



Maharaja Ganga Singh University, Bikaner
Faculty of Education
BACHELOR OF LIBRARY AND INFORMATION SCIENCE
(Under Choice Based Credit System)

2022-23

NEP and Learning Outcome-based Curriculum Framework (LOCF)

Vision

To build responsive, responsible, sensitive, creative and thoughtful citizens with a comprehensive understanding of regional, national and international perspectives.

Mission

To strive towards the educational, cultural, economic, environmental and social advancement of the region and the nation at large by providing multidisciplinary liberal education involving arts, sciences, social sciences, education, law and commerce & Management and quality programmes which inculcate and enhance students' creative and innovative insights, equipping them with both professional and vocational skills, leading to Bachelors', Masters', Professional, Vocational and Doctorate Programmes.

Programme Objectives(POs):

1. To give the students an understanding of the basic principles and fundamental laws of Library and Information Science and to enable him/her to understand and appreciate the functions and purposes of the Library in the changing social and academic environment.
2. To train the students in the techniques of librarianship and management of libraries.
3. To acquaint the students with the organizations and development of the universe of knowledge and research methods.
4. To make the students proficient in the theory and methods involved in information storage and retrieval.

Programme Specific Outcomes(PSOs):

PSO 1: Disciplinary knowledge: Capable of demonstrating comprehensive knowledge and understanding of major concepts, principles, theories and laws of various subjects in Library and Information Science and other related fields of study, including broader interdisciplinary subfields such as management, economics, information and communication technologies, etc.

PSO 2: Professional Skills – Graduate will be able to develop efficient and effective professional skills using modern techniques of library and information science.

PSO 3: Digitally literate: Capable of using digital technology for communication purpose, for library housekeeping operations, and for searching information from OPAC, Internet and online databases.

PSO 4: Librarianship as a profession– Ability to serve the information for advancement of society and self.

PSO 5: Core Knowledge: demonstrate advanced knowledge of LIS theories, principles, and practices.

PSO 6: Intellectual Skill: demonstrate an ability to evaluate, critically analyze, and synthesize information from multiple sources

PSO 7: Technology Skills: able to employ technology to analyze, design, and provide solutions to information problems

1. **Course Pattern:** To enhance the students in the skills of information knowledge processing, organization and retrieval; to train them in the management of library & information centre; to enable the students to understand and appreciate the purposes of library & information centres in the changing social, cultural, technological and economic environment; to train the students in the advance information science and technology. The course pattern, curricular structure is as per the UGC Model Curriculum and CBCS.
2. **Duration:** The duration of the course leading to the Degree of Bachelor of Library and Information Science (B.L.I.Sc.) is of **two semesters** in one academic year, July to June (under Faculty of Education).The examination shall, ordinarily, be held in the month of December and May or on such dates as may be fixed by the University.
3. **Eligibility:** A candidate who fulfils the following conditions shall be eligible to seek admission in the first semester of the course:
Who has passed **Graduation/Post Graduation** with at least **48% marks** of a University recognized as equivalent there to. The admission of reserved category candidate and other benefits shall be as per the rules concerned, contained in the university admission policy.
4. **Nature:** Professional programme, Self-finance course. Non-collegiate candidates are not eligible as the practical, internship, etc. are involved.
5. **Number of Seats:** 20
6. **Medium:** The medium of instructions is Hindi preferably; candidate may attempt in English / Hindi in test and examination.
7. Candidate must fulfil other conditions as contained as per the university rules.
8. **Provisional Classes in Semester – II:** A candidate, whose result is declared late for no fault of his/her, may attend classes for the next semester, provisionally, at his/her own risk and responsibility, subject to his/her passing the concerned examination. In case, a candidate fails to pass the concerned examination, his/her attendance/internal assessment in the next semester in which he/she was allowed to **attend classes provisionally** shall stand cancelled.
9. **Internal Assessment:** Twenty per cent (20%) marks, in each theory and practical paper shall be assessed internally by the department. The assessment shall be based upon the midterm examination[s] and the overall performance of the students.
The Head / In-Charge of the Department shall forward the Internal Assessment marks to the Controller of Examinations. The internal assessment awards of a candidate who fails in the main examination shall be carried forward to the next examination concerned.
10. **Internship:** Every candidate shall be required to undergo Skill Enhancement **Internship/Training** for a period of **two weeks** (5 hours per day, 12 working days) in the University Central Library/Library of repute for the Course FE-LIS-CC-106.
11. **Evaluation :** Semester examination shall be conducted by the University for All the Courses offered in the Department except for the Viva-voce / Seminar/ Internship / Training. Every student shall be examined in the subject (s) as laid down in the syllabus.
 1. The question papers will be set by the External Examiners for the Theory papers;
 2. The practical examinations shall be assessed by Internal (Head/nominated) and External Examiners both, for the practical papers as scheduled by the university;
 3. Assessment of Seminars: A topics shall be allotted to the students by the Head/ In Charge of the Department. Students shall have to submit the abstract for the same followed by final presentation.
 4. The minimum percentage of marks to pass the examination in each semester shall be 40% in each written, practical and internal assessment separately.

B.L.I.Sc. Degree shall be awarded to the candidate on successful completion of the semesters. A list of successful candidates shall be prepared on the basis of aggregate marks obtained in all the two semester examinations. It shall be classified in division as under:

- | | | |
|--|---|---|
| (a) Those who obtain 75% or more | : | 1 st Division with Distinction |
| (b) Those who obtain 60% or more but less than 75% | : | 1 st Division |
| (c) Those who obtain 50% or more but less than 60% | : | 2 nd Division |

The grace marks, if any, shall be awarded as per University rules concerned thereof. A student shall not be permitted to repeat any course only for the purpose of improving the grade. Result will be prepared as per the CBCS rules of the university.

12. **Due Paper:** The rules and regulations as laid down by the University shall be applicable for keeping the term and subsequent examinations.



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BACHELOR OF LIBRARY AND INFORMATION SCIENCE
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SCHEME OF EXAMINATION: B.L.I.Sc. 2022-23(Two Semesters–One Year)

All the papers with their parts are compulsory for all the candidates.

Semester - I

Course			Marks				Hours Per Week				Credits
Code	Type	Titles	Theory	Practical	Internal	Total	L	T	P	Total	
FE-LIS-CF-100	CF	Foundations of Library and Information Science	80	-	20	100	3	1	-	4	4
FE-LIS-CC-101	CC	Knowledge Organization: Classification (Theory)	80	-	20	100	3	1	-	4	4
FE-LIS-CC-102	CC	Knowledge Organization: Classification (Practical)	-	80	20	100	2	1	5	8	4
FE-LIS-CC-103	CC	Foundation Course: Information and Communication Technology (Theory)	80	-	20	100	3	1	-	4	4
FE-LIS-CC-104	CC	Foundation Course: Information and Communication Technology (Practical)	-	80	20	100	2	1	5	8	4
FE-LIS-CC-105	#CC	Seminar	-	-	-	-	-	2	-	2	2
FE-LIS-CC-106	#SK	Skill Enhancement : Internship	-	-	-	-	-	2	-	2	2
Total =			240	160	100	500	10	9	10	32	24

Semester – II

FE-LIS-CF-200	CF	National and Human Value	-	-	-	-	2		2	4	4
FE-LIS-CC-201	CC	Knowledge Organization: Cataloguing (Theory)	80	-	20	100	3	1	-	4	4
FE-LIS-CC-202	CC	Knowledge Organization: Cataloguing (Practical)	-	80	20	100	2	1	5	8	4
Discipline Specific Electives (Any one out of the two):											
FE-LIS-CC-203A	CE	Management of Academic Library & Information System	80	-	20	100	3	1	-	4	4
FE-LIS-CC-203B	CE	Management of Public Library & Information System									
Discipline Specific Electives (Any one out of the two):											
FE-LIS-CC-204A	CE	Information Sources & Systems in Sciences	80	-	20	100	3	1	-	4	4
FE-LIS-CC-204B	CE	Information Sources & Systems in Social Sciences									
FE-LIS-CC-205	#CC	Seminar	-	-	-	-	-	2	-	2	2
Total =			240	80	80	400	13	6	7	26	22
Grand Total =			480	240	180	900	39	11	22	68	46

Note: Elective Courses: Choose any one out of the FE-LIS-CC-203A/B and FE-LIS-CC-204A/B.

#Audit course. The candidate will have to qualify the paper by the time he / she qualifies for the Programme.

Abbreviation	Description
CBCS	Choice Based Credit System
CC	Core Course Compulsory
CF	Core Foundation Course
SK	Skill Enhancement Course
L	Lectures
T	Tutorial
P	Practical
FE	Faculty of Education
CE	Core Elective Course

Learning Outcome Index

Programme Outcomes (PO) and Programme Specific Outcomes (PSO)

PO	PSO-1	PSO-2	PSO-3	PSO-4	PSO-5	PSO-6	PSO-7
PO-1	X		X	X	X	X	
PO-2		X	X		X	X	X
PO-3	X		X	X		X	X
PO-4	X		X	X		X	X

BACHELOR OF LIBRARY AND INFORMATION SCIENCE
(Under Choice Based Credit System)
SYLLABUS
Semester– I

FE-LIS-CF-100: Foundations of Library and Information Science

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note: The paper is divided into 4 units. The question number 1 of the paper shall be compulsory; consisting of 8 very short answer type questions for 2 marks each; spread over all the units; to be answered in a word / one sentence / maximum 30 words. The question numbers 2 to 5 shall be unit wise; long answer type questions for 16 marks each; to be answered within 800 words; required to attempt only 01 question from each unit.

OBJECTIVES OF THE COURSE:

- To make students appreciate the basic philosophy and ethics of librarianship.
- To understand the role and evolution of library as a social institution.
- To know about various types of libraries, their nature, objectives and services.
- To create awareness about the role of professional library associations.
- To understand the concept of Resource Sharing and extension activities in libraries. •
- To generate awareness about legal, political and ethical aspects of information and its use.

COURSE OUTCOMES (CO):

- To make the students aware about types of libraries and their functions.
- To acquaint the students with fundamental laws, legislations and associations.

Unit – I: Libraries as Social Institutions

Social and Historical Foundation of Library

Different Types of Libraries –Academic, Public, National, Special Libraries

Characteristics, Objectives, Structure and Functions Development of Libraries with Special Reference to India

Library and Information Science Education in India

Role of Library in Formal and Informal Education

Unit – 2: Laws of Library and Information Science

Laws of Library Science

Implications of Five Laws of Library Science in Digital Environment

Unit – 3: Library Legislation and Library Profession

Library Legislation – Need and Essential Features,

Library Legislations in India

Intellectual Property Rights - Copyright Act, Delivery of Books Act.

Unit – 4: Professional Associations and Promoters of Library and Information Science

National Associations – ILA and IASLIC

International Associations - ALA and IFLA

National Level Promoters – Raja Ram Mohan Roy Library Foundation, UGC,

International Level Promoters – UNESCO

RECOMMENDED BOOKS:

- Amudhavalli, A. & Singh, Jasmer (2000). Challenges and Changes in Librarianship, New Delhi: B. R. Publishing Corporation.
- Baker, David. (2011). Libraries and Society: Role, Social Responsibility, and Future Challenges. Oxford: Chandos Publishing.
- Batt, Chris. (1998). Information Technology in Public Libraries. London: Library Association.
- Feather, John. (2004). The Information Society: A study of continuity and changes. London: Facet Publishing.
- Grag, R.G. and Tamrakar, Amit (2011). Modern Library Management. Medallion Press, Ludhiana.
- Khanna, J. K. (2003). Library and Society. New Delhi: Ess Ess Publications.
- Krishna Kumar (1987). Library Administration and Management. Delhi, Vikas.
- Kumar, P.S.G. (2003). Foundations of Library and Information Science. New Delhi: B. R. Publishing.
- Kumar, S. & Sah, Leena. (2000). Public Library Act in India, New Delhi: Ess Ess Publications.
- M. Esperanza A. C. (2004). Perspective of Library Movement in India. New Delhi: B R Publishing Corporation.
- Mahapatra, P. (1997). Library Management. Calcutta, World Press.
- Mittal, R.L. (1984). Library Administration: Theory and Practice. New Delhi, Metropolitan.
- Paliwal, P.K. (2000). Compendium of Library Administration. New Delhi, ESS ESS.
- Prasher, R.G. (1993). Developing Library Collection. New Delhi, Tata McGraw-Hill.
- Ranganathan, S. R. (1988). The Five Laws of Library Science. New Delhi: Sarada Ranganathan Endowment for Library Science.
- Ranganathan, S.R. (1954). Library Administration. Bangalore: Sharada Ranganathan Endowment for Library Science

FE-LIS-CC-101: Knowledge Organization: Classification (Theory)

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note: The paper is divided into 4 units. The question number 1 of the paper shall be compulsory; consisting of 8 very short answer type questions for 2 marks each; spread over all the units; to be answered in a word / one sentence / maximum 30 words. The question numbers 2 to 5 shall be unit wise; long answer type questions for 16 marks each; to be answered within 800 words; required to attempt only 01 question from each unit.

OBJECTIVES OF THE COURSE:

- To understand the importance of library classification in organization of knowledge.
- To know the elements of library classification.
- To understand the formation of subjects in the Universe of Subjects.
- To be familiar with major schemes of classification.

COURSE OUTCOMES (CO):

- To make the students acquainted with the process of knowledge Organization.
- To train students about the tools and techniques of knowledge Organization
- To develop skills in subject analysis and proficiency in using standard schemes of classification

Unit – 1: Library Classification

Library Classification- Meaning, Definition, Need and Purpose,

Enumerative Classification, Almost Enumerative Classification, Almost Faceted Classification,

Detailed Study of Colon Classification, Dewey Decimal Classification - Salient Features.

Standard Schemes of Classification and their historical developments (CC, DDC),

Unit – II: Laws and Principles of Classification

Law of interpretation, Law of impartiality, Law of Symmetry, Law of parsimony, Law of Local Variation and Law of Osmosis.

Canon of Characteristics,

Principles of Helpful Sequence.

Unit – III: Devices and Notation in Classification

Devices in CC and DDC,

Notation,

Call Number – class number, book number and collection number.

Unit – IV: Main Class

Canonical Class and Basic Class. Five Fundamental Categories -PMEST,

Isolates, Common Isolate-Kinds of Common Isolates,

Phase Relation - Inter Subject, Intra Facet and Intra Array.

RECOMMENDED BOOKS:

- Broughton, Vanda. (2004). *Essential Classification*. London: Facet Publishing.
- Dhiman, A. K. & Yashoda Rani. (2005). *Learn Library Classification*. New Delhi: Ess Ess.
- Husain, Sabahat. (2004). *Library Classification: Facets and Analysis*. Delhi: B. R. Publishing.
- Jennex, Murray E. (2008). *Knowledge Management: Concepts, Methodologies, Tools and Applications*. New York: Information Science Reference.
- Kao, Mary L. (2003). *Cataloguing and Classification for Library Personnel*. Mumbai: Jaico.
- Kumar, P. S. G. (2003). *Knowledge Organization, Information Processing and Retrieval Theory*. Delhi: B. R. Publishing.
- Pathak, L. P. (2000). *Sociological Terminology and Classification Schemes*. New Delhi: Mittal Publications.
- Ranganathan, S. R. (2006). *Philosophy of Library Classification*. Bangalore: Ess Ess.
- Singh, Sonal. (1998). *Universe of Knowledge: Structure & Development*. Jaipur: Raj Publishing.
- Sood, S. P. (1998). *Universe of Knowledge and Universe of Subjects*. Jaipur: G. Star Printers.
- Taylor, A. G. (2007). *Introduction to Cataloguing and Classification* (10th ed.). New Delhi:

FE-LIS-CC-102 : Knowledge Organization: Classification (Practical)

Maximum marks: 80
Pass marks: 32
Time: 3Hrs.

OBJECTIVES OF THE COURSE :

- To develop skills of classification.
- To develop skills in subject analysis.
- To develop proficiency in using Colon Classification and Dewey Decimal Classification to construction Class Numbers for documents of different disciplines / subjects.

COURSE OUTCOMES (CO):

- To familiarise with the process of classification
- To provide practical training about classification of the documents using the Dewey Decimal Classification (DDC) scheme and Colon Classification.

Note:

Classification of documents using “Colon classification (6th rev ed.), Ranganathan, Book Number Formula” and Dewey Decimal Classification (19th ed.), representing simple, compound and complex subjects

The paper will be divided into 2 parts:

Part-I: Colon Classification (6th rev ed.)

Part-II: Dewey Decimal Classification.

In each part, 3 questions will be set as detailed below:

Part-I : Colon Classification (CC)

All questions are compulsory

40 Marks

Q.-1 Prepare Class Number using Ranganathan Book Number of

Q.-1 Five Titles out of Eight

10Marks

(Simple title with Basic class & facets)

Q.-2 Four title out of Six.

14Marks

(Titles having Rounds & Levels of facets, system & specials)

Q.-3 Prepare class numbers of Two titles out of Four. 16 Marks

(Titles using Devices, Common Isolates, Phase Relation)

Part-II: DDC

All questions are compulsory 40 Marks

Q.-4 Five titles out of Eight to be classified: 10Marks

(Simple title)

Q.-5 Four titles out of Six to be classified: 14Marks

(Title using Table, standards, Table Area sub divisions, subject devices etc.)

Q.-6 Two titles out of Four to be classified: 16 Marks

(Title using various tables & devices etc.)

RECOMMENDED BOOKS:

Comaromi, J. P., Warren, M. J. & Dewey, Melvil. (1982). Manual on the Use of the Dewey Decimal Classification. Forest Press.

Dewey Decimal Classification. (2011). 23rd edition. Ohio: OCLC.

Dhyani, Pushpa. (2006). Classifying with Dewey Decimal Classification. New Delhi: Ess Ess.

Khan, M. T. M. (2005). Dewey Decimal Classification. New Delhi : Shree Publishers

Mary, Mortimer. (2007). Learn Dewey Decimal Classification (Edition 22). Friendswood, US: Total Recall Publications.

Ranganathan, S.R. (1963). Colon Classification. Sarada Ranganathan Endowment, Bangalore.

FE-LIS-CC-103 : Information and Communication Technology (Theory)

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note: The paper is divided into 4 units. The question number 1 of the paper shall be compulsory; consisting of 8 very short answer type questions for 2 marks each; spread over all the units; to be answered in a word / one sentence / maximum 30 words. The question numbers 2 to 5 shall be unit wise; long answer type questions for 16 marks each; to be answered within 800 words; required to attempt only 01 question from each unit.

OBJECTIVES OF THE COURSE :

- To acquaint the students with the basic concepts of computers technology.
- To acquaint the students with the basic concept of computer networks.
- To develop familiarity with some library management software.
- To understand various aspects of library automation.

COURSE OUTCOMES (CO):

- To acquaint the students with the basic concepts of computers.
- To understand various aspects of library automation.
- To develop skills in using computers technologies.

Unit-I Fundamentals of Computers

Historical development of computer. Generation of computer. Classification of computers: Super, Mainframe, Mini & Micro. Basic Components of computer: Input-Output device, CPU, Storage Device. Definition, Need, Components, scope, Objectives. Impact of IT on Society

Unit-II Library Automation and Information Technology

Concept, Planning and Implementations. Inhouse operations: Acquisition, circulation, serial control, OPAC. Library Automation Software Packing: Their Study & Features.

Unit-III Digital Libraries

Genesis, Definition, Objectives, Scope. Characteristics and Nature of Collection of Digital Library

Unit-IV Library & Information Centres Networking

History, Concepts and Methods. LAN, WAN & MAN. Specialized Networks: NICNET, INFLIBNET, DELNET. Internet and Intranet

RECOMMENDED BOOKS:

- Arora, Ashok & Bansal, Shefali. (2000). Computer Fundamentals. New Delhi: Excel Books.
Basandra, Suresh K. (1999). Computer Today. New Delhi : Galgotia Publications.
Matthew, Neil & Stones, Richard. (2008). Beginning Linux Programming. New Delhi : Wiley, India.
Sinha, Pradeep Kumar & Sinha, Priti. (2007). Computer Fundamentals. New Delhi : BPB Publication.
Stallings, William. (2007). Computer Networking with Internet Protocols and Technology. Delhi : Pearson Education.

Note: Hands on experience with computer operation shall be preferred. The students shall be assessed by viva-voce, practical steps in the examination.

OBJECTIVES OF THE COURSE:

- To acquaint the students with the basic concepts of computers technology.
- To acquaint the students with the basic concept of computer networks.
- To develop familiarity with some library management software.
- To understand various aspects of library automation.
- To know how computers can be used in libraries.
- To discuss impact of computer technology in libraries.

COURSE OUTCOMES (CO):

- To provide knowledge about basic of ICT.
- To introduce students with library automation and software packages

Unit 1: System Software: WINDOWS Operating System

Basics such as Desktop, My Computer, Control Panel, Windows Explorer, Accessories - Calculator and Paint.

Unit 2: Application Software: MS Word, MS PowerPoint, MS Excel

MS Word - Standard Toolbars, Creating a Document, Editing a Document, Formatting a Document, Mail Merge, Printing, etc.

MS PowerPoint - Creating Presentation Slides, Animation, Formatting / Adding Graphics, Slide Show, Customizing and Printing.

MS Excel - File creation, Editing, Inserting, Formatting, Printing, etc.

Unit 3: Hands on experience of Library Management Software and Security System.

SOUL, RFID System.

Unit 4: Viva Voce

RECOMMENDED BOOKS:

Courter, G. and Marquis, A. (2005). Mastering Microsoft Excel 2002. New Delhi: BPB Publishers.

Cusumano, M. A. and Selby, R. W. (2003). Microsoft Secrets. London: Profile. Haag, Stephen. (2002). Microsoft Office XP. Boston: McGraw-Hill.

Johnson, O. and Hanson, R. (2003). Microsoft Word 2002 manual for Gregg College keyboard & document processing. New York: McGraw-Hill.

Levine, John R. and Young, Margaret Levine. (2007). Windows Vista: the complete reference. New Delhi: Tata McGraw-Hill.

www.inflibnet.ac.in

FE-LIS-CC-105: Seminar

Issues concerned with librarianship, information science / systems / services / networks, automation, networking, digitization, e-learning and relevant aspects.(Details at point 11.3 – initial pages)

FE-LIS-SK-106: Skill Enhancement: Internship (Details at point 10 – initial pages)

BACHELOR OF LIBRARY AND INFORMATION SCIENCE
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SYLLABUS
Semester – II

FE-LIS-CF-200

National and Human Values

Objectives:

1. To inculcate national and human values in the students.
2. To enable the students, imbibe the Indian cultural ethos.
3. To inculcate the spirit of Patriotism so that the students develop a sense of strong bond with the nation.
4. To enable the students grow into a citizen possessing civic sense.

Outcomes:

On the completion of the course the students shall be able to

- (i) Attain the civic skills enabling him/her to become a well-behaved citizen of the country.
- (ii) Imbibe and spread the feelings of devotion and dedication.

Assessment and Evaluation:

The students shall be assessed and evaluated as per the schedule given below –

1. Project Report / Case Study (in 5000-7000 words handwritten) – 75%
2. Viva-voce - 25%

The topics for the Project Report / Case Study shall be allotted by the Nodal Department (decided jointly with NSS wing under the supervision or IQAC) in consultation with the Department concerned. The Candidate shall submit the Report by the date fixed for the said purpose. It shall then be followed by a Viva-voce Examination. The whole evaluation shall be done by the Departmental Internal Faculty in consultation with the Nodal Department. It is a non-creditable Paper. The student will have to score simply a qualifying score/grade as specified in the CBCS rules.

The candidate will have to qualify the paper by the time He / She qualifies for the Programme. He/She can avail maximum 3 chances along with the Semester Examinations.

Unit-I

1. NCC – Introduction, Aims, NCC Flag, NCC Song, NCC Administration, Raising of NCC in Schools/Colleges, NCC: Rank, Honours and Awards, NCC Training, NCC Camps, NCC Examinations, Incentive and Scholarship for Cadets.
2. Importance of Discipline in life, Aims and Merits of Discipline, Problems related to Indiscipline and Solutions.
3. Drill – Definition, Principles of Drill, Bad habits in drill, Words of Command, Drill Movements, Arms Drill, Squad Drill, Guard of Honour, Ceremonial Drill, Guard Mounting.

4. Contribution of NCC in Nation Building.

Unit-II

1. Armed Forces – Control Command, Organization of Armed Forces, Weapons of Army, Navy and Air Force, Training institutes, Honours and Awards, Recipients of Param Veer Chakra, Badges of Ranks.
2. Commission in Armed Forces – Recruitment in Armed Forces, Commission in Technical, Non-Technical and Territorial Forces.
3. Weapon Training – 0.22 Rifle, 7.62 Rifle, 7.62 SLR (Self Loading Rifle), 5.56 MM I.N.S.A.S. Rifle, L.M.G. (Light Machine Gun), Stan Machine Carbine, 2” Mortar, Grenade, Pistol, Various types of Firing, Range Procedure and Range Drill.
4. Military History and Geography, Field Craft, Field Engineering, Battle Craft.

Unit-III

1. Obstacle Training. Adventure Training, Self Defence, Physical Posture Training.
2. Social Service, Disaster Management, Health and Hygiene, First Aid.
3. Leadership, Personality Development, Decision Making, Motivation, Duty and Discipline, Morale.

Unit IV

1. Value system – The role of culture and civilization-Holistic living
2. Balancing the outer and inner – Body, Mind and Intellectual level- Duties and responsibilities
3. Salient values for life- Truth, commitment, honesty and integrity, forgiveness and love, empathy and ability to sacrifice, care, unity, and inclusiveness
4. Self-esteem and self confidence
5. punctuality – Time, task and resource management, Team work
6. Positive and creative thinking.

Unit V

1. Universal Declaration of Human Rights
2. Human Rights violations
3. National Integration – Peace and non-violence (in context of Gandhi, Vivekanad)
4. Social Values and Welfare of the citizen
5. The role of media in value building
6. Fundamental Duties
7. Environment and Ecological balance – interdependence of all beings – living and non-living.

RECOMMENDED BOOKS:

1. Hand Book of NCC: Major R C Mishra & Sanjay Kumar Mishra
2. National Security: K. Subramanyam
3. ASEAN Security: Air Comdr. Jasjit Singh
4. Indian Political System, Dr . Pukhraj Jain & Dr. Kuldeep Fadiya
5. हैण्ड बुक ऑफ एनसीसी, मेजर आर. सी. मिश्र एवं संजय कुमार मिश्र
6. अन्तर्राष्ट्रीय राजनीति: वी. एल. फाडिया
7. भारतीय राजव्यवस्था, डॉ. पुखराज जैन, डॉ. कुलदीप फडिया
8. राष्ट्रीय प्रतिरक्षा: डॉ. हरवीर शर्मा, जयप्रकाश नाथ कंपनी, मेरठ
9. राष्ट्रीय सुरक्षा: डॉ. लल्लन सिंह, प्रकाश बुक डिपो, बरेली
10. राष्ट्रीय सुरक्षा: डॉ. नरेन्द्र सिंह, प्रकाश बुक डिपो, बरेली
11. राष्ट्रीय सुरक्षा: डॉ. पाण्डेय व पाण्डेय, प्रकाश बुक डिपो, बरेली
12. राष्ट्रीय रक्षा व सुरक्षा: डॉ. एस. के. मिश्र, मार्डन पब्लिशर्स, जालंधर
13. NCERT, Education in Values, New Delhi, 1992.
14. M.G.Chitakra: Education and Human Values, A.P.H. Publishing Corporation, New Delhi, 2003.
15. Chakravarthy, S.K.: Values and ethics for Organizations: Theory and Practice, Oxford University Press, New Delhi, 1999.
16. Satchidananda, M.K.: Ethics, Education, Indian Unity and Culture, Ajantha Publications, Delhi, 1991.
17. Das, M.S. & Gupta, V.K.: Social Values among Young adults: A changing Scenario, M.D.Publications, New Delhi, 1995.
18. Bandiste, D.D.: Humanist Values: A Source Book, B.R. Publishing Corporation, Delhi, 1999.
19. Ruhela, S.P. : Human Values and education, Sterling Publications, New Delhi, 1986.
20. Kaul, G.N.: Values and Education in Independent Indian, Associated Publishers, Mumbai, 1975.
21. Swami Budhananda (1983) How to Build Character A Primer : Ramakrishna Mission, New Delhi.
22. A Cultural Heritage of India (4 Vols.), Bharatiya Vidya Bhavan, Bombay. (Selected Chapters only) For Life, For the future: Reserves and Remains –UNESCO Publication.
23. Values, A Vedanta Kesari Presentation, Sri Ramakrishna Math, Chennai, 1996.
24. Swami Vivekananda, Youth and Modern India, Ramakrishna Mission, Chennai.
25. Swami Vivekananda, Call to the Youth for Nation Building, Advaita Ashrama, Calcutta.
26. Awakening Indians to India, Chinmayananda Mission, 2003.

FE-LIS-CC-201: Knowledge Organization: Cataloguing (Theory)

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note: The paper is divided into 4 units. The question number 1 of the paper shall be compulsory; consisting of 8 very short answer type questions for 2 marks each; spread over all the units; to be answered in a word / one sentence / maximum 30 words. The question numbers 2 to 5 shall be unit wise; long answer type questions for 16 marks each; to be answered within 800 words; required to attempt only 01 question from each unit.

OBJECTIVES OF THE COURSE :

- To understand the objectives, functions and types of library catalogues.
- To understand the fundamentals of cataloguing and catalogue entries.
- To understand the principles and practices of document description.
- To understand the role of cataloguing in retrieving library material

COURSE OUTCOMES (CO):

- To be acquainted with the process of Library Cataloguing and metadata and its standards
- To understand Bibliographic Formats and Standards, deriving subject headings
- To have hands on practice of cataloguing of different types of documents
- To develop skills in subject analysis and proficiency in using standard Subject cataloguing.

Unit – 1: Library Cataloguing

Library Cataloguing- Need, Objectives and Types and Similar other tools: Bibliographies, indexes, accession register and shelf list.

Physical and Inner forms of Catalogue including OPAC.

Unit – II: Types of Entries

Types of Entries in CCC and AACR-2: Main Entry, Added Entries,

Normative Principles of Cataloguing.

Unit – III: Subject Cataloguing

Need, Purpose and functions, Principles of subject headings,

Types of Subject Cataloguing Methods for derivation of subject headings: Chain Procedure, Sears List of Subject Headings.

Unit – IV: Codes and Standards

Comparative Study of Classified Catalogue Code with Additional Rules for Dictionary Catalogue Code and Anglo-American Cataloguing Rules-2(AACR-2).

Centralized and Cooperative Cataloguing.

Current Trends in Bibliographic Standardization, Description and Exchange: ISBD(G), ISBD(S), MARC.

RECOMMENDED BOOKS:

- Aswal, R. S. (2004). MARC 21: Cataloging Format for 21st Century. New Delhi: Ess Ess.
- Dhawan, K. S. (1997). Online Cataloguing Systems. New Delhi: Commonwealth Publication.
- Girija Kumar & Krishan Kumar. (2004). Theory of Cataloguing. New Delhi: Vikas
- Gredley, Ellen & Hopkinson, Alan (1990). Exchanging Bibliographic Data: MARC and other International Formats. Ottawa: ALA.
- Hagler, Ronald & Simmons, Peter. (1991). The Bibliographic Record and Information.
- Kao, Mary L. (2003). Cataloguing and Classification for Library Personnel. Mumbai: Jaico.
- Leigh, Gernert. (2003). A Text Book of Cataloguing. New Delhi: Dominant Publishers.
- Mitchell, Anne M. & Surratt, Brian E. (2005). Cataloguing and Organizing Digital Sources. London: Facet Publishing.
- Pandey S. K. (2001). Library Cataloguing Theory. New Delhi: Sahitya Prakashan
- Singh, S. N. & Prasad, H. N. (1985). Cataloguing Manual AACR-II. New Delhi: B. R. Publishers.
- Sood, S. P. (1999). Theory of Library Cataloguing. Jaipur: Raj Publishing House.
- Taylor, A. G. (2007). Introduction to Cataloguing and Classification (10th ed.). New Delhi: Atlantic.
- Viswanathan, C. G. (2008). Cataloguing Theory and Practice. New Delhi: Ess Ess.

Practical Cataloguing of under mentioned types of documents for making Classified Catalogue and a Dictionary Catalogue by using Classified Catalogue Code (5th Edition with the Amendments) and the 'Anglo-American Cataloguing Rules' II edition respectively along with 'Sears List of Subject Heading' for getting subject headings.

OBJECTIVES OF THE COURSE:

- To develop skills of cataloguing.
- To understand the rules and practices of document description for Books and journals according to Anglo American Cataloguing Rules-2 and CCC.
- Preparing Catalogue Entries (Main, Added and Reference Entries) for Book and journals using Anglo American Cataloguing Rules- Second revised edition and CCC.

COURSE OUTCOMES (CO):

- To familiarise with the process of cataloguing.
- To provide practical training about cataloguing of the documents using the CCC and AACR-II.

1. Books involving Personal, Shared and Collaborator (s) Authorship.
2. Books involving Pseudonymous Author.
3. Books involving Corporate Authorship.
4. Ordinary composite books.

5. Multivolume books

6. Periodical Publications (Simple).

Note: Complicated Foreign Personal Names, complicated periodicals and pseudoserries are to be omitted. This paper will have 5 tiles in 3 sections. All are compulsory to attempt.

First 2 titles out of three will be catalogued according to CCC (Ed 5th with Amendments) with 15 marks each. Next two titles out of three will be catalogued according to AACR-II with 15 marks each. The last fifth title will be a Simple Periodical to be catalogued either according to CCC or AACR-II with 20 marks.

RECOMMENDED BOOKS:

1. ALA and others. Anglo American Cataloguing Rules.Revised ed. 2. 1998.
2. SEARS (ME). Sears List of Subject Headings.Latest edition.

Note: The paper is divided into 4 units. The question number 1 of the paper shall be compulsory; consisting of 8 very short answer type questions for 01 mark each; spread over all the units; to be answered in a word / one sentence / maximum 30 words. The question numbers 2 to 5 shall be unit wise; long answer type questions for 8 marks each; to be answered within 800 words; required to attempt only 01 question from each unit, out of 02 questions.

OBJECTIVES OF THE COURSE:

- To understand basic functions of administration.
- To be familiar with housekeeping routines and work flow in libraries.
- To know about financial management in libraries.
- To be familiar with library statistics and records.

COURSE OUTCOMES (CO):

- To introduce environmental factors of Academic Libraries and Information Centres.
- To understand organisational structure.
- To study functions and routines of different sections

Unit-I Fundamentals of Management

Concept, Definition & Scope, Management Styles & Approaches. , Function and Principles of Scientific Management, Human Resource Management, Organizational Structure, Library Personnel. Job description and analysis, Job evaluation.

Total Quality Management (TQM)

Unit-II Budgeting, Library Statistics & Reporting

Budgeting: Concepts, Definition, Purpose, & Functions.

Budgeting: Techniques & methods – Planning, Programming Budgeting System & Zero-Based

Budgeting. Methods of Financial Estimation

Annual Report –Compilation, Contents & Styles, Library Statistics.

Unit-III Academic Library House Keeping Operations

Different Sections of Academic Library & Information centre and their functions.

Collection Development and Management Policies, Acquisition of Reading material & their Processing.

Serial Control, Circulation, Maintenance, Binding, etc. Stock verification- Policies and Procedures.

Unit-IV Planning of building of Academic Library & Information Centres

Concept, Definition, Need, Purpose, Types. Policies, Procedures & Steps in Planning.

Building and Space Management. Planning of related infra structure.

Library standards, Library Rules.

RECOMMENDED BOOKS:

- Bryson Jo. (1996). Effective Library and Information Management. Bombay: Jaico Pub. House
- Beardwell, Ian and Holden, Len (1996). Human Resource Management: A contemporary perspectives. London: Longman.
- Chabhra, T N et. al. (2000). Management and Organisation. New Delhi: Vikas.
- Drucker Peter F. (2002). Management Challenges for the 21st century. Oxford; Butterworth Heineman.
- Kotler, Philip (2003). Marketing Management. 11th ed. New Delhi: Pearson.
- Paton, Robert A. (2000). Change Management. New York: Response Books.
- Rowley, Jennifer (2001). Information Marketing. Aldershot: Ashgate Publishing
- Stoner, James A F (et.al). (1996). Management: Global Perspectives. 10th ed. New York: MC Graw Hill Inc.

Note: The paper is divided into 4 units. The question number 1 of the paper shall be compulsory; consisting of 8 very short answer type questions for 1 mark each; spread over all the units; to be answered in a word / one sentence / maximum 30 words. The question numbers 2 to 5 shall be unit wise; long answer type questions for 8 marks each; to be answered within 800 words; required to attempt only 01 question from each unit, out of 02 questions.

OBJECTIVES OF THE COURSE:

- To understand basic functions of administration of Public Library and Information System.
- To be familiar with housekeeping routines and work flow in libraries.
- To know about financial management in libraries.
- To be familiar with library statistics and records.

COURSE OUTCOMES (CO):

- To introduce environmental factors of Public Libraries and Information Centres.
- To understand organisational structure.

To study functions and routines of different sections

Unit 1 : Growth and Role of Public Libraries

History and Development of Public Libraries with Special Reference to India

Type and Functions of Public Libraries

Role of Public Libraries in Formal and Informal Education and Society

Public Libraries and National Development

Agencies and their Role in Promotion and Development of Public Libraries in India

Unit 2 : Library Organization and Administration

Library Organization and Administration

Administrative Organization of Library, Staff Manual, Library Surveys, Statistics, Work Measurement and Standards, etc.

Personnel Management in Public Libraries

Sources of Finance, Types of Budgets, Methods of Financial Estimation, Budget Preparation

Planning, Basic Elements in the Design of Public Library Buildings

Library Furniture, Equipment.

Unit 3 : Collection Development

Principles of Collection Development

Selection Principles, Tools and Problems of Collection Development

Collection Development of Print Material (Books, Periodicals, Grey Literature, Patents, Standards, Govt. Publications, etc.)

Electronic Documents

Weeding out Policy

Unit 4 : Resource Sharing and Information Networks

Resource Sharing: Concept, Need and Purpose

Resource Sharing Networks in India

Resource Sharing Networks – RLIN, OCLC, etc.

RECOMMENDED BOOKS:

1. Bhatt, R. K. History and Development of Libraries in India. New Delhi: Mittal, 1995.
2. Ekbote, Gopala Rao. Public Libraries System. Hyderabad: Ekbote Brothers, 1987.
3. Hage, Christine Lind. The Public Library Start-Up Guide. Chicago: American Library Association, 2004.
4. Jain, M. K. Fifty years of library and information services in India (1947-98). Delhi: Shipra, 2000.
5. Kalia, D. R. Guidelines for Public Library Services and Systems. Kolkata: Raja Rammohan Roy Library Foundation, 1990.
6. Rath, Pravakar. Public Library Finance. New Delhi: Ess Ess, 1996.
7. Thomas, V. K. Public Libraries in India: Development and Finance. New Delhi: Vikas, 2005.

Note: The paper is divided into 4 units. The question number 1 of the paper shall be compulsory; consisting of 8 very short answer type questions for 01 mark each; spread over all the units; to be answered in a word / one sentence / maximum 30 words. The question numbers 2 to 5 shall be unit wise; long answer type questions for 8 marks each; to be answered within 800 words; required to attempt only 01 question from each unit, out of 02 questions.

OBJECTIVES OF THE COURSE :

- To understand the different types of information sources.
- To develop familiarity with standard reference sources.
- To develop skills of critical evaluation of reference sources.

COURSE OUTCOMES (CO):

- To provide in-depth knowledge about information services and products.
- To familiarize students with various information services, information repackaging and consolidation.
- To introduce the nature and purpose of reference and other services.

Unit-I Reference & Information Services.

Reference Service- Concept, Definition, Types,

Reference Interview & Search Techniques .

Information Services- Concept, Definition, Need, Trends and Products.

Current Awareness Service (CAS) & Selective, Dissemination of Information (SDI)- Need Techniques.

Unit-II Information Systems & Services

National Information System: NISCAIR, DECIDOC, NASSDOC, SENDOC NISSAT- Their Functions, Services & Products.

International Information Systems: AGRIS, MEDLARS -Their Function, Services & Products.

Unit-III Information Users, Their Need and User Education:

Categories of Information Users. Information Needs: Definition, Models.

Information Seeking Patterns. User Studies: Method, technique & Evaluation.

Users Education, Goals & Objectives, Levels, Programmes, Techniques and Methods.

Unit-IV Reference and Information Sources

Documentary Sources of Information print and Non-Print Nature, Characteristics, Utility and Evaluation of different types of Information Sources.

Non-Documentary Information Sources Human & Institutional Sources –Nature, Types, Characteristics & Utility Categories –Primary, Secondary & Tertiary Information Sources. Internet as a Source of Information, CD-ROM databases.

RECOMMENDED BOOKS:

1. Katz, W. A. (1969). *Introduction to Reference Work*. New York. Mc Graw Hills.
2. Sharma, J. S. & Grover, D.R (1987). *Reference Service & Sources of Information*. New Delhi: Ess Ess Publication.
3. Dhiman, Anil Kumar and Rani, Y. (2007). *Resource Sharing and Library & Information Networks*. New Delhi: Ess Ess Publication.

Note: The paper is divided into 4 units. The question number 1 of the paper shall be compulsory; consisting of 8 very short answer type questions for 01 mark each; spread over all the units; to be answered in a word / one sentence / maximum 30 words. The question numbers 2 to 5 shall be unit wise; long answer type questions for 8 marks each; to be answered within 800 words; required to attempt only 01 question from each unit, out of 02 questions.

OBJECTIVES OF THE COURSE:

- To understand the different types of information sources.
- To develop familiarity with standard reference sources.
- To develop skills of critical evaluation of reference sources.

COURSE OUTCOMES (CO):

- To provide in-depth knowledge about information services and products.
- To familiarize students with various information services, information repackaging and consolidation.
- To introduce the nature and purpose of reference and other services.

Unit 1 : Primary Sources

Social Sciences: Definition, Terminology, Scope.

Primary Sources: Periodicals, Government bulletins, Monographs, Memoirs.

Web based primary information sources.

Evaluation of representative sources in each category.

Unit 2: Secondary and Tertiary Sources

Secondary Sources: Dictionaries, Directories, Bibliographies, Treatises.

Tertiary Sources: Guide to Literature, Bibliography of Bibliographies.

Web based secondary information sources.

Evaluation of representative sources in each category.

Unit 3 : Information Systems & Networks

Information Systems and Networks in Social Sciences: Need and Purpose.

Social Science Information Systems at National and International levels.

Unit 4 : Academic Integrity and Plagiarism

Copyright Act, Intellectual Property Rights.

Plagiarism: Meaning, Kinds.

National and International Efforts for Anti-Plagiarism; Role of the UGC, India, Gazette Notifications.

Plagiarism Detection System: Online Software – URKUND.

RECOMMENDED BOOKS:

1. Katz, W. A. (1969). *Introduction to Reference Work*. New York. Mc Graw Hills.
2. Sharma, J. S. & Grover, D.R (1987). *Reference Service & Sources of Information*. New Delhi: Ess Ess Publication.
3. Dhiman, Anil Kumar and Rani, Y. (2007). *Resource Sharing and Library & Information Networks*. New Delhi: Ess Ess Publication.
4. <https://www.orkund.com/>

FE-LIS-CC-205 Seminar

Issues concerned with librarianship, information science / systems / services / networks, automation, networking, digitization, e-learning and relevant aspects.(Details at point 11.3 – initial pages)