

FYUP
Annexure - I



MAA SHAKUMBHARI UNIVERSITY
Saharanpur, Uttar Pradesh

FACULTY OF ARTS

FOUR YEARS UG SYLLABUS

LIBRARY AND INFORMATION SCIENCE

B.A./HONOURS/HONOURS WITH RESEARCH

FYUP

With effect from 2025-26

18/3/25 *18/3/25* *AB*

Mamta

DEAN OF ARTS
M.S. UNIVERSITY
SAHARANPUR

Year	Semester	Course Code	शासन Paper Code	Paper Title	Theory / Practical	Credits
1	I	0111801	A190101T	Fundamentals of Librarianship	Theory	6
1	II	0211801	A190201T	Information Sources and Services	Theory	6
2	III	0311801	A190301T	Library Management	Theory	6
2	IV	0411801	A190401T	Information Storage and Retrieval System	Theory	6
3	V	0511801	A190501T	Library Classification	Theory	4
3	V	0511880	A190502P	Library Classification and Cataloguing	Practical	2
3	V	0511802	A190503T	Library Cataloguing	Theory	4
3	V	0511865	A190504R	Project (Compilation of Bibliography)	Project	3
3	VI	0611801	A190601T	Computer Application in Libraries	Theory	4
3	VI	0611802	A190602T	Library, Information and Society	Theory	4
3	VI	0611880	A190603P	IT Application in Libraries	Practical	2
3	VI	0611865	A190604R	Project (Library Survey)	Project	3
4	VII	0711801		Management of Special Library System	Theory	6
4	VIII	0811802		Research Methodology	Theory	6
						Total Credit 62



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Board of Studies – Library and Information Science (FYUP)

Sr. No.	Name	College/University	Designation
01	Dr. Rakesh Kumar Assistant Professor	Govt. P.G. College, Deoband, Saharanpur	Convener
02	Dr. J.A. Siddiqui Professor and Head Department of Library and Information Science	CCS University, Meerut	External Expert
03	Dr. Anjali Aggarwal Assistant Professor	Kurukshetra University, Kurukshetra	External Expert
04	Dr. Aftab Khan Professor (Retd.)	J.V. Jain College, Saharanpur	Special Invitee
05	Dr. Asha Pandey Associate Professor (Retd.)	ML&JNK Girls College, Saharanpur	Special Invitee

Program Outcome

The 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 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.

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B.A. Library and Information Science

Programme/Class: Certificate	Year: First	Semester: I
Subject: Library and Information Science		
Paper Code: A190101T Course Code: A180101T	Course Title: Fundamentals of Librarianship (Theory)	
<p>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.</p>		
Credits: 6	Core Compulsory	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 6-0-0		
Unit	Topics	No. of Lectures
I	Contribution of Indian LIS Professionals in the development of Library Profession: Definition and Concept of Library, Objectives and Functions of Libraries. Role of Libraries in the development of Society.	25
II	Functions and Duties of Librarian, History of Libraries, Types and Functions of Libraries : Academic Libraries, Public Libraries and Special Libraries	25
III	Laws of Library Science Library Legislation-Need and essential Features; Library Acts in India; Intellectual Property Right.	20
IV	Book Selection : Policy and Procedures, Accessioning and Processing, Stock Verification, Charging Systems	20
Suggested Readings:		
<ol style="list-style-type: none"> 1. Khanna, JK: Library and Society. Kurukshetra: Research Publications, 1987. 2. Pandey, SK Sharma: Libraries and Society. New Delhi: EssEss, 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 सूचना विज्ञान, आगरा. वाई० के० पब्लिशर. 2015 		





6. सेनी, ओम प्रकाश: ग्रन्थालय एवं समाज, आगरा, वाई0 के0 पब्लिशर, 1999

Suggestive digital platforms web links

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

This course can be opted by the students of BA

Suggested Continuous Evaluation Methods:

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

External Evaluation 75 Marks : The paper will be divided into Three Sections A, B and C

Section A will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 2 marks.

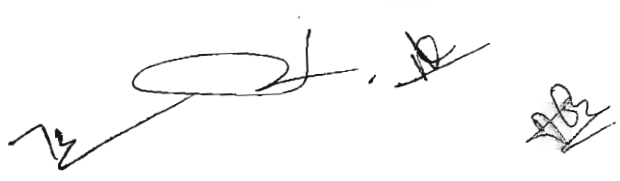
Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks.

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses.

Further Suggestions:



B.A. Library and Information Science

Programme/Class: Certificate	Year: First	Semester II
Subject: Library and Information Science		
Paper Code: A190201T Course Code: A180201T	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: 6	Core Compulsory	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 6-0-0		
Unit	Topics	No. of Lectures
I	Information Sources : Definition, Need and Purpose, Types of Information Sources - Primary, Secondary and Tertiary, Criteria of Evaluating Information Sources	25
II	Information Services : Definition, Need, Purpose and Types, Reference Service and Reference Sources	25
III	Searching of Information : Techniques of Information Search, User Education and Information Literacy : Definition, Importance and Methods, Online Information Sources	20
IV	Dictionaries : General and Special, Geographical Sources : Maps, Atlas, Gazetteers, Census, Encyclopedias : General and Special Bibliographies : Definition, Types and Techniques	20
Suggested Readings:		
1. Krishan Kumar : Reference Service. 5 th rev ed. New Delhi, Vikas, 1982 2. Ranganathan, SR : Reference Service 2 nd ed. Bombay, Asia Pub. House. 1961. 3. Mukherjee, AK : Reference Work and its Tools. 3 rd rev ed. Calcutta, World Press, 1975. 4. Cheney, FN : Fundamental Reference Sources. Chicago A.L.A. 1971. 5. त्रिपाठी, एस० एम० सूचना एवं संदर्भ सेवा के प्रमुख स्रोत, आगरा, वाई० के० पब्लिशर्स, 2010. 6. त्रिपाठी, एस० एम०, संदर्भ सेवा के नवीन आयाम, आगरा, वाई० के० पब्लिशर्स, 2010		




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 BA

Suggested Continuous Evaluation Methods:

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

External Evaluation 75 Marks : The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses:

Further Suggestions.



B.A. Library and Information Science

Programme/Class: Certificate	Year: Second	Semester: III
Subject: Library and Information Science		
Paper Code: A190301T Course Code: A180301T	Course Title: Library Management (Theory)	
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 Centres. 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		
Credits: 6	Core Compulsory	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 6-0-0		
Unit	Topics	No. of Lectures
	Part I	
I	General Principles of Management and their Applications to Libraries, Functions of various sections of a library : Acquisition, Circulation, Technical and Periodical	25
II	Library Authority and Library Committee, Library Budget, Recruitment, Staff Formula,	25
III	Library Rules and Regulations, Role of Librarian, Stock Verification, Library Statistics	20
IV	Library Building and Furniture Planning, Binding of Library Materials, Annual Report	20
Suggested Readings:		
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 Ess, 2003		
4. Adhikari, Rajiv : Library Preservation and Automation. Delhi : Rajat Publications, 2002.		

5. व्यास, एस0 डी0. पुस्तकालय प्रबन्ध, जयपुर पंचशील प्रकाशन, 2002.
6. सिंह, कर्म, त्रिखा, सुधा एवं नवलानी, किशानी, पुस्तकालय प्रबन्ध, जयपुर, रावत प्रकाशन, 2010

Suggestive digital platforms web links

4. <https://lisstudymaterials.wordpress.com/>
5. <http://egyankosh.ac.in/>
6. <http://library-soup.blogspot.com/>

This course can be opted by the students of BA

Suggested Continuous Evaluation Methods:

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

External Evaluation 75 Marks : The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses:

Further Suggestions:



B.A. Library and Information Science

Programme/Class: Certificate	Year: Second	Semester: IV
Subject: Library and Information Science		
Paper Code: A190401T Course Code: A180401T	Course Title: Information Storage and Retrieval System (Theory)	
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.		
Credits: 6	Core Compulsory	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 6-0-0		
Unit	Topics	No. of Lectures
	Part I	
I	Information Science : Definition, Need and Functions, Documentation : Definition, Importance and Objectives, Current Awareness Service(CAS) and Selective Dissemination of Information (SDI)	25
II	Index and Indexing, Subject Indexing, Pre-Coordinate Indexing, Post Coordinate Indexing System	25
III	Abstract and Abstracting : Scope and Importance, Types of Abstracts, Computer Application in Information Retrieval	20
IV	Brief Idea of Some important Institutions : NISCAIR, NASSDOC, DESIDOC and INFLIBNET	20
Suggested Readings:		
1. Guha, B : Documentation and Information : services, techniques and systems. 2 nd 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 संदर्भ सेवा के प्रमुख स्रोत, आगरा, वाई० के० पब्लिशर्स, 2010.
7. त्रिपाठी, एस० एम०, संदर्भ सेवा के नवीन आयाम, आगरा, वाई० के० पब्लिशर्स, 2010

Suggestive digital platforms web links

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

This course can be opted by the students of BA

Suggested Continuous Evaluation Methods:

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

External Evaluation 75 Marks : The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.




Suggested equivalent online courses:

Further Suggestions:



B A. Library and Information Science

Programme/Class: Certificate	Year: Third	Semester:
Subject: Library and Information Science		
Paper Code: A190501T Course Code: A180501T	Course Title: Library Classification (Theory)	
Course Outcome		
After studying this paper, the students shall be able to understand the meaning, purpose, functions, theories and canons of library classification. Analyze the characteristics, merits and demerits of different species of library classification Schemes. Highlight salient features of major classification schemes. Elucidate various facets of notation and call number. Review five fundamental categories and Mnemonics in Library Classification.		
Credits: 4	Core Compulsory	
Max. Marks: 25+75	Min. Passing Marks: 10	
Total No. of Lectures-Tutorials-Practical (in hours per week) L-T-P: 4-0-0		
Unit	Topics	No. of Lectures
I	Library Classification: Need, functions, objectives and importance Species of Classification Schemes	15
II	Canons of Library Classification, Principles for Helpful sequence	15
III	Notation: Definition, Types and Qualities of Notation, Class Number, Book Number, Collection Number	15
IV	Five Fundamental Categories, Salient Features of DDC and CC	15
Suggested Readings:		
1. Hussain, Shabhat : Library Classification, facets and analysis. 2 nd rev. ed. New Delhi : B. R. Publishing Corp., 2004. 2. Krishan Kumar : Theory of Classification. 4 th rev. ed. Delhi : Vikas Publishing House, 1988. 3. Ranganathan, SR : Elements of Library Classification. Poona : NK Publishing House, 1945. 4. पुष्प धानी पुस्तकालय वर्गीकरण नई दिल्ली एस एस पब्लिकेशन 1999 5. चम्पावत, जी एस. पुस्तकालय वर्गीकरण के सिद्धान्त जयपुर आर.बी.एस.ए.पब्लिशर्स 1991		

Suggestive digital platforms web links

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

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Suggested Continuous Evaluation Methods:

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

External Evaluation 75 Marks : The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses:

Further Suggestions:

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AB

B.A. Library and Information Science

Programme/Class: Certificate	Year: Third	Semester: V
Subject: Library and Information Science		
Paper Code: A190502P Course Code: A180502P	Course Title: Library Classification and Cataloguing (Practical)	
Course Outcome		
After studying the paper, students shall be able to classify and construct the class numbers simple titles using Dewey Decimal Classification Scheme Edition 19. Synthesize class numbers by using the tables. Understand the preparation of Catalogue entries by Anglo American Cataloguing Rules (AACR-II)		
Credits: 2	Core Compulsory	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 0-0-2		
Unit	Topics	No. of Lectures
	Section-A	
I	Classification of documents (using DDC) Classification of documents with the Dewey Decimal Classification 19 th Edition with the following details: Main Classes, Divisions, Auxiliary Tables.	15
	Section-B	
II	Cataloguing of Documents by AACR-II Cataloguing of books in accordance with the latest edition of AACR II and Subject Headings by Sears List of Subject Headings	15
Suggested Readings:		
1. Dewey, Melvil: Decimal Classification and Relative Index. 19 th ed. New York, Lake Placid Club. 1979.		
2. Ranganathan, SR: Elements of Library Classification. 3 rd ed. Bombay, Asia Pub. House, 1962.		
3. Anglo American Cataloguing Rules (AACR-II)		

This course can be opted by the students of BA

Suggested Continuous Evaluation Methods:

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

External Evaluation 75 Marks

Note: There will be Two Sections A and B.

Section A will consist of *Six* Titles and the examinee will classify *Four* Titles by Dewey Decimal Classification Edition 19th. Each Title carries 10 marks.

Section B The practical class record of the items catalogued and entries made will be maintained by each student. • The Practical examination will be conducted through a paper containing reproductions of title pages of the documents along with other information required for cataloging.

Structure of Question Paper: The question paper will comprise of FOUR titles of English language documents and the Examinee will prepare Two titles to be catalogued by AACR-2. Each Entry carries 17.5 marks.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses:

Further Suggestions:

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B.A. Library and Information Science

Programme/Class: Certificate	Year: Third	Semester: V
Subject: Library and Information Science		
Paper Code: A190503T Course Code: A180503T	Course Title: Library Cataloguing (Theory)	
Course Outcome		
After studying this paper, the students shall be able to understand the concept and objectives of library catalogue. To know about the normative principles of cataloguing. Comprehend various forms (inner and outer) of library catalogue. Review the features and development of different cataloguing codes. Understand various approaches of deriving subject headings. Understand the concept of co-operative and centralized cataloguing. Examine the current trends in library cataloguing. Understand the complexities in rendering of entries and alphabetization.		
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: 4-0-0		
Unit	Topics	No. of Lectures
	Part I	
I	Library Catalogue: Definition, Need, Objective & Functions. Normative Principles of Cataloguing, Forms of Library Catalogue.	15
II	Types and Functions of Cataloguing: Dictionary, Classified. Library Catalogue Codes CCC and AACR-II:	15
III	Subject Cataloguing: Concept, Principles. Chain Procedure, Lists of Subject Headings.	15
IV	Centralized and Cooperative Cataloguing: Union Catalogue: Need, Rules for Compilation.	15
Suggested Readings:		
1. Girja Kumar & Krishan Kumar (1975). Theory of cataloguing. New Delhi: Vikas Publishing House		
2. Sharma, Pandey S. K (1986). Cataloguing Theory. New Delhi: EssEss Publication.		

3. Viswanathan, C. G. (1983). Cataloguing: Theory and Practice. Lucknow: Print House.
4. Shera, Jesse H. & Eagan, Margaret E. (1956). Classified Catalog: basic principles and practices. Chicago: American Library Association.
5. Sengupta, B (1974). Cataloguing: Its theory & practice. Calcutta: World Press.
7. Krishan Kumar (2001). An Introduction to AACR-2 (Anglo-American Cataloguing Rules) New Delhi: Vikas Publishing.
8. Siddiqui, JA and Husain, Mohd Sabir. Library Cataloguing with AACR-II. New Delhi, Ess Ess Publications, 2018. ISBN 978-93-87698-03-1
9. Siddiqui, JA. Husain. Mohd Sabir and Sharma. BK. Hindi Granthon ki Suchikaran Pirkriya. Agra, Y. K. Publishers, 2018. ISBN 978-93-80668-97
10. शर्मा, पाण्डेय एस0 के0: पुस्तकालय सूचीकरण के सिद्धान्त, नई दिल्ली, प्रभात प्रकाशन, 2015

Suggestive digital platform, 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 BA

Suggested Continuous Evaluation Methods:

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

External Evaluation 75 Marks : The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

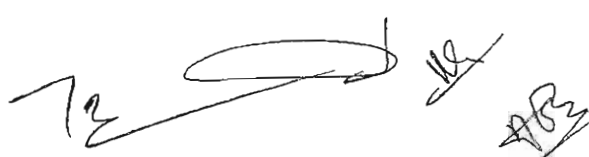
Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses:

Further Suggestions:

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B.A. Library and Information Science

Programme/Class: Certificate	Year: Third	Semester: V
Subject: Library and Information Science		
Paper Code: A190504R Course Code: A180504R	Course Title: Project (Compilation of bibliography)	
Course Outcome		
Course outcomes: After doing this project, students shall be able to compile a subject annotated bibliography on a given subject. Understanding methods of searching sources on a given topic. Compilation of author index, title index, assigning subject headings to various entries and alphabetization.		
Credits: 3	Core Compulsory	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 0-0-3		
Unit	Topics	No. of Lectures
I	The students shall be asked to compile an annotated bibliography with not less than One Hundred Entries on a topic assigned by the concerned teacher/HOD. The compiled bibliography will be examined by an external examiner appointed by the university/Head of the Institution.	45
Suggested Readings:		
Suggestive digital platforms web links		
1. https://lisstudymaterials.wordpress.com/ 2. http://egyankosb.ac.in/ 3. http://library-soup.blogspot.com/		
This course can be opted by the students of BA		
Suggested Continuous Evaluation Methods.		
Internal Evaluation 25 Marks : 01 Tests -15 Marks, 05 Marks (Assignment), 05 Marks (Attendance)		
External Evaluation 75 Marks		
The compiled bibliography will be examined by an external examiner appointed by the university/Head of the Institution.		

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Course prerequisites. To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses:

Further Suggestions:





B.A. Library and Information Science

Programme/Class: Certificate	Year: Third	Semester: VI
Subject: Library and Information Science		
Paper Code: A190601T Course Code: A180601T	Course Title: Computer Application in Libraries (Theory)	
Course Outcome		
The aim of this course is to understand the various applications of Information Technology in libraries with the concept of library automation, planning and implementation and to study different modules of library management software packages.		
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: 4-0-0		
Unit	Topics	No. of Lectures
I	Introduction to Computers : Parts of Computer, Hardware and Software, Generation of Computers, MS Office : MS-Word, MS-Excel and MS-Power Point	15
II	Application of Computers : Airport, Banks, Railway Stations, Hospitals and Libraries. Memory and Storage : Internal Memory, External Memory	15
III	Library Automation : Need and importance. Library Software Packages for Library Automation, SOUL Application of Library Automation Software Packages in Libraries.	15
IV	Internet : Features, Applications, Search Engines. Networking : Types of Networks, LAN, WAN	15
Suggested Readings:		
1. Kumar, PSG : Computerization of Indian Libraries. Delhi, B. R. Publishing, 1987. 2. Pandey, SK Sharma : Library Computerization : theory and practice. New Delhi, Ess Ess, 1993. 3. Satyanarayana, NR : A manual of Library Automation and Networking. 2 nd ed. Lucknow, New Royal Book, 2003. 4. Dhawan, A : Computers for Beginners. New Delhi, Frank Bros, 1990. 5. Sehgal, RL : An introduction to Library Networks. New Delhi, Ess Ess, 1996. 6. सिंह, शंकर, कम्प्यूटर एवं सूचना तकनीक. नई दिल्ली. पुर्वांचल पब्लिकेशन, 2000. 7. शर्मा, वी० के० एवं ठाकुर, यू० एम०. पुस्तकालय सूचना विज्ञान एवं सूचना प्रौद्योगिकी आगरा: वाई० के० पब्लिशर्स, 2010		

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Suggestive digital platforms web links

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

This course can be opted by the students of BA

Suggested Continuous Evaluation Methods.

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

External Evaluation 75 Marks : The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses:

Further Suggestions:



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ABZ

B.A. Library and Information Science

Programme/Class: Certificate	Year: Third	Semester: VI
Subject: Library and Information Science		
Paper Code: A190602T Course Code: A180602T	Course Title: Library, Information and Society (Theory)	
Course Outcome		
After studying the paper, students shall be able to understand the development of civilization, growth of knowledge and information. To know the society and its informational needs. Evolution of libraries and role of library in the development of the society		
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: 4-0-0		
Unit	Topics	No. of Credits
I	Introduction and definition of libraries. Purpose of libraries. Functions of libraries. Modern society and libraries.	15
II	Information and library. Role of libraries in the development of society. Role of libraries in Higher Education.	15
III	Role of libraries in information dissemination. Role of libraries in promotion and development of culture.	15
IV	Role of libraries in moral, ideological and spiritual development	15
Suggested Readings:		
1. Altay, Ahmet. The Role of the Libraries in the Information Society. Available at http://www.kirklareli.edu.tr/download/by-files/31796092.html accessed on 05.02.14 at 22:00 hours IST		
2. Khanna, J. K. (1994) Library and Society, 2nd rev. ed. New Delhi, Ess Ess Publication.		
3. Ranganathan, S R.(1990) Library Manual. Bangalore, Sarda Ranganathan Endowment for Library Science		
4. Ranganathan, S R.(1961) Reference Service. Bangalore, Sarda Ranganathan Endowment for Library Science.		




5. Sahai, Shrinath (1973). Library and the Community. New Delhi, Today and Tomorrow's Printer & Publishers

Suggestive digital platforms web links

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

Elective Paper

This course can be opted as an elective by the students of following subjects: Open for all. Moreover no additional faculty will be required to teach this paper in other faculties. The University/College librarians may teach this paper at their respective university/college.

Suggested Continuous Evaluation Methods:

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

External Evaluation 75 Marks ; The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses:

Further Suggestions:

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ABZ

B.A. Library and Information Science

Programme/Class: Certificate	Year: Third	Semester: VI
Subject: Library and Information Science		
Paper Code: A190603P Course Code: A180603P	Course Title: IT Application in Libraries (Practical)	

Course Outcome

Course outcomes: After studying the paper, students shall be able to familiarize with the basic introduction of computers. Understanding different library automation softwares, Creation of databases, Information searching techniques and online searching of information on given topics. Generate barcode labels and membership cards. Search online databases.

Credits: 2		Core Compulsory
Max. Marks: 25+75		Min. Passing Marks: 40
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 0-0-2		
Unit	Topics	No. of Labs
I	Library Server and its Maintenance. Editing and Formatting Word Documents. Creating Presentations with PowerPoint.	10
II	Installation, Configuration and Functions: Installation of SOUL	10
III	Online and Offline Searching, Web Searching, Advanced Internet Searching,	05
IV	Search Techniques: Searching through Search Engines, Internet and E-mail	05

Suggested Readings:

1. Kumar, PSG: Computerization of Indian Libraries. Delhi, B R Publishing, 1987.
2. Pandey, SK Sharma: Library Computerization: theory and practice. New Delhi, EssEss, 1993
3. Satyanarayana, NR: A manual of Library Automation and Networking. 2nd ed. Lucknow, New Royal Book, 2003
4. Dhawan, A. Computers for Beginners. New Delhi, Frank Bros, 1990
5. Sehgal, RL: An introduction to Library Networks. New Delhi, Ess Ess, 1996
6. Devrajan, G and Rahelamma, AV: Library Computerization in India. New Delhi, EssEss, 1990.

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ABZ

7. Shiva Sukula: Information Technology: Bridge to the Wired Virtuality, New Delhi, Ess Ess Publications, 2008.
8. Shiva Sukula: Electronic Resource Management: What, why and how, New Delhi, Ess Ess Publications, 2010

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 BA

Suggested Continuous Evaluation Methods:

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

External Evaluation 75 Marks

Note: There will be *Eight* questions. The examinee has to answer *Five* questions. Each question carries 15 marks.

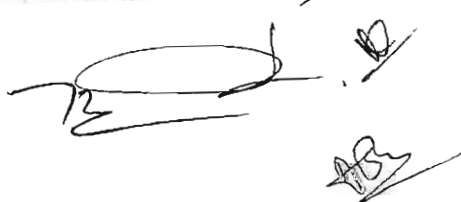
- i) Documents, data, database, etc. to work on for the practical assignments will be provided by the Teacher in the computer lab
- ii) Students are required to do the practical assignment in the computer lab. Evaluation of the assignment will be done by the Teacher on the spot.
- iii) Students have to make Screen Captures for all the answers and save them in one file. The Teacher will evaluate these screen captures and give marks accordingly.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.


Suggested equivalent online courses

Further Suggestions:



B.A. Library and Information Science

Programme/Class Certificate	Year: Third	Semester: VI
Subject: Library and Information Science		
Paper Code: A190604R Course Code: A180604R	Course Title: Project (Library Survey)	
Course Outcome After doing this project, students shall be able to get the practical exposure of different types of libraries. Understanding the various functions of different types of libraries including acquisition, technical processing, management and retrieval of information.		
Credits: 3	Core Compulsory	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 0-0-3		
Unit	Topics	No. of Lectures
I	The students shall be asked to visit a library to understand the collection, services and the human resources available for information dissemination. Students shall be asked to submit a complete report of the library survey before the commencement of sixth semester examination.	45
Suggested Readings: Suggestive digital platforms web links 1. https://lisstudymaterials.wordpress.com/ 2. http://egyankosh.ac.in/ 3. http://library-scup.blogspot.com/		
This course can be opted by the students of BA		
Suggested Continuous Evaluation Methods: Internal Evaluation 25 Marks : 01 Tests –15 Marks, 05 Marks (Assignment), 05 Marks (Attendance) External Evaluation 75 Marks The submitted report of library survey will be examined by an external examiner appointed by the university/Head of the Institution.		




Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate

Suggested equivalent online courses

Further Suggestions:

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B A Library and Information Science



Programme Class Certificate	Year Fourth	Semester VII
Subject Library and Information Science		
Paper Code 0711801	Course Title Management of Special Library system	
Course Code		
Credits 6	Core Compulsory	
Max Marks 25+75	Min Passing Marks 40	
Total No. of Lectures, Tutorials, Practicals (In hours per week) (L:T:P 6:0:0)		

Course Outcome: After Studying the paper, students shall be able to understand the concept and scope of Management Application on Special Libraries Development of Special Libraries.

Unit	Topic	No. of Lectures
Part I		
I	Definition, Meaning, Objective, Need and scope of Special Libraries Types of Special Libraries .	25
II	Role of Special Libraries in the Development of India Preservation of manuscript in Special Libraries.	25
III	Study of Special Libraries like IIT Roorkee, Raza Library, BARC	20
IV	Need and Importance of Information Services Types of Services in Special Libraries	20

Suggested Readings:

1. Mukherjee, AK: Fundamentals of Special Librarianship and Documentation.
2. Sinha, SC and Dhiman, AK: Special Libraries: Research and Technical Libraries. New Delhi: Ess Ess Publications,
3. Dhiman, AK: A Handbook of Special Libraries and Librarianship. Verma, Shiv Ram: Academic Library System. New Delhi, Shree Publishers and Distributors, 2008
4. Barua, BP: National Policy on Library and Information Systems and Services for India. Bombay, Popular Prakashan, 1992

B.A. Library and Information Science

Programme/Class: Certificate	Year: Fourth	Semester: VIII
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Subject: Library and Information Science

Paper Code: 0811802	Course Title: Reaserch Methodology
Course Code	

Credits: 6	<i>Core Compulsory</i>
Max. Marks: 25+75	Min. Passing Marks: 40

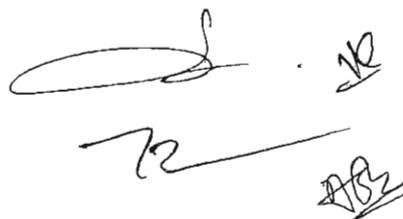
Total No. of Lectures, Tutorials, Practicals (In hours per week) L-T-P: 6-0-0

Course Outcome: The Course of Reaserch Methodology in Library Science is Structured in the way that makes students to understand the Reaserch Problems, Reaserch Techniques. The main purpose of the course is to develop Scientific and Humanstics approach towards the Reaserch Work in the Subject.

Unit	Topic	No. of Lectures
	Part I	
I	Reaserch Methodology: Meaning, Need, Importance, Scope.	25
II	Types of Reaserch: Basic and Applied, Historical and Comparative, Scientific Reaserch.	25
III	Data Collection: Sampling Questionnaire, Interview Method, Case Study.	20
IV	Reaserch Design: Meaning, Types and Importance, Hypothosis: Types of Sources.	20

Suggested Readings:

1. Kothari, C.R. 1989: Reaserch Methodology: Method and Techniques, Bangluru
2. Young, P.V. 1988: Scientific Social Survey and Reaserch New Delhi, Prentice Hall
3. Sakharakar, Shalini Munindra: Reaserch Techniques in Library and Information Science
BFC Publication
4. Sharma, Vijay, 2017: Reaserch Methodology in Library Science, Arjun Pub. House

The block contains three handwritten signatures or initials. The top one is a large, stylized signature. Below it, to the left, is another signature. To the right of the second signature is a set of initials that appear to be 'ABZ'.

1. चार वर्षीय स्नातक हेतु एन0ई0पी0-2020 में दिये गये सभी नियम लागू होंगे।
2. यदि किसी विद्यार्थी द्वारा प्रथम वर्ष का पाठ्यक्रम ही पूर्ण किया जाता है तब ऐसी दशा में उसे स्नातक सर्टिफिकेट की उपाधि प्रदान की जायेगी।
3. यदि किसी विद्यार्थी द्वारा दो वर्ष का पाठ्यक्रम ही पूर्ण किया जाता है तो उसे स्नातक डिप्लोमा की उपाधि प्रदान की जायेगी।
4. यदि किसी विद्यार्थी द्वारा तीन वर्ष का पाठ्यक्रम पूर्ण किया जाता है तो उसे स्नातक डिग्री प्रदान की जायेगी।
5. यदि कोई विद्यार्थी चारों वर्ष का पाठ्यक्रम पूर्ण करता है उसे स्नातक ऑनर्स की उपाधि प्रदान की जायेगी।
6. यदि किसी विद्यार्थी द्वारा चतुर्थ वर्ष का पाठ्यक्रम निर्धारित मानदण्डों के अनुसार रिसर्च के साथ पूर्ण किया जाता है तो उसे स्नातक ऑनर्स विद रिसर्च की उपाधि प्रदान की जायेगी।
7. चार वर्षीय डिग्री पाठ्यक्रम के सम्बन्ध में शासन द्वारा समय-समय पर जारी किये गये निर्देश लागू होंगे।



DEAN OF ARTS
M S UNIVERSITY
SAHARANPUR