

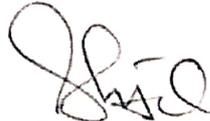
Ref. No.: FASS/DLIS/2025/ RAJ 25/2 461646

Date: 03/09/2025

**Board of Studies Meeting Notice**

A meeting of Board of Studies has been scheduled on 07/09/2025 at 10:30 am in the office of the undersigned. Following are agenda items for the same:

1. **Agenda Item No. 1:** To confirm the minutes of the Board of Studies meeting held on 10/02/2025. (Annexure-1)
2. **Agenda Item No. 2:** To report action taken on the minutes of Board of Studies held on 10/02/2025. (Annexure-2)
3. **Agenda Item No. 3:** To continue vocational courses for the session 2025-26. (Annexure-3)
4. **Agenda Item No. 4:** To consider departmental academic calendar for the session 2025-26. (Annexure-4)
5. **Agenda Item No. 5:** To ratify the time table for BLIS, MLIS & Ph.D. and allocation of the course/subjects to the faculty members. (Annexure-5)
6. **Agenda Item No. 6:** To approve the plan of academic activities for the odd semester. (Annexure-6)
7. **Agenda Item No. 7:** To organise International Conference to train faculty members & students.. (Annexure-7)
8. **Agenda Item No. 8:** To allocate the mentors to mentee to assist the mentee in solving their personal & educational problems. (Annexure-8)
9. **Agenda Item No. 9:** Review of feedback analysis based on stakeholder's feedback of the year 2024-25. (Annexure-9)
10. **Agenda Item No. 10:** To consider the list of external examiners for the theory & practical examinations. (Annexure-10)
11. **Agenda Item No. - 11:** To review BLIS syllabus from the session 2025-26. (Annexure-11)
12. Any other items with the permission of the chairman.

  
(Dr. Sudhir Tyagi)

Head,  
Dept. of Library and Inf. Sc.  
S. V. Subharti University,  
Meerut

Copy to:

1. Dr. Javed Khan – Member (Associate Professor, DLIS, SVSU)
2. Dr. Sapna Sharma – Member (Assistant Professor, DLIS, SVSU)
3. Dr. Alpana – Member (Assistant Professor, DLIS, SVSU)
4. Dr. J. A. Siddiqui – External Expert  
Coordinator, DLIS/Deputy Librarian, CCS University, Meerut
5. Dr. Deepak Sharma – External Expert  
Asst. Professor, DLIS, M.M. College, Modinagar
6. Dr. Shiva Kannoja – External Expert  
Deputy Librarian, JNU, New Delhi
7. Dr. Mahendra Kumar - Invitee  
Asst. Professor, DLIS, Dr. SS Gaur, University, Sagar, MP

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www.subharti.org

Ref. No.: FASS/DLIS/2025/

Date: 08/09/2025.

**Minutes of Board of Studies (BoS) Meeting held on 07/09/2025 Academic Year 2025-26**

The meeting of the Board of Studies was held on 07/09/2025 at 10:30 AM in the Department of Library and Information Science, Swami Vivekanand Subharti University, Meerut.

The following members were present during the meeting:

1	Dr. Sudhir Tyagi, Professor & Head	Chairman
2	Dr. Javed Khan, Associate Professor	Member
3	Dr. Sapna Sharma, Assistant Professor	Member
4	Dr. Alpana, Assistant Professor	Member
5	Dr. Deepak Sharma, Assistant Professor, Dept. of Library & Info. Sci., M.M. College, Modinagar, Ghaziabad	External Expert
6	Dr. Shiva Kannoja, Deputy Librarian, Jawaharlal Nehru University, New Delhi	External Expert
7	Dr. Mahendra Kumar, Asst. Professor, Dept. of Library & Info. Sci., Dr. SS Gaur, University, Sagar, MP	Invitee

Following member was not able to mark their presence for meeting:

1	Dr. J. A. Siddiqui, Coordinator, Dept. of Library & Info. Sci./Deputy Librarian, CCS University, Meerut	External Expert
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Prof (Dr.) Sudhir Tyagi, Chairman of the Board of Studies Committee (BoS) welcomed all the present members and thereafter put all the agenda points for discussion by the members.

The following agenda points were discussed in the meeting:

<b>Agenda - 1</b>	To confirm the minutes of the Board of Studies meeting held on 10/02/2025
<b>Agenda</b>	The minutes of Board of Studies meeting dated 10/02/2025 were circulated to all the members.
<b>Discussion</b>	No suggestion were received
<b>Resolution</b>	<b>Noted and approved.</b>
<b>Agenda - 2</b>	To report action taken on the minutes of Board of Studies held on 10/02/2025
<b>Agenda</b>	Information sent to all the BoS members regarding the submission of action taken on the previous meeting agendas, on which action was required at their end.
<b>Discussion</b>	The members noted the action taken
<b>Resolution</b>	<b>Action Taken Report of the minutes of Board of Studies committee meeting held on 10/02/2025 was ratified.</b>
<b>Agenda - 3</b>	To continue vocational courses for the session 2025-26
<b>Discussion &amp; Resolution</b>	The members unanimously agreed to continue following vocational courses for the session 2025-26.

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Discussion & Resolution	The members unanimously agreed to continue following vocational courses for the session 2025-26. 1. Basics of Digital Library 2. Library Book Management & Preservation
Agenda - 4	To consider departmental academic calendar for the session 2025-26
Discussion & Resolution	The chairman, BoS approved the departmental academic calendar after discussion for the session 2025-26. <b>Action to be taken by:</b> <b>All Faculty Members:</b> To follow the academic calendar. <i>Time Line to complete the assigned task: 25<sup>th</sup> August, 2025</i>
Agenda - 5	To ratify the time table for BLIS, MLIS & Ph.D. and allocation of the course/subjects to the faculty members.
Discussion & Resolution	It was decided that the core subject will be taught in the first half & after that timing for library training is allocated. All members unanimously agreed with the proposed time table. Chairman, BoS advised all concern to follow time table strictly. <b>Action to be taken by:</b> <b>All Faculty Members:</b> To follow approved time table.
Agenda - 6	To approve the plan of academic activities for the odd semester.
Discussion & Resolution	The members discussed all proposed/planned academic activities for the first semester session 2025-26 & finalized the activities. The chairman, BoS approved the departmental academic activities for first semester 2025-26. <b>Action to be taken by:</b> <b>All Faculty Members:</b> To conduct activities as assigned. <i>Time Line to complete the assigned task: 31<sup>st</sup> December, 2025</i>
Agenda - 7	To organise International Conference to train faculty members & students.
Discussion & Resolution	The members agreed to conduct International Conference titled "Transforming Libraries for Viksit Bharat 2047: Advancing Digital Innovation Services in Higher Education, Public and Community Libraries" with the jointly collaboration of Society for Information Research & Studies (SIRs), New Delhi. <b>Action to be taken by:</b> <b>HOD:</b> To conduct the conference. <i>Time Line to complete the assigned task: 31<sup>st</sup> December, 2025</i>
Agenda - 8	To allocate the mentors to mentee to assist the mentee in solving their personal & educational problems
Discussion & Resolution	The board unanimously allocated the faculty members as mentors to the students of BLIS & MLIS for the session 2025-26.
Agenda - 9	Review of feedback analysis based on stakeholder's feedback of the year 2024-25.
Discussion & Resolution	The members noted the feedback analysis and approved the action taken on the feedback of the year 2024-25.



Approved by UGC	<b>Action to be taken by:</b>
	The COE: To utilize examiners as per need.
Agenda - 11	To review BLIS syllabus from the session 2025-26.
Discussion & Resolution	Dr. Sapna Sharma proposed the revision of syllabus of BLIS programme from the session 2025-26. All members agreed with the need of revision of syllabus. The Chairman agreed with the members and agenda forwarded to academic council for ratification.

The meeting was concluded with a vote of thanks to the Chair.

(Dr. Sudhir Tyagi)  
Chairman  
Board of Studies



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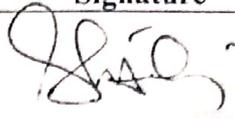
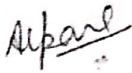
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Attendance Sheet

Meeting of Board of Studies

Date: 07/09/2025

Venue: Department of Library & Information Science

S. No.	Name		Signature
1.	Dr. Sudhir Tyagi, Head	Chairman	
2.	Dr. Javed Khan, Associate Professor	Member	
3.	Dr. Sapna Sharma, Assistant Professor	Member	
4.	Dr. Alpana, Assistant Professor	Member	
5.	Dr. J. A. Siddiqui, Coordinator, Dept. of Library & Information Science, CCS University, Meerut	External Expert	-
6.	Dr. Deepak Sharma, Assistant Professor, MM College, Modinagar, Ghaziabad	External Expert	
7.	Dr. Shiva Kannoja, Deputy Librarian, JNU, Delhi	External Expert	ONLINE
8.	Dr. Mahendra Kumar Asst. Professor, DLIS, Dr. H.S. Gour Vishwavidyalaya, Sagar, MP	Invitee	

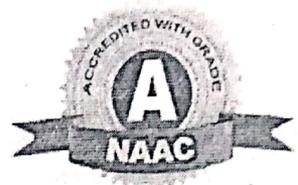
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# SUBHARTI UNIVERSITY



SWAMI VIVEKANAND  
**SUBHARTI**  
UNIVERSITY  
Meerut

UGC Approved



Where Education is a Passion...

## Bachelor of Library & Information Science (BLIS)

(One Year Course)

Revised Syllabus – V13-B (Amended)

2025-26

(Based on the Recommendations of NEP 2020)

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE  
FACULTY OF ARTS & SOCIAL SCIENCES

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**Department of Higher Education  
UP Government, Lucknow**

**Bachelor of Library and Information Science (BLISc)**

**One Year Programme of Two Semesters**

Eligibility: Graduate Degree in any discipline

**By UP Government Course Committee-2021**

National Education Policy-2020 Common Minimum Syllabus for all U.P. State Universities

**(Based on the recommendations of NEP 2020)**

Name	Designation	Affiliation
<b>Steering Committee</b>		
Mrs. Monika S. Garg (IAS), Chairperson, Steering Committee	Additional Chief Secretary	Department of Higher Education UP, Lucknow (UP)
Prof. PoonamTandan	Professor, Department of Physics	University of Lucknow, Lucknow (UP)
Prof. Hare Krishna	Professor, Department of Statistics	CCS University, Meerut(UP)
Dr. Dinesh C. Sharma	Associate Professor	K.M. Govt. Girls PG College, Badalpur, G.B. Nagar (UP)
<b>Supervisory Committee-Arts and Humanities Stream</b>		
Prof. DivyaNath	Principal	K. M. PG College, Badalpur, G.B. Nagar (UP)
Prof. Ajay Pratap Singh	Dean, Faculty of Arts	Ram ManoharLohiya University, Ayodhya (UP)
Dr. Nitu Singh	Associate Professor	HNB Govt. PG College, Prayagraj (UP)
Dr. Kishore Kumar	Associate Professor	K. M. PG College, Badalpur, G.B. Nagar (UP)
Dr. ShwetaPandey	Assistant Professor	Bundelkhand University, Jhansi (UP)

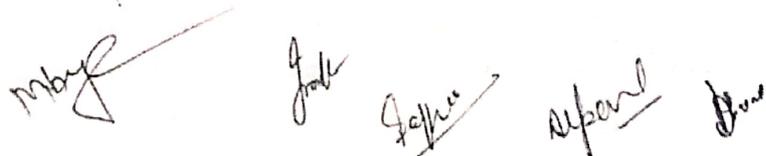
Syllabus Developed By:

S. No.	Name	Designation	Department	College/University
01	Dr. J.A. Siddiqui	Coordinator/Head	Library & Information Science	CCS University, Meerut (UP)
02	Dr. Naushad Ali PM	Professor	Library & Information Science	AMU, Aligarh (UP)
03	Dr. Shiva Kanaujia	Dy. Librarian	Dr. B.R. Ambedkar Library	Jawaharlal Nehru University, New Delhi
04	Dr. Devendra Kumar	Assistant Professor (Library Science)	College Library	RamabaiAmbedkar Government Degree College, Gajraula, Amroha (UP)

**DEPARTMENT OF LIBRARY & INFORMATION SCIENCE**

**Structure of BLIS Programme**

Year	Sem.	Course Code	Paper Title	Theory/ Practical	Credits	Ext. Marks	Int. Marks	Total Marks
1	I	A190101T	Foundations of Library and Information Science	Theory	4	75	25	100
1	I	A190102T	Library Classification	Theory	4	75	25	100
1	I	A190103T	Library Cataloguing	Theory	4	75	25	100
1	I	A190104P	Library Classification	Practical	4	75	25	100
1	I	A190105P	Library Cataloguing	Practical	4	75	25	100
1	I	A190106A	Library Survey	Project	6	-	75	150
		A190106B	Literature Survey				75	
				<b>Total</b>	<b>26</b>	<b>375</b>	<b>275</b>	<b>650</b>
1	II	A190201T	Management of Libraries and Information Centers	Theory	4	75	25	100
1	II	A190202T	Information Sources and Services	Theory	4	75	25	100
1	II	A190203T	Information Processing and Retrieval	Theory	4	75	25	100
1	II	A190204T	Library and Information Technology	Theory	4	75	25	100
1	II	A190205P	Library and Information Technology	Practical	4	75	25	100
1	II	A190206A	Field Survey	Project	6	-	75	150
		A190206B	Compilation of Annotated Bibliography				75	
				<b>Total</b>	<b>26</b>	<b>375</b>	<b>275</b>	<b>650</b>



## Bachelor of Library and Information Science (BLISc)

### Program Outcome:

- Train students in modern library administration and prepare them for careers in Academic, Public and Special Libraries.
- Impart education and training for generating budding library professionals in the present scenario of information age.
- Develop man power for libraries and information centres for effective and efficient services, professional values, dedication and attitude.
- To equip students with competent skills essentially required for carrying out various housekeeping operations of library and Information Centers using ICT.
- To develop LIS students as competent professionals in the field by imparting employability skill based on effective communication, critical thinking, and ethical literacy.
- Enable to become lifelong learners for their personal growth and development.

### Program Objective:

- To help formulate graduate attributes, qualification descriptors, programme learning outcomes and course learning outcomes that are expected to be demonstrated by the holder of a qualification.
- To enable prospective students, parents, employers and others to understand the nature and level of learning outcomes (knowledge, skills, attitudes and values) and attributes a graduate of a programme should be capable of demonstrating on successful completion of the given programme of study.
- To maintain national standards and international comparability of learning outcomes and academic standards to ensure global competitiveness, and to facilitate student/graduate mobility.
- To provide higher education institutions an important point of reference for designing teaching-learning strategies, assessing student learning levels, and periodic review of programmes and academic standards.

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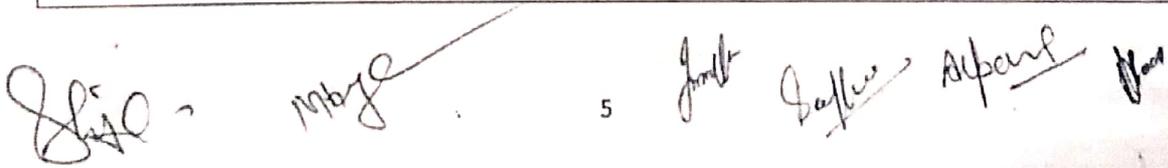
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## Bachelor of Library and Information Science

Programme/Class: Certificate	Year: First	Semester: First
Subject: Library and Information Science		
Course Code: A190101T	Course Title: Foundations of Library and Information Science (Theory)	
<b>Course Outcomes:</b>		
<ol style="list-style-type: none"> <li>1. Comprehend the concept, objectives and development of libraries and its importance to the society.</li> <li>2. Understand the professional ethics of librarianship and the five laws of library science with their implications on various services of the libraries.</li> <li>3. Understand the importance of Library legislation and features of library acts.</li> <li>4. Familiarize with the role of various National and International Library Associations and Organizations.</li> </ol>		
Credits:4		<b>Core Compulsory</b>
Max. Marks: 25+75		Min. Passing Marks: 40
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P:4-0-0		
Unit	Topics	No. of Lectures
<b>Part I</b>		
I	<b>Essentials of Library and Information Science</b> Libraries as a social institution, Five Laws of Library Science, Role of Library & Information Centre in Modern Society, Skills & Functions of Library Professionals in Current Scenario.	15
II	<b>Conceptual Framework and History of Libraries</b> Types of Libraries, History & Development of Libraries in India, USA and UK, Extension Service, Public Relation, Library Building, Resource Sharing.	15
III	<b>Laws relating to libraries and Information Centres</b> Library Legislation-Need and essential Features; Library Acts in India; Delivery of Book Act, Intellectual Property Right Act, Press and Registration Act, RTI Act, Information Technology Act	15
IV	<b>Library Associations</b> Role and Contribution of National Organizations such as UGC, ILA, IASLIC; Role and Contribution of International Organizations such as ALA, IFLA, UNESCO, ASLIB, RRRLF, CILIP, SLA in the growth and development of Libraries.	15
<b>Objectives:</b>		
<ol style="list-style-type: none"> <li>1. To understand the development of library system in society.</li> <li>2. To understand the ethics of librarianship &amp; implications of Five laws.</li> <li>3. To understand laws related to library association and organizations.</li> <li>4. To introduce the various national and international library associations.</li> </ol>		

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## Bachelor of Library and Information Science

Programme/Class: Certificate	Year: First	Semester: First
Subject: Library and Information Science		
Course Code: A190102T	Course Title: Library Classification (Theory)	
<b>Course Outcome:</b>		
<ol style="list-style-type: none"> <li>1. To understand the meaning, purpose, functions, theories and canons of library classification.</li> <li>2. To analyze the characteristics, merits and demerits of different species of library classification Schemes.</li> <li>3. Highlight salient features of major classification schemes.</li> <li>4. Elucidate various facets of notation and call number.</li> <li>5. Review current trends in library classification.</li> </ol>		
Credits:4	<i>Core Compulsory</i>	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures- Tutorials-Practical (in hours per week): L-T-P:4-0-0		
<b>Unit</b>	<b>Topics</b>	<b>No. of Lectures</b>
<b>Part I</b>		
<b>I</b>	<b>Library Classification</b> Definition, Need, Purpose of Library Classification. Universe of Knowledge, Fundamental Categories, Mode of Subject Formation. General Theory of Classification. Species of Classification. Major Schemes of Classification: DDC, CC, UDC.: An Overview	15
<b>II</b>	<b>Normative Principles of Classification</b> Work of classification in three Planes: Canons and their applications in Standard Schemes	15
<b>III</b>	<b>Mnemonics:</b> Definition, types, Canons and their applications in Standard Schemes. Notational System, Phase relation, Common Isolates, Hospitality in Array & Chain: Canons and Devices in library classification	15
<b>IV</b>	<b>Facet Sequence:</b> Concept and Principles. Postulation Approach & System Approach, Steps in practical Classification. Call number: Construction of class number, Book Number and Collection Number, Library Classification and Trends, BSO, Role of CRG.	15
<b>Objectives:</b>		
<ol style="list-style-type: none"> <li>1. To know the basic features and trends in library classification.</li> <li>2. To introduce the provision and development in classification scheme.</li> <li>3. To understand the necessity of classification scheme.</li> </ol>		

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**Bachelor of Library and Information Science**

Programme/Class: Certificate	Year: First	Semester: First
Subject: Library and Information Science		
Course Code: A190103T	Course Title: Library Cataloguing (Theory)	
<b>Course Outcome:</b>		
<ol style="list-style-type: none"> <li>1. To understand the concept and objectives of library catalogue.</li> <li>2. To know about the normative principles of cataloguing.</li> <li>3. Comprehend various forms (inner and outer) of library catalogue.</li> <li>4. Review the features and development of different cataloguing codes.</li> <li>5. Understand various approaches of deriving subject headings.</li> <li>6. Understand the concept of co-operative and centralized cataloguing.</li> <li>7. Examine the current trends in library cataloguing.</li> </ol>		
Credits:4	<b>Core Compulsory</b>	
Max. Marks: 25+75	Min. Passing Marks:40	
Total No. of Lectures- Tutorials-Practical (in hours per week): L-T-P:4-0-0		
<b>Unit</b>	<b>Topics</b>	<b>No. of Lectures</b>
	<b>Part I</b>	
<b>I</b>	<b>Library Catalogue:</b> Definition, Need, Objective & Functions. Normative Principles of Cataloguing. Cataloguing and Classification: Symbiotic relationship, Physical Forms of Library Catalogue: Conventional and non-Conventional.	15
<b>II</b>	<b>Types and Functions of Cataloguing:</b> Filing of entries in Alphabetical, Dictionary and Classified. Library Catalogue Codes- CCC and AACR-II: Historical Development	15
<b>III</b>	<b>Subject Cataloguing:</b> Concept, Principles. Chain Procedure, Sears Lists of Subject Headings list: LCSH, SLSH, Centralized and Cooperative Cataloguing: Need, CIS and CIP, Prenatal Cataloguing. Union Catalogue: Need, Rules for Compilation. NUCSSI, DELNET, Ind-Cat, WORLDCAT, Union Catalogue of INFLIBNET	15
<b>IV</b>	<b>Indic Names:</b> Problems and Rendering. Cataloguing Rules according to A.A.C.R.-II and CCC for Joint authors, Corporate Authors and Pseudonyms. Cataloguing of Non-book Materials: Microfilms, Gramophone Records, Maps, Computer files, ISBD, MARC-21, CCF, Metadata: meaning, purpose, types & users. RDA	15
<b>Objectives</b>		
<ol style="list-style-type: none"> <li>1. To familiarizes the students with the concept of library cataloguing.</li> <li>2. To understand the concept of principles of cataloguing.</li> <li>3. To provide knowledge on forms of library catalogue.</li> <li>4. To understand the different types of library catalogue Codes.</li> </ol>		

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## Bachelor of Library and Information Science

Programme/Class: Certificate	Year: First	Semester: First
Subject: Library and Information Science		
Course Code: A190104P	Course Title: Library Classification (Practical)	
<b>Course Outcomes:</b>		
<ol style="list-style-type: none"> <li>1. To classify and construct the class numbers for titles using Colon Classification Scheme.</li> <li>2. Synthesize class numbers by using common isolates and 'different devices of CC scheme.</li> <li>3. Classify and construct the class numbers for complex titles using DDC scheme.</li> <li>4. Synthesize class numbers by using the tables and 'add to instructions' of DDC scheme.</li> <li>5. Use of different schedules, manual and relative index of Classification Schemes</li> </ol>		
Credits:4	<i>Core Compulsory</i>	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures- Tutorials-Practical (in hours per week): L-T-P:0-0-4		
<b>Unit</b>	<b>Topics</b>	<b>No. of Lectures</b>
	<b>Part I</b>	
<b>I</b>	<b>Section - A: Classification of documents (using DDC)</b> Classification of documents with the Dewey Decimal Classification 21 <sup>st</sup> Edition with the following details: Main Classes, Divisions, Sectors, Sub-sectors, Auxiliary Tables.	30
<b>II</b>	<b>Section - B: Classification of documents (using CC)</b> Classification of documents by Colon Classification 6 <sup>th</sup> Revised and Enlarged edition with following details Basic Subject, Compound and complex subject, phase Relations, common isolates etc.	30
<b>Objectives:</b>		
<ol style="list-style-type: none"> <li>1. To introduce the colon classification scheme.</li> <li>2. To provide the practical classification skills in CC.</li> <li>3. To provide the practical classification skills in DDC.</li> <li>4. To explore the features of DDC.</li> <li>5. To familiarize with different parts of classification scheme.</li> </ol>		
<b>Recommended Books:</b>		
<ol style="list-style-type: none"> <li>1. Dewey, Melvil: Decimal Classification and Relative Index. 19<sup>th</sup> ed. New York, Lake Placed Club, 1979.</li> <li>2. Ranganathan, S.R.: Elements of Library Classification. 3<sup>rd</sup> ed. Bombay, Asia Pub. House, 1962.</li> <li>3. Ranganathan, S.R.: Prolegomena to Library Classification. Assisted by MA Gopinath. 3<sup>rd</sup> ed. Bangalore, SRELS, 1969.</li> <li>4. Satija, M.P.: Colon Classification: A Practical Introduction. Delhi, EssEss Publication, 1989.</li> </ol>		

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**Bachelor of Library and Information Science**

Programme/Class: Certificate	Year: First	Semester: First
Subject: Library and Information Science		
Course Code: A190105P	Course Title: Library Cataloguing (Practical)	

**Course Outcomes:**

1. To use the AACR-2 and CCC cataloguing codes for cataloguing of printed documents in a library.
2. Preparation of catalogue for single personal author, joint personal author and pseudonymous works.
3. Preparation of catalogue for simple personal name entries in Hindi and Urdu by AACR-2.
4. To Prepare different types of entries in order to fulfill various search approaches of users.
5. Practically identify and describe various bibliographic elements of the documents.
6. Derive subject headings using Sear's List of Subject Headings for subject approach of users.

Credits: 4	Core Compulsory
Max. Marks: 25+75	Min. Passing Marks: 40

Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P:0-0-4

Unit	Topics	No. of Lectures
	<b>Part I</b>	
I	<b>Cataloguing of documents (using AACR-II)</b> Cataloguing of books and periodicals in accordance with the latest edition of AACR-II and Sears List of Subject Headings	20
II	<b>Cataloguing of documents (using CCC)</b> Cataloguing of books and periodicals in accordance with the Classified Catalogue Code (CCC) 5 <sup>th</sup> Edition.	20
III	<b>Computerised Cataloguing through MARC</b>	20

**Objectives:**

1. To understand the process of cataloguing.
2. To explore the features of AACR-II and CCC.
3. To understand the process of preparation of catalogue cards in different language.
4. To know the process of preparation of entries according to AACR-II & CCC
5. To introduce the concept of bibliographic record.
6. To understand the method and use of Subject heading

**Recommended Books:**

1. Ranganathan, S.R.: Classified Catalogue Code with additional rules for Dictionary Catalogue Code. Assisted by A. Neelameghan. 5<sup>th</sup> reprinted ed. Bangalore, SRELS, 1988.

*[Handwritten signatures and initials: Shad, mbye, J. Miller, R. P. Singh, Akshay, D. S.]*

# Bachelor of Library and Information Science

Programme/Class: Certificate	Year: First	Semester: Second
Course Code: A190201T	Subject: Library and Information Science	
Course Title: Management of Libraries and Information Centres (Theory)		
<b>Course Outcomes:</b>		
1. Understand the concept and scope of library management.		
2. Elaborate principles and functions of library management.		
3. Efficiently carry out various operations of Library and Information Centers.		
4. Familiar with area of financial management and human resource management.		
5. Designing of library and information system/ MIS.		
6. Maintain the library statistics and prepare annual report		
Credits:4		<b>Core Compulsory</b>
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P:4-0-0		
<b>Unit</b>	<b>Topics</b>	<b>No. of Lectures</b>
<b>Part I</b>		
<b>I</b>	<b>Essentials of Management:</b> Concept, history and functions of management. Concept and principles of scientific management, Organizational structure, outline and functions of various sections of a library; Acquisition, Circulation, Technical and Periodical, TQM, SWOT Analysis	20
<b>II</b>	<b>Library Management-general aspects:</b> HRM, Job description, analysis, specification and evaluation. Selection and Recruitment. Best Personal Policy. Motivation. Quality of Librarian, Training and Development. Performance appraisal. Stock Verification, Staff formula and Staff Manual	20
<b>III</b>	<b>Library Management-specific aspects:</b> Library authority and Library committee. Staffing. Different sections of libraries and their working. Annual report, Library Satisfaction, Rules & Regulations, Stress Management	20
<b>IV</b>	<b>Preservation and Conservation</b> of library resources (printed and digital). Financial Management in Libraries: Budget, Library building and planning: Role of Librarian and Architect.	20
<b>Objectives:</b>		
1. To understand the concept and importance of Library management.		
2. To know the fundamental principles of library management.		
3. To develop skills to perform library operations and to evaluate library and information centre performance.		

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## Bachelor of Library and Information Science

Programme/Class: Certificate	Year: First	Semester: Second
Subject: Library and Information Science		
Course Code: A190202T	Course Title: Information Sources and Services (Theory)	
<b>Course Outcomes:</b>		
<ol style="list-style-type: none"> <li>1. The students shall be able to understand the concept of reference and information sources and services provided in libraries.</li> <li>2. Understand criteria of evaluation of different sources of information.</li> <li>3. Understand the reference interview and various techniques of searching information.</li> <li>4. Understand the latest trends in Reference &amp; Information Sources and Services in digital era.</li> </ol>		
Credits:4	<b>Core Compulsory</b>	
Max. Marks: 25+75	Min. Passing Marks:40	
Total No. of Lectures-Tutorials-Practical (in hours per week):L-T-P:4-0-0		
Unit	Topics	No. of Lectures
<b>Part I</b>		
I	<b>Information Sources-I:</b> Print & Electronic Information Sources, Types of Information sources & services, Criteria for Evaluation & reference source Concept of Reference & Information Services, Concept of information sources. Primary sources of information -journal, conference proceedings, archival materials, standards, Newspapers, patents, research reports, thesis/dissertation, Trade Literature and their electronic form etc.	20
II	<b>Information Sources-II:</b> Secondary sources of information- Bibliographic Sources – INB and BNB, Encyclopedias – General and Special, Dictionaries–General and Special Yearbooks, Biographical Source, Geographical Source, textbook, Index and abstract and their electronic form	20
III	<b>Information Sources-III:</b> Tertiary source of information- Bibliography of bibliographies, Directory, and guide to literature and their electronic form, Information Centers, E-Resources	20
IV	<b>Information users and Reference Services:</b> Information users and their needs, Type and function of Reference & Information Services, Five Laws and Reference Services, Role of reference Librarian in Electric Environment.	20
<b>Objectives:</b>		
<ol style="list-style-type: none"> <li>1. To understand the concept , nature &amp; distinguish features of information Sources and services.</li> <li>2. To introduce with evaluation method of various information sources.</li> <li>3. To familiarizes reference interview &amp; searching Information techniques.</li> </ol>		

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## Bachelor of Library and Information Science

Programme/Class: Certificate	Year: First	Semester: Second
Subject: Library and Information Science		
Course Code: A190203T	Course Title: Information Processing and Retrieval (Theory)	
<b>Course Outcomes:</b>		
<ol style="list-style-type: none"> <li>1. Understand the concept and process of documentation and its services in libraries.</li> <li>2. Understand the types and characteristics of indexing languages including the vocabulary Control and information retrieval thesaurus,</li> <li>3. Understand the concept and types of indexing and abstracting services at the National and International Level.</li> <li>4. Understand the various categories of users and different methods of providing user studies in libraries.</li> </ol>		
Credits:4	<i>Core Compulsory</i>	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P:4-0-0		
Unit	Topics	No. of Lectures
<b>Part I</b>		
I	<b>Documentation:</b> Definition, Need, Purpose. Documentation Work, Service, CAS and SDI. <b>Index and Indexing:</b> Scope and Importance, Reprographic Services, Translation Services, Document Delivery, Referral services, Altering Services	20
II	<b>Index and Indexing:</b> Pre and Post Co-ordinate Indexing, Unit term, Chain Procedure, PRECIS, POPSI, Citation Indexing. <b>Indexing Languages:</b> Types and Characteristics, <b>Keyword indexing (KWIC &amp; KWOC)</b> , <b>Book Indexing</b> , Vocabulary Control and IR Thesaurus. <b>Indexing Services:</b> National and International, <b>Auto Indexing</b>	20
III	<b>Abstracting:</b> Types and Guidelines. <b>Abstracting Services:</b> National and International, Chemical Abstract, Biological Abstract, Physics Abstract, Psychological Abstract, Sociological Abstract, Indian Science Abstract	20
IV	<b>Search Strategies:</b> Manual, Machine, Evaluation of IR Systems. <b>Information Users:</b> Categories. <b>User Studies:</b> Methods, Techniques and Evaluation, <b>Information Literacy Products</b>	20
<b>Objectives:</b>		
<ol style="list-style-type: none"> <li>1. To introduce the process of documentation &amp; its services.</li> <li>2. To know the features and types of indexing language.</li> <li>3. To familiarize with various national &amp; international indexing &amp; abstracting services.</li> <li>4. To provide an overview on different categories of users and their information needs.</li> </ol>		

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## Bachelor of Library and Information Science

Programme/Class :Certificate	Year: First	Semester: Second
Subject: Library and Information Science		
Course Code: A190204T	Course Title: Library and Information Technology (Theory)	
<b>Course Outcomes:</b>		
<ol style="list-style-type: none"> <li>1. Students will get knowledge about library automation &amp; digital library.</li> <li>2. Understand and assess the feasibility of various library automation software and their functionalities.</li> <li>3. Understand the concept and purpose of a digital library and the new concepts of mining and retrieving the data.</li> <li>4. Understand the computer networks and their types, topologies, protocols and Standards.</li> <li>5. Understand the concept of internet security, its solutions and cyber laws prevalent in India</li> </ol>		
Credits:4	<i>Core Compulsory</i>	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P:4-0-0		
Unit	Topics	No. of Lectures
	<b>Part I</b>	
<b>I</b>	<b>Information Technology-I</b> Concept of Information Technology. Types of Information Technology. Computer Technology–History, Classification and Generation of Computers, Input & Output device, Computer Architecture, data Presentation & Storage, Computer Hardware and Software, Operating Systems. Programming Languages, Digital Literacy	20
<b>II</b>	<b>Information Technology-II</b> Communication Technology–General Aspects, Communication Software, Reprographic Technology–General Aspects. Micrographic Technologies– General Aspects. Internet, Web Browser, Email, Search Engine & Meta search engines, Internet such techniques, E-Resource and Online Database, Offline Database, Cloud Searching	20
<b>III</b>	<b>Library Automation:</b> Concept and need of library automation. Planning and implementation of library automation. In-house operations (Acquisition, Cataloguing, Circulation, Serials Control, OPAC, Bibliographic Standards : CCF and MARC-21, Introduction to Metadata: Types of Metadata Dublin core	20
<b>IV</b>	<b>Library Software:</b> SOUL, Libsys including Open Source Software, Library Networks, New Development in Library Automation such as use of RFID etc.	20
<b>Objectives:</b>		
<ol style="list-style-type: none"> <li>1. Knowledge about library open source software</li> <li>2. To explore the possibilities of automation software in designing library services &amp; functionalities.</li> </ol>		

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