

**MAA SHAKUMBHARI UNIVERSITY,
SAHARANPUR**

**Bachelor of Arts (Library and Information Science)
(Major as Minor)**

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

Semester-wise Titles of the Papers in B.A. (Library and Information Science)

(Based on the recommendations of NEP 2020)

Syllabus Prepared By :-

S. No.	Name	Designation	College/University
01	Mrs. Neeta Bhatnagar Associate Professor	Convener	J.K.P. (P.G.) College, Muzaffarnagar.
02	Mrs. Asha Panday Associate Professor	Member	M.L. & J.N.K. Girls College, Saharanpur.
03	Dr. Aftab Khan Professor	Member	J.V. Jain College, Saharanpur.
04	Mr. Rakesh Kumar Assistant Professor	Member	Govt. P.G. College, Deoband, Saharanpur.
05	Dr. J. A. Siddiqui, Head, Library, and Information Science	External Expert	C.C.S. University, Meerut.
06	Mrs. Anjali Aggarwal Assistant Professor	External Expert	Kurukshetra University.

Neeta Bhatnagar

(Neeta Bhatnagar)

Convener

15/3/2023

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Year	Semester	Course Code	Paper Title	Theory / Practical	Credits
1	I	0111801	Fundamentals of Librarianship	Theory	4
1	II	0211801	Information Sources and Services	Theory	4
2	III	0311801	Library Management	Theory	4
2	IV	0411801	Information Storage and Retrieval System	Theory	4
					Total Credits= 16

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Program Outcome

B.A. (Library and Information Science) aims to:

- 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 manpower for libraries and information centers 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.






B.A. Library and Information Science

Programme / Class: Certificate	Year: First	Semester: I
Subject: Library and Information Science Major as Minor		
Course Code: 0111801	Course Title: Fundamentals of Librarianship (Theory)	
Course outcomes: After studying this paper, the students shall be able to comprehend the concept, objectives and development of libraries and its importance to the society. Understand the professional ethics of librarianship and the five laws of library science with their implications on various services of the libraries. Understand the importance of Library legislation and features of library acts.		
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
I	Contribution of Indian LIS Professionals in the development of Library Profession: S. R. Ranganathan, B.S. Kesvan, P.N. Kaula, S. Bashiruddin,	10
II	Librarianship as a Profession Definition and Concept of Library, Objectives and Functions of Libraries. Role of Libraries in the development of Society.	10
III	User Education; Public relation; Library Building	8
IV	Functions and Duties of Librarian , History of Libraries, Development of Libraries in India	6
V	Types and Functions of Libraries : Academic Libraries, Public and Rural Libraries in Uttar Pradesh.	8
VI	Laws of Library Science: Five Laws of Library Science;	6
VII	Library Acts Library Acts in India; Intellectual Property Right, Right to Information Act.	6
VIII	Book Selection : Policy and Procedures, Accessioning and Processing, Stock Verification.	6




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Suggested Readings:

1. Khanna, JK: Library and Society. Kurukshetra: Research Publications, 1987.
2. Pandey, SK Sharma: Libraries and Society. New Delhi: Ess Ess, 1992.
3. Ranganathan, SR: The Five Laws of Library Science. Bangalore: Sarda Ranganathan Endowment for Library Science, 1988.
4. Sukula, Shiva: Librarianship: Redefining and Redesigning Beyond the Customary Craft. New Delhi, Ess Ess Publications, 2016.
5. शर्मा, बी० के०, ठाकुर, यू०एम०, एवं लाल, सी० : ग्रन्थालय एवं सूचनाविज्ञान, आगरा, वाई० के० पब्लिशर, 2015
6. सेनी, ओमप्रकाश: ग्रन्थालय एवंसमाज, आगरा, वाई० के० पब्लिशर, 1999

Suggestive digital platforms web links:

1. <https://lisstudymaterials.wordpress.com/>
2. <http://egyankosh.ac.in/>
3. <http://library-soup.blogspot.com/>

This course can be opted by the students of B.A.

Suggested Continuous Evaluation Methods:

Internal Evaluation 25 Marks : 01 Tests –15 Marks, 05 Marks (Assignment), 05 Marks (Attendance)

External Evaluation 75 Marks

Course prerequisites: To study this course, a student must have had passed XII in any combination of Subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

Further Suggestions:

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B.A. Library and Information Science

Programme / Class: Certificate	Year: First	Semester: II
Subject: Library and Information Science		
Major as Minor		
Course Code: 0211801	Course Title: Information Sources and Services(Theory)	
Course outcomes: After studying the paper, students shall be able to understand the concept of reference and information sources and services provided in libraries. Understand criteria of evaluation of different sources of information. Understand the reference interview and various techniques of searching information. Understand the latest trends in Reference & Information Sources and Services.		
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
I	Information Sources : Definition, Need and Purpose of Information Sources	10
II	Types of Information Sources - Primary, Secondary and Tertiary,	10
III	Five Laws of Library Science and Reference Sources ; Human Resources; Institutional Information Sources	8
IV	Information Services : Definition, Need, Purpose and Types, Reference Service and Reference Sources	8
V	Searching of Information : Techniques of Information Search, Online searching of Information Sources	6
VI	User Education and Information Literacy : Definition, Importance and Methods, Online Information Sources	6
VII	Dictionaries : General and Special, Geographical Sources :Atlas, Gazetteers, Census,	6
VIII	Encyclopedias ; General and Special Bibliographies : Definition, Types and Techniques	6
Suggested Readings:		
<ol style="list-style-type: none"> 1. Krishan Kumar : Reference Service. 5th rev ed. New Delhi, Vikas, 1982. 2. Ranganathan, SR : Reference Service. 2nd ed. Bombay, Asia Pub. House, 1961. 3. Mukherjee, AK : Reference Work and its Tools. 3rd rev ed. Calcutta, World Press, 1975. 4. Cheney, FN : Fundamental Reference Sources. Chicago : ALA, 1971. 5- त्रिपाठी, एस० एम० सूचना एवं संदर्भसेवा के प्रमुख स्रोत, आगरा, वाई० के० पब्लिशर्स, 2010. 6- त्रिपाठी, एस० एम०, संदर्भ सेवा के नवीनआयाम, आगरा, वाई० के० पब्लिशर्स, 2010. 		

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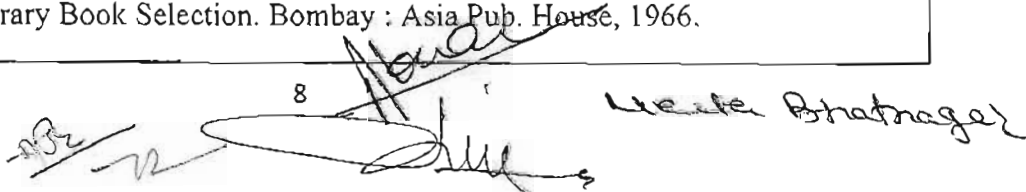
Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

Further Suggestions:

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B.A. Library and Information Science

Programme / Class: Certificate	Year: Second	Semester: III
Subject: Library and Information Science		
Major as Minor		
Course Code: 0311801	Course Title: Library Management(Theory)	
<p>Course outcomes: After studying the paper, students shall be able to understand the concept and scope of library management. Elaborate principles and functions of library management. Efficiently carry out various operations of Library and Information Centers. Comprehend the concept of financial management and human resource management. Designing of library and information system/ MIS. Maintain the library statistics and prepare annual report</p>		
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
	Part I	
I	General Principles of Management and their Applications to Libraries,	10
II	Functions of various sections of a library : Acquisition, Circulation,	10
III	Library Authority and Library Committee , Preservation of Library Resources	8
IV	Library Budget , Staff Formula,	6
V	Library Rules and Regulations , Role of Librarian in the development and management of library.	8
VI	Stock Verification ,	6
VII	Library Building and Furniture Planning	6
VIII	Binding of Library Materials , Annual Report.	6
<p>Suggested Readings:</p> <ol style="list-style-type: none"> 1. Mittal, RL : Library and Administration : Theory and practice. New Delhi : Metropolitan Book, 1983. 2. Ranganathan, SR : Library Book Selection. Bombay : Asia Pub. House, 1966. 		



3. Mahapatra, PK and Chakrabarti, B : Preservation in Libraries. New Delhi : Ess, 2003
4. Adhikari, Rajiv : Library Preservation and Automation. Delhi : Rajat Publications, 2002.
- 5- व्यास, एस0 डी0, पुस्तकालय प्रबन्ध, जयपुर पंचशीलप्रकाशन, 2002.
- 6- सिंह, कर्म; त्रिखा, सुधा एवं नवलानी, किशानी. पुस्तकालय प्रबन्ध. जयपुर, रावत प्रकाशन, 2010

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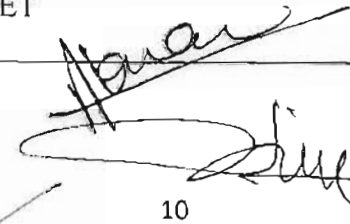

Further Suggestions:

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Handwritten signature: Anil Bhatnagar

B.A. Library and Information Science

Programme / Class: Certificate	Year: Second	Semester: IV
Subject: Library and Information Science		
Major as Minor		
Course Code: 0411801	Course Title: Information Storage and Retrieval System(Theory)	
<p>Course outcomes: After studying the paper, the students shall be able to understand the concept and process of Information services in libraries. Understand the types and characteristics of index and indexing including Pre-Coordinate and Post Coordinate indexing. Understand the concept and types of abstract and abstracting services at the National and International Level. Understand the various Library professional associations including NISCAIR, INFLIBNET.</p>		
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
	Part I	
I	Information Science : Definition, Need and Functions of Information Science	10
II	Documentation : Definition, Importance, and Objectives of Documentation	8
III	Current Awareness Service(CAS) and Selective Dissemination of Information (SDI)	8
IV	Concept of Index and Indexing, Subject Indexing, Keyword indexing	8
V	Pre-Coordinate Indexing: Chain Procedure; PRECIS; POPSI Post Coordinate Indexing System:	8
VI	Abstract and Abstracting : Scope and Importance, Types of Abstracts	6
VII	Steps of Abstracting; Concept history and services of Internet;	6
VIII	Brief Idea of Some important Institutions : NASSDOC, DESIDOC and INFLIBNET	6

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Suggested Readings:

1. Guha, B : Documentation and Information : services, techniques, and systems. 2nd rev ed. Calcutta, World Press, 1983.
2. Kawatra, PS : Fundamentals of Documentation with special reference to India. New Delhi, Sterling, 1983.
3. Khanna, JK : Documentation and Information Services : systems and techniques. Agra, Y K Publishers, 2000.
4. Ranganathan, SR : Documentation and its facets. London, Asia Pub. House, 1963.
5. Prasher, RG : Index and Indexing. New Delhi, Medallion Press, 1989.
6. त्रिपाठी, एस० एम० सूचना एवं संदर्भसेवा के प्रमुख स्रोत, आगरा, वाई० के० पब्लिशर्स, 2010.
7. त्रिपाठी, एस० एम०, संदर्भ सेवा के नवीन आयाम, आगरा, वाई० के० पब्लिशर्स, 2010.

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