks and their allocation as per course:**

| | | | |
|---|---|---|---|
| **Semester-I** | Six Theory Courses | 18 Credits | 600 Marks |
| | One Practical Course | 3 Credits | 100 Marks |
| | ML-107 (A) Viva-Voce | 2 Credits | 50 Marks |
| | ML-108: Term Work | 2 Credits | 50 Marks |
| | **Total Credits and Marks** | **25 Credits** | **800 Marks** |
| **Semester-II** | Six Theory Courses | 18 Credits | 600 Marks |
| | Project | 3 Credits | 100 Marks |
| | ML-207(A) Viva-Voce | 2 Credits | 50 Marks |
| | BL-208: Term Work | 2 Credits | 50 Marks |
| | **Total Credits and Marks** | **25 Credits** | **800 Marks** |
| | **Grand Total (Semester I+ Semester-II)** | **50 Credits** | **1600 Marks** |

**F) Standard of Passing:**

2. For passing the M.L.I.Sc. Examination a candidate shall have to secure:
   c) Minimum 40% marks in each theory course and internal
   d) Minimum 40% marks each in practical course, internal and Viva-Voce.

**G) ATKT Rule:**

4. An applicant who has passed Semester-I shall be eligible for admission to Semester-II subject to ATKT rules.
5. Reappearing candidate shall be awarded the actual class based on total marks obtained in the re-examination.

**H) Pattern of Question Paper:**

**12. Pattern of Question Paper on the unit system:**

**D) Theory:**

The pattern of question paper as per unit system will be broadly based on the following pattern.

9. Syllabus has been divided into **FIVE** units equal to the number of question to be answered in the paper. On each unit there will be a question either a long answer type, or short answer type.
10. Number of question will be in accordance with the unit prescribed in the syllabi for each course i.e. there will be one question on each unit.
11. For every question long answer type and short answer type there will be an alternative choice from the same unit. However, there will be no internal choice in a question.
12. Division of marks between long answer and short answer type questions will be in the ratio of 40 and 60. There will be Long Questions of 16 Marks each on **TWO** units (32 Marks), **FOUR** Short Questions of 04 Marks each on **THREE** Units (48 Marks).
13. Question paper will be of 80 Marks (32+48) and questions will be asked from all the units of the syllabus.
14. Question paper will consist of FIVE questions and all the questions shall be compulsory.
15. The duration of the exam paper will be THREE hours.

**E) Practical:**

3. Practical question paper will be of 80 marks and questions will be asked from all the units of the syllabus.
4. The duration of the exam paper will be of THREE hours.

**F) Internal Assessment:**

3. Internal Assessment Marks shall be allotted on the basis of Assignments, Class Work, Seminars and Observation of Teachers.
4. Appropriate record of assignment, class work and seminars shall be kept in the department/college.

**G) VIVA VOCE:**

The Viva Voce exam will be conducted by External Examiner on the basis of practical examination in Library Networks and Digital Library.

## SCHEME OF TEACHING AND EXAMINATION FOR SEMESTER & CREDITS PATTERN OF MASTER OF LIBRARY AND INFORMATION SCIENCE (M.L.I.Sc.) PROGRAMME

| SEMESTER-I | | | | | | | | | | | Total Marks |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Course Code | Title of the Course | Teaching Scheme Credits | | | | Examination Scheme Marks | | | | | |
| | | | | | | Theory | | | Pract. / Internal | | |
| | | TH | TU | PR | Total Credits | Dur. | Max. Mar. | Min. Passing Marks | Max. Mar. | Min. Passing Marks | |
| **ML-101** | Management of Libraries and Information Centers | 3 | - | - | 3 | 3 Hr. | 80 | 32 | 20 | 08 | 100 |
| **ML-102** | Information Communication | 3 | - | - | 3 | 3 Hr. | 80 | 32 | 20 | 08 | 100 |
| **ML-103** | Information Storage and Retrieval | 3 | - | - | 3 | 3 Hr. | 80 | 32 | 20 | 08 | 100 |
| **ML-104** | Library Networks | 3 | - | - | 3 | 3 Hr. | 80 | 32 | 20 | 08 | 100 |
| **ML-105** | Research Methodology | 3 | - | - | 3 | 3 Hr. | 80 | 32 | 20 | 08 | 100 |
| **ML-106** | ***TWO Elective Courses (Choose Any One)**<br>C) Health Science Information System<br>D) Agricultural Information System | 3 | - | - | 3 | 3 Hr. | 80 | 32 | 20 | 08 | 100 |
| **ML-107** | Library Networks and Digital Library (Practical) | - | - | 3 | 3 | 3 Hr. | 80 | 32 | 20 | 08 | 100 |
| **ML-107 (A)** | Viva-Voce | - | 2 | - | 2 | 3 Hr. | - | - | 50 | 20 | 50 |
| **ML-108** | Term Work | - | - | - | 2 | 3 Hr. | - | - | 50 | 20 | 50 |
| | **Total** | **18** | **2** | **3** | **25** | | **560** | **224** | **240** | **96** | **800** |
| **SEMESTER-II** | | | | | | | | | | | |
| **ML-201** | Marketing of Information Products and Services | 3 | - | - | 3 | 3 Hr. | 80 | 32 | 20 | 08 | 100 |
| **ML-202** | Computer Generated Indexes and Retrieval Techniques | 3 | - | - | 3 | 3 Hr. | 80 | 32 | 20 | 08 | 100 |
| **ML-203** | Information Analysis, Repackaging and Consolidation | 3 | - | - | 3 | 3 Hr. | 80 | 32 | 20 | 08 | 100 |
| **ML-204** | Digital Libraries | 3 | - | - | 3 | 3 Hr. | 80 | 32 | 20 | 08 | 100 |
| **ML-205** | Statistical Techniques for Report Writing | 3 | - | - | 3 | 3 Hr. | 80 | 32 | 20 | 08 | 100 |
| **ML-206** | ***TWO Elective Courses**<br>C) Engineering and Technological Information System<br>D) Legal Information System | 3 | - | - | 3 | 3 Hr. | 80 | 32 | 20 | 08 | 100 |
| **ML-207** | Project Report | - | - | 3 | 3 | 3 Hr. | 100 | 40 | - | - | 100 |
| **ML-207(A)** | Project Viva-Voce | - | 2 | - | 2 | 3 Hr. | - | - | 50 | 20 | 50 |
| **ML-208** | Term Work | - | - | - | 2 | 3 Hr. | - | - | 50 | 20 | 50 |
| | **Total** | **18** | **2** | **3** | **25** | | **580** | **232** | **220** | **88** | **800** |
| | **Grand Total Semester I+II** | **36** | **4** | **6** | **50** | | **1140** | **456** | **460** | **184** | **1600** |

**SEMESTER- I (Theory )**
**Master of Library and Information Science (M.L.I.Sc.)**

| Code of the Course/Subject | Title of the Course/Subject | Total Number of Periods |
|---|---|---|
| Course ML-101 | MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES | 60 |

**COs:**

1. Apply Management Principles in the Library
2. Manage Human Resource and performance evaluation Standards
3. Apply Preservation & Maintenance techniques of Print and non-Print documents

| Unit | Content |
|---|---|
| Unit I | **Management:**<br>Concept, Definition and Scope, Principles of Scientific Management-Their application to LICs.<br>School of Thoughts: Classical School, Scientific Management School, Human Behavior and Motivation School, Decision Theory School<br>Approaches: Behavioral Approach, Mathematical Approach, Formalistic Approach, and Participative School, Organizational Structure: Concept and Scope<br>**(12 periods)** |
| Unit II | **Planning:**<br>Concept, Need and Purpose<br>Steps, Planning of LIC, Forecasting Techniques<br>Strategic Planning, Methods of Planning **(12 periods)** |
| Unit III | **Controlling:**<br>Concept, Definitions, Scope and Use in LIC Budgetary and Non-budgetary Control<br>PERT and CPM **(12periods)** |
| Unit IV | **Change Management:**<br>Concept of change,<br>Changes in procedures, methods, tools and techniques Problems of Incorporating change<br>Techniques of managing change **(12 periods)** |
| Unit V | **Trends in Management Techniques:**<br>Management by Objective (MBO), Management by Organizational Development (MBOD), and Management by Exception (MBE)**,** TQM, SWOT Analysis, Six Sigma, Out Sourcing, Re-engineering, MIS **(12 periods)** |
| **Activities | 1. Survey of local library for outsourcing of library work |

**References:**


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| Code of the Course/Subject | Title of the Course/Subject | Total Number of Periods |
|---|---|---|
| **Course ML-102** | **INFORMATION COMMUNICATION** | **60** |

**COs:**

1. Understand the concept of Generation of Information and knowledge
2. Apply knowledge for the development of National Information policies and Information System
3. Start-up for Databanks, clearing houses
4. Develop Information Centre, Call centre, act as liaison with the Referral service centres

| Unit | Content |
|---|---|
| Unit I | **Data, Information and Knowledge:**<br>Data, Information and Knowledge: Definitions and Conceptual Difference<br>Information Nature and Characteristics<br>Generation of Information and knowledge: Information Transfer Chain<br>Value and Use of Information **(12 periods)** |
| Unit II | **Communication of Information:**<br>Information Communication: Concept, and Scope, Information Communication Channels, Models and Barriers**,** Trends in Scientific Communication**,** Agencies promoting Communication of Information **(12 periods)** |
| Unit III | **Information Science:**<br>Definitions, Objectives and Scope,<br>Growth and development of Library Science<br>Documentation and Information Science<br>Interdisciplinary Nature of Information Science **(12 periods)** |
| Unit IV | **Information Programmes, Policies and Acts**<br>National Information Policy: Concept, Need and Guidelines, National and International Policy Issues, Information Super Highway.<br>National Information System (NATIS): Concept and Need, Universal Availability of Publication (UAP)<br>Intellectual Property Rights: WIPO and WIPONET, Right to Information, Freedom of Information, Censorship, Fair Use, Data Security. **(12 periods)** |
| Unit V | **Information System and Information Unit**<br>National & International Information System: NISSAT, NASSDOC, NISCAIR, DESIDOC, INIS, AGRIS, INSPEC.<br>Information Unit: Aims and Objective, Types and Need of Information Unit,<br>Information Center: Clearing House, Data Centers and Data Banks, Liaison Services, Information Analysis Center, Referral Service Center, Information Call Center. **(12 periods)** |
| **Activities | 1. Evaluation of any one Information System<br>2. Identify and list national and International Data banks |

**References:**


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| Code of the Course/Subject | Title of the Course/Subject | Total Number of Periods |
|---|---|---|
| **Course ML-103** | **INFORMATION STORAGE AND RETRIEVAL** | **60** |

**COs:**

1. Acquire knowledge on concepts and terminologies in Information Processing and Retrieval Theory.
2. Understand and apply various Indexing systems and Bibliographic Description Standards

Apply search strategies to locate and retrieve required information.

| Unit | Content |
|---|---|
| Unit I | **Information Storage and Retrieval**<br>Concepts, Objectives, Functions and Components of Information Storage and Retrieval<br>Content Analysis: Concept, Need, Scope and Steps in Content Analysis, Methods of Content Analysis **(12 periods)** |
| Unit II | **Document Representation and Document Description**:<br>Document Description: Principles and Practice<br>Standards for bibliographic description at National and International level<br>Current Trends in Standardization and Information Exchange<br>Trends in Information Retrieval Models **(12 periods)** |
| Unit III | **Subject Indexing:**<br>Concept, Objectives, Functions and Need of Index<br>History and Development of Subject Indexing **(12 periods)** |
| Unit IV | **Indexing Models:**<br>Pre-co-ordinate Indexing: Chain Indexing, PRECIS, POPSI<br>Post-Co-ordinate Indexing: Uniterm Indexing; Zatocoding system; Optical coincidence methods (Peek-a-Boo-system) **(12 periods)** |
| Unit V | **Indexing Languages:**<br>Characteristics and Types<br>Vocabulary Control: Natural and Control Language, Semantic and Syntax<br>Subject Heading Lists: LCSH, SLSH,<br>Thesaurus: Purpose, Function and Structure, Steps in construction of Thesaurus, Thesaurofacet and Classarus. **(12 periods)** |
| **Activities | 1. Evaluation of Library & Information Science Thesaurus<br>**2.** 10 subject headings list from LCSH or SLSH |

**References:**


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| Code of the Course/Subject | Title of the Course/Subject | (Total Number of Periods) |
|---|---|---|
| **Course ML-104** | **LIBRARY NETWORKS** | **60** |

**COs:**

1. Apply Mechanism of Resource sharing and Consortia in National and International Libraries
2. Apply Networking and Internet Technology in Libraries.
   Apply Web technologies & tools in the libraries

| Unit | Content |
|---|---|
| Unit I | **Library Networks:**<br>Library Networks: Concept and Definition, Aims and Objective of Library Network, Need of Library Networks, Uses of Library Network, Pre-requisites for Network Organization **(12 periods)** |
| Unit II | **Network Services:**<br>Types of Network Services, Importance of Network Services<br>Types of Networks: DELNET, INFLIBNET, BONET, ERNET, NICNET, JANET, BLAISE, OCLC. **(12 periods)** |
| Unit III | **Resource Sharing and Consortia:**<br>Concept and Needs, Modern Trends in Resource Sharing<br>Consortia: Concept, Definitions, Benefits and Limitations<br>Types of Consortia, International Initiatives – FORSAA<br>Indian Initiatives – UGC-INFONET, J-Gate, INDEST, CSIR e-journal consortium **(12 periods)** |
| Unit IV | **Web Technologies in Libraries:**<br>WEBOPAC , Web 2.0 Functions and Features, Web 2.0 Tools and their application in Libraries: RSS Feed, Weblogs, PODCASTS, Instant Messaging, Flicker, Wikkis and Social Networking **(12 periods)** |
| Unit V | **Creation of Web Documents:**<br>Website Designing, Markup Languages: SGML, HTML and XML<br>Website Designing Languages-HTML, Contents of Library Web page, Website Evaluation Criteria **(12 periods)** |
| **Activities | 1. Analyse network services at national and international level |

**References:**


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| Code of the Course/Subject | Title of the Course/Subject | (Total Number of Periods) |
|---|---|---|
| **Course ML-105** | **RESEARCH METHODOLOGY** | **60** |

**COs:**

1. Apply the different methods of data collection and Data Analysis.
2. Prepare Research Report independently
3. Publish Research articles in UGC care List and Scopus/WOS Journals

| Unit | Content |
|---|---|
| Unit I | **Research:**<br>Concept, Meaning, Need and Purpose of Research<br>Types of Research-Fundamental and Applied including Interdisciplinary and Multidisciplinary Research<br>Research in Librarianship: Need, Nature and History, Areas of Research in LIS (**12 periods)** |
| Unit II | **Research Design:**<br>Research Design: Objectives and Steps in Research Design, Types of Research Design, and Characteristics of a Good Research Design<br>Research Problem: Identification and Formulation of Research Problem, Selection of Research Problem, Hypothesis: Need, Purpose and Characteristics, Types of Hypothesis Designing of Research Proposal<br>**(12 periods)** |
| Unit III | **Research Methods:**<br>Research Methods: Scientific Methods, Historical Methods, Descriptive Methods, Survey Methods, Case Study Methods, Experimental Method and Delphi Techniques **(12 periods)** |
| Unit IV | **Research Techniques and Tools:**<br>Data Collection Techniques: Primary and Secondary<br>Data Collection Tools: Questionnaire, Schedules, Interview, Observation Scales, Check Lists, Library Records and Reports **(12 periods)** |
| Unit V | **Sampling Techniques:**<br>Concept, Meaning and Purpose of Sampling<br>Sampling Techniques: Types, Purpose and Steps in Sampling **(12 periods)** |
| **Activities | 1. Design questionnaire open and close ended questions (5-10 questions on any topic) |

**References:**


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| Code of the Course/Subject | Title of the Course/Subject | Total Number of Periods |
|---|---|---|
| Course ML-106 (A) | HEALTH SCIENCE INFORMATION SYSTEM | 60 |

**COs:**

- Organization & Collection management in specialized services in Health Science libraries

| Unit | Content |
|---|---|
| Unit I | **Health Science Education and Health Science Libraries:**<br>Growth and Development of Health Science (Medical and Paramedical) Education and Research in India<br>Role of libraries in Health Science Education, Research and Extension<br>Recent Growth and Development of Health Science Libraries in India<br>Information Polices in Health and Family Welfare<br>**(12 periods)** |
| Unit II | **Health Science Information Sources and Services:**<br>Specialized Collections and Information Sources (Print & Electronic)<br>Health Science Information Center- National and International<br>Information Services and Products in Health Science<br>National and International Health Science Databases<br>**(12 periods)** |
| Unit III | **Organizations Health Science Libraries and Information Centers:**<br>Information Management: Concept and Principles<br>Collection Management, Information Organization, Processing and Dissemination<br>Developing need based and on-demand specialized services.<br>**(12 periods)** |
| Unit IV | **Information Needs:**<br>Information Needs: Concept, Definitions and Purpose<br>Information Requirement of Faculty, Researcher and Scientist<br>User Studies and Survey of Local Health Science Libraries<br>User Studies and Survey of Regional Health Science Libraries<br>**(12 periods)** |
| Unit V | **Management of Health Science Information Systems and Networks:**<br>Current Trends in Health Science Information Systems and Networks<br>Human Resource Development- Staffing, Training and Professional Skills<br>Resources Sharing and Networking in Health Science Libraries in India<br>Professional and Research Association engaged in Medical and Health Sciences<br>**(12 periods)** |
| **Activities | 1. Identify the services of Health Library in your city/nearest city<br>2. Survey of users of Health Library |

**References:**


- Carmell, Michael. (Ed). Medical Librarianship. London: Library Association, 1982.
- Chinnappa, S. L. Information retrieval methods in health science. Proceedings of the National Seminar on Health Science Libraries in India. Bangalore: 1980.
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| Code of the Course/Subject | Title of the Course/Subject | Total Number of Periods |
|---|---|---|
| Course ML-106 (B) | AGRICULTURAL INFORMATION SYSTEM | 60 |

**COs:**

1. Organization & Collection management in specialized services in Agricultural Libraries

| Unit | Content |
|---|---|
| Unit I | **Agricultural Education and Agricultural Libraries:**<br>Growth and Development of Agricultural Education and Research in India<br>Role of Libraries in Agricultural Education, Research and Extension<br>Development of Agricultural Libraries in India, Information Policies in Agricultural Science **(12 periods)** |
| Unit II | **Agricultural Information Sources and Services:**<br>Specialized Collections and Information Sources (Print & Electronic)<br>Information Services and Products in Agricultural Science<br>Agricultural Information Centers-National and International<br>National and International Agricultural Databases **(12 periods)** |
| Unit III | **Organization of Agricultural Libraries and Information Centers:**<br>General Principles of Information Management<br>Collection Management<br>Information Organization, Processing and Dissemination<br>Developing need based and on demand specialized services **(12 periods)** |
| Unit IV | **Information Needs:**<br>Information Needs: Concept, Definitions and Purpose<br>Information Requirement of Agricultural Faculty and Researchers<br>User Studies and Survey of Local Agriculture Libraries<br>User Studies and Survey of Regional Agriculture Libraries **(12 periods)** |
| Unit V | **Management of Agricultural Information Systems and Networks:**<br>Current Trends in Agricultural Systems and Networks, Human Resource Development- Staffing, Training and Professional Skills<br>Resources Sharing and Networking in Agricultural Libraries in India, Professional and Research Association engaged in Agricultural Sciences. **(12 periods)** |
| **Activities | 1. Identify the services of Agricultural Library in your city/nearest city<br>2. Survey of users of Agricultural Library |

**References**


- Alan Card, J. R. and Farrel, Lois. Guide to Agricultural and Biological Research. Beriveley: University of California, 1981.
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**SEMESTER- I (Practical)**

| Code of the Course | Title of the Course | Total Number of Periods |
|---|---|---|
| ML-107 | **LIBRARY NETWORKS AND DIGITAL LIBRARY: (PRACTICAL)** | 60 |
| **Cos:**<br>1. Analysis of different Digital Library Softwares (Commercial and Open source)<br>2. Creation of Web page design of the libraries<br>3. Creation of Digital Library using Open Source DL software | | |
| **Total Number of Credits = 3** | | |
| **Unit – 1** | Internet Searching and Web Searching: Searching of information on two subjects using various search strategies: Basic, Advanced, Truncation, wild card, pearl citation, Google scholar, N-list etc. Content management software | |
| **Unit – 2** | CD-ROM Searching / CD search: study of minimum 5 CDs (text, graphic), E-mail,<br>Digitization of documents (scanning, OCR etc.) | |
| **Unit – 3** | Using Digital Library Software<br>Open Source Software: Greenstone, DSpace etc. Create and build digital Library using any open Source Digital Library Software including Articles, graphics, videos etc. | |
| **Unit – 4** | Web Page Designing<br>Open a page, create a new page, and give pages a consistent look, (eg.-themes), add page elements (eg. Page banner), create hyperlinks. | |

| Code of the Course | Title of the Course | Total Number of Periods |
|---|---|---|
| ML-107 (A) | **LIBRARY NETWORKS AND DIGITAL LIBRARY: VIVA-VOCE** | |
| **Cos:**<br>1. Analysis of different Digital Library Softwares (Commercial and Open source)<br>2. Creation of Web page design of the libraries<br>3. Creation of Digital Library using Open Source DL software | | |
| **Total Number of Credits = 2** | | |
| Viva based on Library Networks and Digital Library practical and it is conducted by External Examiners. | | |

| Code of the Course | Title of the Course | Total Number of Periods |
|---|---|---|
| ML-108 | **TERM WORK** | |
| **COs:**<br>4. Understand the real working environment of library operations.<br>5. Apply knowledge and skills of working mechanism of libraries.<br>6. | | |
| **Total Number of Credits = 2** | | |
| Seminar, Group Discussion, Downloading and Indexing of 25 free e-books, etc. | | |

**SEMESTER- II (Theory )**
**Master of Library and Information Science (M.L.I.Sc.)**

| Code of the Course/Subject | Title of the Course/Subject | Total Number of Periods |
|---|---|---|
| **Course ML-201** | **MARKETING OF INFORMATION PRODUCTS AND SERVICES** | **60** |

**COs:**

1. Apply marketing skills for Library products and services
2. Analyse Library products and services of National International Libraries and Information centres
3. Create Library products and services for the users
4. Provide consultancy services to the end users.

| Unit | Content |
|---|---|
| Unit I | **Marketing of Information Services and Products:**<br>Concept of Marketing, Marketing for Non-profit Organization, Market Analysis, Market Research and Market Trend, Marketing Services, Marketing Ethics, Marketing Management and Librarianship: Past, Present and Future. **(12 periods)** |
| Unit II | **Pricing, Promotion and Evaluation of Information Product**<br>Pricing of Information Services and Products<br>Marketing Tools, Promotion of Products, Branding and Advertising, Evaluation of Information Services and Products. **(12 periods)** |
| Unit III | **System Analysis and Design**<br>System Approach: Concept, System Analysis, Library as a system, System Design: System Design Process, Project Management,<br>Time and Motion Study: Time Management, Work Study, Work Measurement **(12 periods)** |
| Unit IV | **Management Consultancy**<br>Definition of Consultancy, Concept<br>Professional Consultancy: Concept and Evolution, Areas of Application, Need, Pre-requisites, Provision, Impact on Librarianship and Library Information Center **(12 periods)** |
| Unit V | **Organization Development and Effectiveness**<br>Organizational Development: Concept, Scope and Objectives<br>Organizational Effectiveness: Concept and Need, Organizational Change: Concept and Need, Effectiveness and Development Skills of Change Agent, Organization Climate and Culture **(12 periods)** |
| **Activities | 1. Identify trend of Marketing of Library products and services in Local libraries<br>2. Identify consultancy services in **LIS** |

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| Code of the Course/Subject | Title of the Course/Subject | Total Number of Periods |
|---|---|---|
| Course ML-202 | COMPUTER GENERATED INDEXES AND RETRIEVAL TECHNIQUES | 60 |

**COs:**

1. Acquire knowledge and prepare on manual and computerised indexes
2. Evaluate Recent trends in Information retrieval system

| Unit | Content |
|---|---|
| Unit I | **Computer Generated Indexes**<br>Role of computer in generation of Indexes,<br>Manual vs Computerized Indexes<br>Computer base Indexing System: KWIC, KWOC etc.<br>Citation Indexing **(12 periods)** |
| Unit II | **Search Process:**<br>Search Strategy: Concept and Steps<br>Search Strategies in Computer Generated Indexing System<br>Offline and Online Information Retrieval Techniques<br>Natural Language Processing and their Retrieval **(12 periods)** |
| Unit III | **Evolution and Trends:**<br>Evolution of Information Retrieval Techniques<br>Recent Trends in Information Retrieval System **(12 periods)** |
| Unit IV | **Information and Knowledge Management:**<br>Concept, Scope and Nature of Information Management<br>Steps in Information Management<br>Knowledge Management: Concept and Need of Knowledge Management<br>Types of Knowledge: Tacit and Explicit<br>Tools and Techniques of Knowledge Management **(12 periods)** |
| Unit V | **Bibliographical Control:**<br>Concepts and Need of Bibliographical Control<br>Historical Development of National and Universal Bibliographical Control<br>Role of UNESCO and IFLA in Bibliographical Control<br>Bibliography of Non-documentary Sources: Need and Functions **(12 periods)** |
| **Activities | 1. Retrieval of documents in LISA database (minimum 10 records)<br>2. Identify knowledge management practices in Local libraries |

**References:**


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| Code of the Course/Subject | Title of the Course/Subject | (Total Number of Periods) |
|---|---|---|
| Course ML-203 | INFORMATION ANALYSIS, REPACKAGING AND CONSOLIDATION | 60 |

**COs:**

1. Ability to analyse information, repackage and consolidation.
2. Apply knowledge on planning and management of Information analysis and consolidation
3. Evaluate recent trends in Information analysis and consolidation

| Unit | Content |
|---|---|
| Unit I | **Information Analysis:**<br>Concept, Definitions and Need, Methods of Information Analysis<br>Abstract and Abstracting: Definitions and Need,<br>Types of Abstract, Techniques of Abstracting, Steps in Abstracting, Standard and Guidelines for Preparation of Abstract<br>**(12 periods)** |
| Unit II | **Information Repackaging:**<br>Concept and Need of Repackaging,<br>Repackaging and Formatting, Agencies dealing with Repackaging of Information,<br>Electronic Content Creation: Meaning, Need, Objectives and Techniques<br>CAPS: Definition, Concept and Importance **(12 periods)** |
| Unit III | **Information Consolidation**<br>Definition and Concept of Information Consolidation<br>Objectives and Need of Information consolidation<br>Value and benefits of Consolidation.<br>Methods of Information Consolidation<br>Pre-requisites and Stages/Steps in the Preparation of Information consolidation, Tools for Consolidation **(12 periods)** |
| Unit IV | **Information Consolidation Products (ICP)**<br>Nature of Information Consolidation Product, Design and Development of ICP, Types of Information Consolidation Product: User Manual, Indexes, Bibliographies, Union Catalogues, Abstract Bulletin, Library Bulletin, Trend Report, State of the Art etc.**(12 periods)** |
| Unit V | **Information Analysis and Consolidation Centers:**<br>Information Analysis and Consolidation Centers: Genesis, Types, Functions and Activities, Planning and Management of Information Analysis and Consolidation, Centers: Policy formulation, Management and Resource needed Recent Trends in Information Analysis and Consolidation **(12 periods)** |
| **Activities | 1. Consolidation of Information on LIS professionals, organization etc (for example "Contribution of Dr. S. R. Ranganathan, Melwil Dewey etc- Compilation of information or List of Books, Awards, contribution etc) |

**References**


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| Code of the Course/Subject | Title of the Course/Subject | Total Number of Periods |
|---|---|---|
| **Course ML-204** | **DIGITAL LIBRARIES** | **04** |

**COs:**

1. Analyse Digital libraries in India and abroad
2. Evaluate and use Digital Library Software for Digitisation process in libraries and Information centres.
3. Build Digital Library using Open source DL software.
4. Build Institutional Repository

| Unit | Content |
|---|---|
| Unit I | **Digital Library:**<br>Digital library: Definition, Objectives, Scope, and Services<br>History of Digital Libraries<br>Electronic Library: Development and Services<br>Virtual Library: Development and Services **(12 periods)** |
| Unit II | **Building Digital Libraries:**<br>Pre-requisites for building of Digital Library, Digitization Process, Challenges.<br>Digitization Hardware and Software, OCR, Image Editing Software,<br>Open Source Software for Digitization: D-Space, Green Stone, Fedora and E-print. **(12 periods)** |
| Unit III | **Design and Organization of Digital Library:**<br>Collection Development (e-Books, e-Journals etc.), Organization and Preservation of Digital Material, Data Warehousing and Data Mining,<br>Metadata: Nature, Standards (Dublin Core), Creation and Standards. **(12 periods)** |
| Unit IV | **Digital Rights Management:**<br>Digital Rights Management: Concept and Need<br>Digital Millennium Copyright Act<br>IPR issues in Digitization, Fair Use (Fair Deal) of use of Digital Information,<br>Plagiarism and Copyright Infringement<br>Cyber Crimes and Cyber Laws **(12 periods)** |
| Unit V | **Digital Library Initiatives:**<br>Digital Library Initiatives World Wide, Digital Libraries Initiatives in India,<br>Open Access Movement, Case study of selected Digital Libraries: Digital Library of India, National Digital Library, California Digital Library, and Alexandria Digital Library. Institutional Repositories, ETD Repositories. **(12 periods)** |
| **Activities | 1. Digitization of one rare book or manuscript (Any library) |

**References:**


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| Code of the Course/Subject | Title of the Course/Subject | (Total Number of Periods) |
|---|---|---|
| **Course ML-205** | **STATISTICAL TECHNIQUES FOR REPORT WRITING** | **60** |

**COs:**

1. Apply statistical techniques in research
2. Make use of acquired knowledge on Research ethics, trends and Standard Citation style manual in research process.
3. Publish Research articles using writing skills

| Unit | Content |
|---|---|
| Unit I | **Data analysis, Methods and Tools:**<br>Descriptive Statistics: Measures of Central Tendency, Mean, Mode, Median<br>Measures of Central Tendency: Standard Deviation<br>Measures of Dispersion, Variance and Covariance **(12 periods)** |
| Unit II | **Data Presentation:**<br>Tabulation and Generalization,<br>Graphical presentation of data: bar, pie-line graphs, Histograms etc.<br>Testing of Hypothesis using Statistical Test: Chi-square, T-Test, Z-Test.<br>**(12 periods)** |
| Unit III | **Research Reporting:**<br>Research Reporting: Structure, Style and Contents<br>Presentation of Findings<br>Citation of Print, Electronic and Internet Sources using Style Manual: Chicago, APA, and Harvard. Writing Research Report, Qualities of Good Research Report<br>**(12 periods)** |
| Unit IV | **Research Ethics and Trends:**<br>Ethical aspects of Research, Qualities of a Good Researcher<br>Statistical Packages: SPSS and MICROSTAT<br>Current Trends in LIS Research **(12 periods)** |
| Unit V | **Bibliometrics, Scientometrics and Informetrics:**<br>Bibliometrics: Concept and Definition<br>Bibliometric Laws: Lotka's Law, Bradford's Law, Zipf's Law<br>Bibliographic Coupling, Obsolescence, Citation Studies, Impact Factor (H-Index),<br>Scientometrics, Informetrics, Webometrics: Concept and Definition<br>**(12 periods)** |
| **Activities | 1. Prepare Bibliography of minimum 10 records in MSWORD using APA style manual<br>**2.** Data entry of Citations in MSEXCEL sheet, analyse using auto filters |

**References:**


- Best, John W. and Khan, James. V. Research in Education. 9th Ed. New Delhi: Pearson Education, 2007.
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| Code of the Course/Subject | Title of the Course/Subject | Total Number of Periods |
|---|---|---|
| **Course ML- 206(A)** | **ENGINEERING AND TECHNOLOGICAL INFORMATION SYSTEM** | **60** |

**COs:**

1. Organisation & Collection management in specialised services of Engineering college libraries
2. Acquire and apply knowledge on various databases for Engineering and technological Information System

| Unit | Content |
|---|---|
| Unit I | **Engineering Education and Engineering Libraries:**<br>Growth and Development of Engineering Education and Research in India.<br>Role of Libraries in Engineering Education, Research and Extension.<br>Development of Engineering and Technological Libraries in India.<br>Information Policies in Engineering and Technology.<br>**(12 periods)** |
| Unit II | **Engineering Information Sources and Services:**<br>Specialized Collections and Information Sources (Print & Electronic)<br>Information Services and Products in Engineering and Technology<br>Engineering and Technological Information Centers-National and International,<br>National and International Databases for Engineering Technology<br>**(12 periods)** |
| Unit III | **Organization of Engineering and Technological Information Centers:**<br>Principles of Information Management<br>Collection Management<br>Information Organization, Processing and Dissemination<br>Developing need based and on demand specialized services<br>**(12 periods)** |
| Unit IV | **Information Needs**<br>Information Needs: Concept, Definitions and Purpose<br>Information Requirement of Engineering Faculty, Researchers and Engineers<br>User Studies and Survey of Local Engineering and Technological Libraries<br>User Studies and Survey of Regional Engineering and Technological Libraries<br>**(12 periods)** |
| Unit V | **Management of Engineering and Technological Information Systems and Networks:**<br>Current Trends in Engineering and Technological Systems and Networks, Resources sharing and Networking in Engineering and Technological Libraries in India, Professional and Research Association engaged in Engineering and Technology<br>**(12 periods)** |

**References:**


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| Code of the Course/Subject | Title of the Course/Subject | Total Number of Periods |
|---|---|---|
| Course ML- 206(B) | LEGAL INFORMATION SYSTEM | 60 |

**COs:**

1. Able to Organise & Collection management in specialised services of Law college libraries
2. Apply acquired knowledge to develop databases for Legal information system

| Unit | Content |
|---|---|
| Unit I | **Law Librarianship :**<br>Growth and Development of Legal Institutions in India.<br>Nature, Principles and characteristics of legal Information and law libraries<br>Types of law libraries **(12periods)** |
| Unit II | **Legal Information Sources and Services:**<br>Special Information Sources: Bills, Acts, Books, Serials, law Reports, Law Court Notices, Law Case Amendments Tribunal Report, law Digests, Legal judgments, delegated legislation. **(12periods)** |
| Unit III | **Organization of Law Libraries and Information Centers:**<br>Principles of Information Management<br>Collection Management, Information Organization, Processing and Dissemination, Developing need based and on demand specialized services<br>**(12periods)** |
| Unit IV | **Information Needs**<br>Information Needs: Concept, Definitions and Purpose<br>Information Requirement of faculty in legal institutions<br>Information Requirement of lawyers and legal professionals<br>User Studies and Survey of Local law libraries and preparation of report.<br>**(12periods)** |
| Unit V | **Management of Legal Information Systems and Networks:**<br>Management of Law Libraries and Information Centres<br>Human Resource Development-Staffing, Training<br>Professional Skills, Financial Management-Budgetary Provision, Resource Generation, extra finance, programs and projects.<br>Current Trends in Legal Information Systems and Networks,<br>Resources sharing and Networking in Law Libraries in India, Professional Association engaged in Legal Studies. **(12periods)** |
| **Activities | 1. Identify the databases and services of Law Library in your city/nearest city<br>**2.** Survey of users of Law Library |

**References:**


- Theophilus Olakunle (2011) Dada Law Librarianship and Legal Research in the Digital age Lagos, Nigeria: Nigerian Institute of Advanced Legal Studies, ISBN: 978-978-8407-24-9.
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- Law Librarianship in the Digital Age (2013)Edited by Ellssa Kroski. Scrare Lanham, Md. : The Scarecrow Press.


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**SEMESTER- II (Practical)**

| Code of the Course | Title of the Course | Total Number of Periods |
|---|---|---|
| **ML-207** | **PROJECT** | |
| **Cos:**<br>2. To develop scientific approach of the students.<br>3. To get knowledge about the research areas in LIS<br>**4.** To get academic degree with research attitude. | | |
| **Total Number of Credits = 3** | | |
| The 100 marks for Project valuation. Students have select the topic, conduct research project and submit in the department for evaluation. | | |

| Code of the Course | Title of the Course | Total Number of Periods |
|---|---|---|
| **ML-207 (A)** | **PROJECT-VIVA VOCE** | |
| **Cos:**<br>1. To develop presentation skills<br>2. To present own research for publication | | |
| **Total Number of Credits = 2** | | |
| 50 marks for viva, External examiners shall assign marks for viva-voce. | | |

| Code of the Course | Title of the Course | Total Number of Periods |
|---|---|---|
| **ML-208** | **TERM WORK** | |
| **Cos:**<br>1. To develop leadership skills.<br>2. To get more participation in the activities.<br>3. Create and development of various content modules.<br>4. | | |
| **Total Number of Credits = 2** | | |
| Seminars, Group Discussion, Creation and development of E-content Modules etc. are the activities conducted under Term Work. | | |

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