

VOCATIONAL COURSE in Library and Information Management VOC175

As per New Education Policy 2020

Title of course:		Vocational Course in Library and Information Management			
Nodal Department of HEI to run course		CSJM University Vocational Course			
Nature of Course-Independent and Progressive		Progressive			
Name of Skill Partner					
Expected fee of the Course		As per CSJM University			
Stipend to Student expected from industry					
Number of Seats:		80			
Course Credits		Credits-03 (01 Theory & 02Practical)			
Max Mark: 100		Minimum Marks=40			
Name of proposed skill Partner		Chankya Institute of IT and Management			
Unit	Topics	General/Skill Component	Theory/Practical/Internship / Training	No. of Theory Hours (Total-15 credits)	No. of skill hours (Total 60 credits)
Semester-1			3 Credits		
I.	Libraries: Basics And Contexts	General	Theory	15 Hours	
II.	House Keeping Operations	Skill	Theory/Practical		30 Hours
III.	Document Processing and Organization	Skill	Practical/Internship /Training		30 Hours
Semester-2			3 Credits		
I.	Classification	General	Theory/Practical	15 Hours	
II.	✓ Cataloguing	Skill	Theory/Practical		30 Hours
III.	Filing and Shelving	Skill	Practical/Internship /Training		30 Hours
Semester-3			3 Credits		
I.	Information Sources (traditional & modern) and Their Use	General	Theory/Practical	15 Hours	
II.	Library Services	Skill	Theory/Practical		30 Hours
III.	Conservation and Preservation	Skill	Practical/Internship /Training		30 Hours
Semester-4			3 Credits		
I.	Application of ICT in Library	General	Theory/Practical	15 Hours	
II.	Library Automation	Skill	Theory/Practical		30 Hours
III.	Library Software Packages	Skill	Practical/Internship /Training		30 Hours



Suggested Readings:

- Library Science by R. Gupta
- <https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=9JW4FTxYrU+Wsr8x18vgiw==>
- <https://egyankosh.ac.in/handle/123456789/32979>

Course Pre-requisites: Open to all at the Undergraduate level programs during semester-I-4

Notes:

- Credit for theory=01(Teaching hours=15)
- Credit for internship/Training/Practical=02 (Training hours=60)

COURSE OUTCOME AND JOB PROSPECTS:

Interdisciplinary opportunity as per NEP after completing this course, students can pursue a career and get placement in areas such as Library Science, Library Assistant/Attendant, Junior Librarian, Assistant Librarian, or Librarian at the School level, including Research, NGOs, and Public Libraries.

This course can run by signing a MoU with a skill partner.

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