

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE
Bachelor of Library & Information Sciences (B. Lib. I. Sc.)
(w.e.f. 2019-20)

Ist Semester

Course Code	Course Title		Maximum Weightage: 100%		Credit
			End Semester (in %)	Sessional (in %)	
BLIS 101*	Library Organization and Services	Open Elective	70	30	4
BLIS 102	Foundation of Library and Information Science	Core	70	30	4
BLIS 103	Knowledge Organization and Information Processing	Core	70	30	4
BLIS 104	Knowledge Organization and Information Processing – Practical-1	Core	70	30	4
BLIS 105	Information Communication Technology-Basics	Core	70	30	4
BLIS 106	Information Communication Technology-Basics – Practical	Core	70	30	4

IInd Semester

Course/ Code	Course Title		Maximum Weightage: 100%		Credit
			End Semester (in %)	Sessional (in %)	
BLIS 201*	Open Access Resources	Open Elective	70	30	4
BLIS 202	Information Sources and Services	Core	70	30	4
BLIS 203	Management of Library and Information Centres	Core	70	30	4
BLIS 204	Information Sources and Services– Practical	Core	70	30	4
BLIS 205	Information Storage and Retrieval	Core	70	30	4
BLIS 206	Knowledge Organization and Information Processing– Practical-II	Core	70	30	4

*Choice based course

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Annexure - A

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE
Bachelor of Library & Information Sciences (B. Lib. I. Sc.)
(w.e.f. 2019-20)
Ist Semester

Course Code	BLIS-101*
Course Title	Library Organization and Services
Type of Paper	Open Elective
Credits	04
Teaching Hours:	48 Hours

Objectives of the Course:

- To know the basics of the library and its types.
- To explain the functions and services of the various libraries.
- To identify the differences in school, college and university libraries.

Course Content:**Unit-1**

- Library: Concept, Definition, Need, Purpose and Functions
- National Library of India
- Public Libraries- Features
- Academic Libraries- Features
- Special Libraries- Features

Unit-2

- Library Housekeeping Operations
- Acquisition Section
- Technical Section
- Circulation Section
- Periodical Section
- Reference Section and Maintenance Section

Unit-3

- Reference Services
- Referral Services
- Documentation Services- CAS and SDI
- Indexing and Abstracting Services
- Translation Services

Unit-4

- Bibliography- INB, BNB
- Encyclopedia- Features of Britannica and Americana
- Directory- Features of Ulrich International Periodical Directory
- Yearbook- India: A Reference Annual
- Biographical Sources: International Who is Who, Who is Who India
- Dictionaries

Unit-5

- Emerging Trends in Libraries
- E-ShodhSindhu, Shodhganga
- National Knowledge Commission
- User Orientation Programmes
- Information Literacy

Method of Teaching: Lecture, Seminars, Library visits, etc.

Method of Assessments and weightage: Assignment and written exam.

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Recommended Books::

- Ranganathan S.R. Reference service. Ed 2. 1989. Ranganathan Endowment for Library Science, Bangalore.
- Krishna Kumar. Reference service. Ed. 3. 1996. Vikas Publishing, New Delhi.
- Cheney F.N. and Williams W.J. Fundamental reference sources. Ed. 3. 2000. ALA, Chicago.
- Foskett D.J. Information service in libraries. Ed. 2. 1967. Archon Book Hamden, Connecticut.
- Katz W.A. Introduction to reference work: reference service and reference process. v.2. Ed. 5. 1987. McGraw-Hill, New York.
- Crawford John. Evaluation of Library and Information Services. 2000. ASLIB, London.
- Mittal, R.L. Library Administration: Theory and Practice. 2007. Ess Ess Publication.

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Course Code	BLIS-102
Course Title	Foundation of Library and Information Science
Type of Paper	Core
Credits	04
Teaching Hours	48 Hours

Objectives of the Course:

- To understand about the origin and development of libraries.
- To understand about the five laws and their implications in ICT era.
- To understand details about library legislation and IPR acts.
- To find out the different types of national /international library organisation.
- To get knowledge about professionalism and professional ethics.

Course Content:

Unit-1

- Development of Libraries with special reference to India
- Library as a Social Institution
- Different types of Libraries – their distinguishing features and functions
- Role of Library in formal and informal education

Unit-2

- Five Laws of Library Science and their implications
- Laws of Library Science in ICT environment
- Professional ethics

Unit-3

- Library legislation-needs and essential features
- Library Legislation in India: An Overview
- Press and Registration of Books Act
- Intellectual Property Rights: Copy Right, Patents and Standards.

Unit-4

- National Library Associations - ILA, IASLIC
- Professional Education and Research
- International Library Association – IFLA, ALA
- Public Library Promoters: RRLF
- International Library and Information Services Promoters: UNESCO

Unit-5

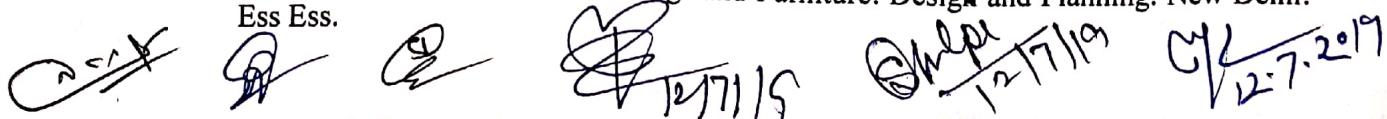
- Public Relations and Extension Activities
- Bay Guides, Indicators, Playcards
- Consultancy Promotional Web Tools
- Role of Library Professionals in Modern Era

Method of Teaching: Lecture, Seminars, Class test, etc.

Method of Assessments and weightage: Assignment and written exam.

Recommended Books:

- Iyer, V.K. 1999. Public Library System in India. Delhi: Rajat.
- Khanna, J. K. 1994. Library and society. New Delhi. Ess Ess.
- Kumar, P.S.G. 2014. Changing Dimensions of Library and Information Science. New Delhi: Ess Ess.
- Kumar, S. (s.n). Public Libraries Act in India. New Delhi: Ess Ess.
- Kumar. Krishna.2013. Library Organisation. Krishna Kumar. Noida:Vikas Publishing house Pvt. Ltd.
- Ramaiah, L.S. 1999. Information and Society. New Delhi: Ess Ess.
- Ranganathan, S. R. 2008. Library Manual. New Delhi: Ess Ess.
- Sinha, S. C. 2004. Library Buildings and Furniture: Design and Planning. New Delhi: Ess Ess.



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Course Code	BLIS-103
Course Title	Knowledge Organization and Information Processing
Type of Paper	Core
Credits	04
Teaching Hours:	48 Hours

Objectives of the Course:

- To understand the basic concept and importance the organization of knowledge.
- To understand the importance of the various library classification schemes used in different types of Library.
- To understand the formation of subjects in the Universe of Subjects.
- To develop skills of classification.
- To develop skills in subject analysis and synthesis of different facets.

Course Content:

Unit-1

- Historical Development of Library Classification
- Universe of subjects as mapped in CC, DDC and UDC Schemes
- Species of Classification Schemes
- Modes of formation of subjects
- Canons of Classification

Unit-2

- Classification: Concept, definition, and functions
- Features of DDC, UDC
- Principles of Classification
- Fundamental Categories
- Phase Relations

Unit-3

- Devices: AD, SD, CD, Super Imposition Device
- Notations: Needs, types and qualities
- Call Number: Book number, Class numbers
- Common Isolates and Standards Subdivisions
- Trends in Library Classification

Unit-4

- Library Catalogue- purpose, structure and types
- Physical forms and OPAC
- Formats of Document
- Normative Principles of Cataloguing
- Canons of Cataloguing

Unit-5

- Centralized and cooperative cataloguing
- Standard codes of cataloguing: AACR-II, CCC
- Subject heading lists: LCSH, SLSH
- Standards for Bibliographic Description: ISBD, MARC, CCF
- Z39.50, Unicode, Dubline Core Metadata.

Method of Teaching: Lecture, Practice, Class test, etc.

Method of Assessments and weightage: Assignment and Written exam.

Recommended Books:

- British Standards Institute. 1988. *Universal Decimal Classification*. London: BSI.
- Dewey, M. 2003. *Dewey Decimal Classification* (22nd ed., 4 Vols.). Ohio: OCLC.

- Krishan, Kumar. 1998. Theory of Classification. 4th rev. ed. Delhi: Vikas Pub. House.
- Mills, J. 1952. Modern outline of library classification. Bombay: Asia.
- Parkhi, R. S. 1964. Decimal Classification and Colon Classification in perspective. Bombay: Asia.
- Phillips, W. H. 1953. Primer of book classification. London: The Library Association.
- Ranganathan, S. R. 1962. Elements of Library Classification. 3rd ed. Bombay: Asia
- Ranganathan, S. R. 1963. Colon Classification (6th ed.) (with amendments). Bombay: Asia.
- Ranganathan, S. R. 1987. Colon Classification. (7th ed.). Revised and edited by M.A.Gopinath. Bangalore: Sarada Ranganathan Endowment for Library Science.
- Ranganathan, S. R. 1989. Prolegomena to Library Classification. Assisted by M. A. Gopinath. 3rd rep. ed. Bangalore: SRELS

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Course Code	BLIS-104
Course Title	Knowledge Organization and Information Processing-Practical-1
Type of Paper	Core
Credits	04
Teaching Hours:	48 Hours

Objectives of the Course:

- To understand the basic concept and importance the organization of knowledge.
- To understand the importance of the various library classification schemes used in different types of Library.
- To understand the formation of subjects in the Universe of Subjects.
- To develop skills of classification.
- To develop skills in subject analysis and synthesis of different facets.

Course Content:

- A. Classification of Documents using Colon Classification (CC) scheme 6th Reprint edition:
- Steps in Classification
 - Structure and Organization
 - Classification of documents representing simple subject
 - Classification of documents having common isolates
 - Classification of documents representing compound subject
 - Classification of documents representing complex subject
- B. Classification of Documents using Dewey Decimal Classification (available edition) Scheme:
- Steps in Classification
 - Structure and Organization
 - Classification of documents representing simple subject
 - Classification of documents representing compound subject
 - Classification of documents representing complex subject

Method of Teaching: Lecture, Practice, Class test, etc.

Method of Assessments and weightage: Assignment and Written exam.

Recommended Books:

- British Standards Institute. 1988. *Universal Decimal Classification*. London: BSI.
- Dewey, M. 2003. *Dewey Decimal Classification* (22nd ed., 4 Vols.). Ohio: OCLC.
- Krishan, Kumar. 1998. *Theory of Classification*. 4th rev. ed. Delhi: Vikas Pub. House.
- Mills, J. 1952. *Modern outline of library classification*. Bombay: Asia.
- Parkhi, R. S. 1964. *Decimal Classification and Colon Classification in perspective*. Bombay: Asia.
- Phillips, W. H. 1953. *Primer of book classification*. London: The Library Association.
- Ranganathan, S. R. 1962. *Elements of Library Classification*. 3rd ed. Bombay: Asia
- Ranganathan, S. R. 1963. *Colon Classification* (6th ed.) (with amendments). Bombay: Asia.
- Ranganathan, S. R. 1987. *Colon Classification*. (7th ed.). Revised and edited by M.A.Gopinath. Bangalore: Sarada Ranganathan Endowment for Library Science.
- Ranganathan, S. R. 1989. *Prolegomena to Library Classification*. Assisted by M. A. Gopinath. 3rd rep. ed. Bangalore: SRELS

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- Krishan, Kumar. 1998. *Theory of Classification*. 4th rev. ed. Delhi: Vikas Pub. House.
- Mills, J. 1952. *Modern outline of library classification*. Bombay: Asia.
- Parkhi, R. S. 1964. *Decimal Classification and Colon Classification in perspective*. Bombay: Asia.
- Phillips, W. H. 1953. *Primer of book classification*. London: The Library Association.
- Ranganathan, S. R. 1962. *Elements of Library Classification*. 3rd ed. Bombay: Asia.
- Ranganathan, S. R. 1963. *Colon Classification* (6th ed.) (with amendments). Bombay: Asia.
- Ranganathan, S. R. 1987. *Colon Classification*. (7th ed.). Revised and edited by M.A.Gopinath. Bangalore: Sarada Ranganathan Endowment for Library Science.
- Ranganathan, S. R. 1989. *Prolegomena to Library Classification*. Assisted by M. A. Gopinath. 3rd rep. ed. Bangalore: SRELS

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Course Code	BLIS-105
Course Title	Information Communication Technology-Basics
Type of Paper	Core
Credits	04
Teaching Hours:	48 Hours

Objectives of the Course:

- To understand the basic concept and importance the organization of knowledge.
- To understand the importance of the various library classification schemes used in different types of Library.
- To understand the formation of subjects in the Universe of Subjects.
- To develop skills of classification.
- To develop skills in subject analysis and synthesis of different facets.

Course Content:

Unit-1

- Information Technology: An overview
- Components of Information Communication Technology
- Applications of IT in Library and Information Centres
- Impact of IT on modern society
- Programming Languages – Object Oriented, Procedural, High Level, Scripting; Web Languages.

Unit-2

- Computer: Needs, Characteristics and Functions
- Historical Development of Computers
- Components of Computer: Hardware and Software
- Storage Devices, Input and Output Devices
- Generations and classification of Computers

Unit-3

- Telecommunication – Transmission Channels, Mode, and Media,
- ISDN, PSDN, Multiplexing, Modulation,
- Computer Networks – Topologies,
- Types of Networks – LAN, MAN, WAN
- Wireless Communication – Media, Wi-fi, Li-fi,

Unit-4

- Satellite Communication,
- Mobile Communication.
- Internet – Web browsers,
- WWW, E-mail;

Unit-5

- Search Engines, Meta and Entity Search engines.
- Intranet and extranet: An overview
- Database: Features, Types, Advantages and Limitations
- Functioning of Social Media.

Method of Teaching: Lecture, Seminars, Practice, Class test, etc.

Method of Assessments and weightage: Assignment and Written exam.

Recommended Books:

- Shushila , Madan. 2015. Information Technology 4th ed. New Delhi.
- ITL 2006 Introduction to Information Technology 2nd ed. New Delhi. Pearson
- UPTEC. 2004.Information Technology : Tools and Applications. New Delhi. Elsevier.
- Deshpande,Ravikant.M.2015. Getting Started with information technology: Practice and Applications. New Delhi. Ess Ess Publications.

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- Dhiman, Anil K. 2003. Basics of information technology for librarians and information scientists. New Delhi
- Ramalinga. 2000. Library and Information Technology : Concepts to Applications. Delhi.
- Batra, B B. 2001. Information Technology. Delhi.
- Kumar, P S G. 2003. Information Technology: basic. Delhi. B. R Publishing.
- Kumar, P S G. 2004. Information Technology Application: theory and practical. Delhi. B.R Publishing
- SHUKLA (R.L.). Information Technology in Next Millennium. 2000. Rajat Publications. New Delhi.
- SINHA (P.K.). Computer Fundamentals. 2001. BPB Publications. New Delhi
- DHYANI (P.). Directory of Information Services and Computer Application. 1994. 1st ed. University Book House. Jaipur.
- STALLINGS (William). Operating systems. 2000.2nd edition. Prentice hall of India. New Delhi.
- Rutkosky, Nita and others(2008). Office 2007.: a visual approach to learning computer skills.New Delhi: BPB Publisher
- Kuldeep Chand (1993) Current trends in information technology: Impact on Information scene in India.New Delhi: Batra
- UPTEC (2004) IT tools and Applications. New Delhi: Elsevier
- Hardesty, Larry(2010).books, Bytes and bridges: libraries and computer centres in Academic Institutions. Chicago:ILA

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Course Code	BLIS-106
Course Title	Information Communication Technology: Basics – Practical
Type of Paper	Core
Credits	04
Teaching Hours:	48 Hours

Objectives of the Course:

- To introduce students with the basics of operating systems
- To provide hands on training of Office applications
- To enable students in building websites and hosting them online.

Course Content:

- Operating Systems and Application Software: Installation and functions of different Operating Systems: Windows and Linux. Linux basic commands and MS DOS commands.
- Configuration and maintenance of Desktop Computer and Server.
- Editing and Formatting Word Documents (Using either MS Word or OpenOffice Writer or Google Docs).
- Creating Power Point Presentations (Using either MS PowerPoint or OpenOffice Impress or Google Slides).
- Creating Spreadsheets (Using either MS Excel or OpenOffice Calc or Google Sheets).
- Web Page Design: Basics of HTML and CSS.
- CMS: Installation and configuration of either WordPress or Drupal.
- Web Hosting.

Method of Teaching: Demonstrations, Practical sessions, Class activities, Challenge, Troubleshooting.

Method of Assessments and weightage: Assignments and Practical examination.

Recommended Books/materials:

- Bradley, Phil (1995). World wide web: how to design & construct home pages. London: Aslib.
- Goel, A. (2012). Computer fundamentals. New Delhi: Pearson Education.
- Leon, A. (1999). Fundamentals of information technology. New Delhi: Vikas.
- Lindros, Kim., PC Basics with Windows 7 and Office 2010. Jones & Bartlett Learning, Boston
- Lynch, P. J. & Horton, S. (2009). Web style guide: basic design principles for creating web sites (3rd ed.). London: Yale University Press.
- Peterson, Richard. 1996. Linux: the complete reference. New York: McGraw-Hill
- W3Schools Online Web Tutorials available at <https://www.w3schools.com>
- Walkenbach, John et al. Office 2007 bible. 2007. John Wiley, New York.
- Winship, Ian & Mcnab, Alison. The student's guide to the Internet.2000. Library Association

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DEPARTMENT OF LIBRARY & INFORMATION SCIENCE
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(w.e.f. 2019-20)

IInd Semester

Course Code	BLIS-201
Course Title	Open Access Resources
Type of Paper	Open Elective
Credits	04
Teaching Hours:	48 Hours

Objectives of the Course:

- To gain an overview of the broad range of open access resources available in various subject areas
- To explore various resources which may be useful to teaching and research in the future
- To identify the special consideration for open access resources including the challenges and opportunities for libraries.
- To evaluate and suggest open access resources which are very useful for learning.
- To learn about open educational resources and how these can be utilized by the learners for lifelong education

Course Content:

Unit-1

- E-Resources: Concept, Definition, Objectives, Advantages and Limitations
- E-Journals
- E-Books
- Databases
- Electronic Theses and Dissertations

Unit-2

- Library Consortia-National and International
- Collection Development of e-resources
- Information Access and delivery Infrastructure
- Accessing E-Resources: Publishers and Aggregators
- License and Agreement on on-line Resources

Unit-3

- Institutional Repository-Need, Purpose, Types and Tools
- Institutional Repository in India; ROAR, DOAR, SHERPA-ROMIO
- Internet Resources
- Evaluation Criteria of Internet resources

Unit-4

- Conversion from Print to E-Resources
- Classification and cataloguing of E-Resources
- E-resource Management Initiative (ERMI)
- E-Resource Life Cycle: Acquire, Access, Administer, Support and Evaluate
- Standardized Usage Statistics Harvesting Initiative (SUSHI)

Unit-5

- Open Access Initiative
- Open Source Software
- Web-Based User Education Programme
- Performance Indicators for Electronic Resources Management
- OCLC

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Method of Teaching: Lecture, Seminars, Class test, etc.

Method of Assessments and weightage: Assignment and Written exam.

Recommended Books:

- Botyriute, Kristina(2018).Access to Online Resources: A Guide for the Modern Librarian. spinger open switzerland
- Suber, Peter(2012).Open Access. MIT press. Cambridge
- Rudasill (2013).Open access & digital library social science libraries.GERMANY,p.386
- JACOBS,NEIL.(2006).Open access.oxford.chandos,p.243
- Bajpai, M.(Ed.) (2016)Library Services in Digital environment. New Delhi :Consortium book.
- Sharma, A.K.(ed.) 6(2016)Current trends in Library and Information science in Digital Era.
- Mukhyadal, B.G.(ed.)(2014)Advancement of electronic resources in Libraries. Atharva publication,
- Kaushal Chauhan and R. K. Mahapatra. Open access resources in Library and Information science. New Delhi Ess Ess Publication,p.559

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Course Code	BLIS-202
Course Title	Information Sources and Services (Theory)
Type of Paper	Core
Credits	04
Teaching Hours:	48 Hours

Objectives of the Course:

- To develop the knowledge of various types of Information sources;
- To differentiate between primary, secondary and tertiary sources;
- To explain the need of services in library; and
- To develop confidence and expertise in handling information sources.

Course Content:

Unit-1

- Information Sources: Meaning, Nature, Characteristics and Types.
- Sources of Information- Primary, Secondary and Tertiary, Documentary and Non - Documentary Sources of Information
- Internet as a Source of Information

Unit-2

- Primary Information Sources (Print and Electronic)-Journals, Conference Proceedings, Patents, Standards, Thesis and Dissertations, Trade Literature.
- Secondary Information Source (Print and Electronic)-Dictionary, Encyclopaedia, Bibliographies, Indexing and Abstracting, Statistical Sources, Handbooks and Manuals.
- Tertiary Information Sources (Print and Electronic)- Directories, Year Books, Almanacs,

Unit-3

- References Sources-Bibliographical, Biographical, Educational, Language and GeographicalMAP, Atlas, Google Map, Navigation.
- Electronic Information Resources-Subject Gateways, Webportals, Bulletine Boards, Discussion Forums/Groups.
- Databases: Bibliographic, Numeric, Full text, Multimedia; Open Access Databases.
- Institutional and Human Resources

Unit-4

- Reference Service: Concept, Functions and Types
- Referral Services.
- Alerting Services-CAS, SDI
- Document Delivery Service, Inter Library Loan.
- Mobile Based Library Services and Tools-Mobile OPAC, Mobile Library Websites, Library Apps, Mobile Library Instructions, SMS Alerts
- Reference Enquiry

Unit-5

- Library 2.0-Concept, Characteristics, Components: Instant Messaging, RSS Feeds, Podcasts, Webcasts, Ask a Librarian.
- Academic Social Networks, Social Book Marking and Tagging
- Evaluation of Reference Sources and Web Resources: Criteria

Method of Teaching: Lecture, Seminars, Class test etc.

Method of Assessments and weightage: Assignment and Written exam.

Recommended Books:

- Cassel, K. A. Reference and Information Services in 21st Century: An Introduction. London: Facet Publishing, 2006.

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Method of Teaching: Lecture, Seminars, Class test, etc.

Method of Assessments and weightage: Assignment and Written exam.

Recommended Books:

- Botyriute, Kristina(2018).Access to Online Resources: A Guide for the Modern Librarian. spinger open switzerland
- Suber, Peter(2012).Open Access. MIT press. Cambridge
- Rudasill (2013).Open access & digital library social science libraries.GERMANY,p.386
- JACOBS,NEIL.(2006).Open access.oxford.chandos,p.243
- Bajpai, M.(Ed.) (2016)Library Services in Digital environment. New Delhi :Consortium book.
- Sharma, A.K.(ed.) 6(2016)Current trends in Library and Information science in Digital Era.
- Mukhyadal, B.G.(ed.)(2014)Advancement of electronic resources in Libraries. Atharva publication,
- Kaushal Chauhan and R. K. Mahapatra. Open access resources in Library and Information science. New Delhi Ess Ess Publication,p.559

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Course Code	BLIS-203
Course Title	Management of Libraries and Information Centres
Type of Paper	Core
Credits	04
Teaching Hours	48 Hours

Objectives of the Course:

- To understand functions and principles of library management.
- To understand library housekeeping operations.
- To understand human resource management.
- To know the library budgeting techniques and methods.
- To understand stock verification procedures and conservation, preservation methods.

Course Content:

Unit-1

- Management: Concept and Scope and Functions
- Management Schools of thought: Classical, Neo-classical and Modern
- Functions and Principles of Scientific Management
- Library Administration, Organisational Structure

Unit-2

- Different Sections of Library & Information Centre and their functions
- Collection Development and Management Policies, Procedures
- Book ordering (Acquisition)
- Technical Processing
- Serials Control, Circulation Control, etc.

Unit-3

- Human Resource Management: Characteristics
- HRM: Micro and Macro approach
- Job Description and Analysis, Job evaluation
- Human Resource Planning: Need & Purpose, Elements, Methods & Techniques

Unit-4

- Budgeting: Concept, Objectives and functions, and types
- Methods of financial Estimation:-PPBS, Zero Based Budgeting etc.
- Budgetary Control: Need, Process, Advantages & Limitations
- Cost analysis Approaches: Cost Effectiveness, Cost Benefit & Cost Utility Analysis
- Costing: Need, Types of Costs, Methods

Unit-5

- Stock Verification-Policies and Procedures, Guiding Principle
- Collection Evaluation and Weeding
- Conservation, Preservation and Archiving

Method of Teaching: Lecture, Seminars, Class test, etc.

Method of Assessments and weightage: Assignment and written exam.

Recommended Books:

- Mittal, R. L. 2007. Library Administration: Theory and practice. New Delhi: Ess Ess.
- Shivadas, K. K. 2015. Library Management. New Delhi: A.P.H
- Krishnamurthy, R. 1992. Library Administration and Resources .New Delhi: Commonwealth.
- Ranganathan, S. R. 1935. Library Administration. New Delhi: Ess Ess.
- Khanna, J. K. 2001. Hand book of Library Administrative. New Delhi: CREST.
- Krishnamurti, K. 2013. Library Management. New Delhi: Commonwealth.

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- Lancaster, F. W. Indexing and Abstracting in Theory and Practice. 3rd ed. Illinois: Champaign, 2003.
- Lancaster, F. W., and M. Julie. "The Future of Indexing and Abstracting Services". Journal of American Society for Information Science. Mar. 33(3), 183-189.
- Sharma, C. K. Reference Service and Sources. New Delhi: Atlantic, 2006
- Schneyman, A. H. (1985). Organizing Information Resources. Information Management Review.
- Feather, J. and Sturges, P. (eds). (1997). International Encyclopedia of Library and Information Science. 2nd ed. London: Routledge.

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Course Code	BLIS-204
Course Title	Information Sources and Services—Practical
Type of Paper	Core
Credits	04
Teaching Hours:	48 Hours

Objectives of the Course:

- To understand the importance of information sources such as Encyclopedias, Directories, Handbooks, Dictionaries, MAPs, etc.
- To identify the types and characteristics of aforesaid information products;
- To explain the role played by these information sources in promoting the image of an organization
- To critically evaluate these information sources as per their characteristics ;

Course Content:

Evaluation of information source: (Any two (Print or electronic)):

- Directories: Ulrich International Periodical Directory, World of Learning, University Handbook, Encyclopaedia Britannica, Encyclopaedia Americana, Subject Encyclopaedias

Evaluation of information source: (Any two (Print or electronic)):

- Encyclopaedia: McGraw Hill Encyclopaedia of Science and Technology, Encyclopaedia of Library and Information Science, International Encyclopaedia of Social Science, International Who's Who, Who's Who in India

Evaluation of information source: (Any two (Print or electronic)):

- Yearbook: India: A Reference Annual,

Evaluation of information source: (Any two (Print or electronic)):

- Language Dictionaries: Webster New International Dictionary, Oxford Dictionary, Random House Dictionary

Evaluation of information source: (Any two (Print or electronic)):

- Subject Directories

Evaluation of information source: (Any two of the following (Print or electronic)):

- Geographical Sources: MAP, Atlas, Google Map, Navigation. Gazetteer of India

Compilation of current awareness list.

Preparation of bibliography and press clippings.

Method of Teaching: Lectures, Brainstorming sessions, class test for the evaluation of the Concerned information sources.

Method of Assessments and weightage: Assignments, seminar presentations, and written exam.

Recommended Books:

- Feather, J. and Sturges, P. (eds). (1997). International Encyclopedia of Library and Information Science. 2nd ed. London: Routledge. pp. 263-64.
- Grogan, D. J. (1992). Science and Technology: An Introduction to the Literature. 4th ed. London: Clive Bingley.
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- Hornby, A. S. (2000). Oxford Advanced Learner's Dictionary of Current English. 6th ed. by Sally Wehmeir. Oxford: University Press.
- India 2001: A Reference Annual. Delhi: Publications Division.
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- Internet 3. cdiac.esd.ornl.gov/home.html. [viewed on 25 March 2005].
- Katz, W. A. (1992). Introduction to Reference Work. 6th ed. New York: Mc Graw-Hill. 2V.

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Course Code	BLIS-205
Course Title	Information Storage and Retrieval
Type of Paper	Core
Credits	04
Teaching Hours:	48 Hours

Objectives of the Course:

- To understand the concept of information storage and retrieval.
- To acquaint with the models, techniques and types of information storage and retrieval systems.
- To make students aware about the web based search and retrieval systems including Semantic web.

Course Content:

Unit-1

- Information Retrieval System: Basic Concept, Purpose, Functions
- Components & Features of Information Retrieval System

Unit-2

- Subject indexing: Concept and Need.
- Concept use and types of indexing systems: Pre-coordinate and Post Coordinate Indexing systems.
- Pre-Coordinate Indexing System: Chain Indexing, PRECIS, POPSI
- Post-Coordinate Indexing System: UNITERM Indexing System,
- Features of Optical Coincidence System, Edge Notched Card system.
- Keyword indexing: KWIC, KWOC
- Citation Indexing: Online Citation indexing tools.

Unit- 3

- Vocabulary Control: Concept & Need. Problems of Natural Language.
- Vocabulary control Devices: Features of Subject Heading Lists and Thesaurus
- Name Authority Control and Access point.

Unit 4

- Information Search Process
- Search Strategy & its Prerequisites
- Search techniques: Boolean, Proximity, Truncation, Phrase, Range, Field specific.
- Operational IR Systems:
- IR features of OPAC, Institutional Repository, Federated Search Systems, Discovery services.

Unit 5

- Web based retrieval systems:
 - Characteristics and Web information sources.
 - Web Search Engines. Metasearch engines.
- Evaluation of Information Retrieval Systems: Methods and Parameters.
- Semantic web, RDF, RDFS, Protégé, Ontology, linked data
- Big Data, Data Mining

Method of Teaching: Lectures, Brainstorming sessions, Case studies, Demonstrations.

Method of Assessments and weightage: Assignments, seminar presentations, and written exam.

Recommended Books::

- Aitchison, J. & Gilchrist, A. (2000). Thesaurus construction and use: a practical Manual (4th ed.). London: Aslib.

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- Longman Dictionary of Contemporary English (1995). 3rd ed. Harlow: Longman.
- Pearsall, J. (ed.) (1999). The Concise Oxford Dictionary. 10th ed. Oxford: Oxford University Press.
- Schneyman, A. H. (1985). Organizing Information Resources. Information Management Review. 1(1), 34-45.
- Thakur, R.S. (2004). A Study of the Telecast Media Libraries in India [Thesis]. Delhi: University of Delhi.
- The Random House Dictionary of the English Language (1972). College ed. New Delhi: Allied Publishers.
- Webster's Seventh New Collegiate Dictionary (1966). Calcutta: Scientific Book Agency.

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Course Code	BLIS-206
Course Title	Knowledge Organization and Information Processing— Practical-II
Type of Paper	Core
Credits	04
Teaching Hours:	48 Hours

Objectives of the Course:

- To know about different physical forms of library catalogues
- To understand the concept of catalogue entry to access the reading material.
- To acquaint with various entries of library catalogue as per type of material.
- To practice for the preparation of various entry in library catalogue.

Course Content:

Cataloguing of Documents (Using AACR-II)

- Cataloguing of simple documents
- Cataloguing of complex documents
- Works of Single and Shared Authorship
- Works of Shared Responsibilities
- Editorial Publications
- Multivolume and Pseudonymous
- Works of Corporate Bodies
- Serial Publications
- Works of Editorial Direction
- Non Print Materials

Method of Teaching: Lecture, Practice, Class test, etc.

Method of Assessments and weightage: Assignment and written exam.

Recommended Books: :

- AMERICAN LIBRARY ASSOCIATION. Anglo-american cataloguing rules. Rev Ed. 2. 1998. Library Association, London.
- Anglo-American Cataloguing Rules. (1988). 2nd rev. ed. Chicago: American Library Association.
- Hunter, Eric, J. and Bakewell, K.G.B. (1983). Cataloguing. 2nd rev. and expanded ed. London Clive Bingley. Chapter 6.
- Krishan Kumar. (1993). Cataloguing. New Delhi: Har-Anand Publications. Chapter 12.
- MILLER (Joseph), Ed. Sears list of subject headings. Ed 15. 1994 .Wilson, New York.
- Needham, C.D. (1977). Organising Knowledge in Libraries: An Introduction to Information Retrieval. 2nd rev. ed. London : Andre Deutsch. Chapter 16.
- RANGANATHAN (S R). Classified catalogue code with additional rules for dictionary catalogue code. Ed. 5 (with amendments). 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
- Ranganathan, S.R. (1992). Classified Catalogue Code with Additional Rules for Dictionary Catalogue Code. 5th ed. Bangalore: Sarada Ranganathan Endowment for Library Science.
- Wynar, Bhodan, S. (1980). Introduction to Cataloguing and Classification. 6th ed. Littleton, Colorado: Libraries Unlimited.

*Chiranjeevi
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