

**Honorable Vice Chancellor  
CSJM University, Kanpur**

**Subject: - Regarding starting new courses under Art and Humanities.**

**Respected Sir,**

This is to bring in your kind information that there are need to start new courses in field of Library domain because Library and Information centers are the backbone of an academic Institution. They are the wheels and hub, rather oxygen of the academic institution. Institution without the support of a well-established library is standing on the foundation of sand, without solid base but to manage and operate such libraries, trained and well-qualified professional are needed.

The main aim of the Department is to prepare such qualified professional as to meet and compete the requirements of global markets of Library and Information Science. Therefore, the tentative structure of the syllabus and curriculum has been designed on the latest models of the UGC Curricula.

Department name proposed – Department of Library Science.

<b>Course</b>	<b>Intakes</b>	<b>Duration</b>
1. Bachelors of Library Science (B.Lib)	40	1 Year (Two Sem)
2. Masters of Library Science (M.Lib)	40	1 Year (Two Sem)

**Mission of the Department :-**

The mission of the Department is to innovative Methodology, product and processes for emerging library & Information Systems. The Department of Library Science provides and supports resources, research, and service for education.

**Program Objectives:-**

The School of Library and Information Science offers a graduate-level program of preparation for careers in all types of libraries and information centers that

1. Provides students with a strong, well-rounded education through a curriculum that reflects the profession's immediate and long-range needs and prepares students to be leaders in a changing field.
2. Describe the historical and theoretical foundations of information science
3. Apply ethics to every aspect of the practice of the profession.

4. Promotes excellence in research contributions to the base of theoretical and practical knowledge in library and information science.

5. Encourages students, faculty members, and alumni to shape the future of the profession by filling key roles in organizations involved in all aspects of the information cycle.

**Programme Outcomes :**

After the completion of this programme the student will be in a position to work at lower and middle managerial positions in all types of libraries, viz. academic, public or special. They will have competencies to perform day to day housekeeping operations and provide library services such as circulation, reference and information services to users of a library. Additionally, they will be in a position to design and develop information retrieval systems specific to the needs of a small community of users. Another outcome of the programme is to develop a strong foundation and inspiration for higher-level courses in library and information science.

**Fee Structure Proposed:**

<b><u>B.Lib.</u></b>	<b><u>M.Lib.</u></b>
Registration Fee: 200 Rs.	Registration Fee: 200 Rs.
Tuition Fee: 25,000 Rs.	Tuition Fee: 35,000 Rs.
Examination Fee: 5,000 Rs.	Examination Fee: 5,000 Rs.
Total= 30,200/-	Total= 40,200/-

Submitted for your kind approval please.

  
(Assistant Librarian)

  
(Librarian)

Put up in AC



**Chhatrapati Sahu Ji Maharaj University, Kanpur**  
**Effective from Academic Year 2022-23**

**Proposal to Start a new Department in the CSJMU Campus**

**About the Department :-**

Library and Information centres are the backbone of an academic Institution. They are the wheels and hub, rather oxygen of the academic institution. Institution without the support of a well established library is standing on the foundation of sand, without solid base. But to manage and operate such libraries, trained and well qualified professional are needed.

The main aim of the Department is to prepare such qualified professional as to meet and compete the requirements of global markets of Library and Information Science. Therefore, its recommended to start new department in University Campus under School of Arts and Humanities details of the department and courses are given below: the syllabus and curriculum has been designed accordingly, based on the latest models of the UGC Curricula.

**Mission of the Department :-**

The mission of the Department is to innovative Methodology, product and processes for emerging library & Information Systems. The Department of Library Science provides and supports resources, research, and service for education. The course be based on innovative library services as well as recent trends in the field of librarianship so that the students could inculcate recent development in the field of library and information centres.

**Program Objectives :-**

The Department of Library Science offers a graduate-level program of preparation for careers in all types of libraries and information centers that.

1. Provides students with a strong, well-rounded education through a curriculum that reflects the profession's immediate and long-range needs and prepares students to be leaders in a changing field.
2. Describe the historical and theoretical foundations of information science.
3. Apply ethics to every aspect of the practice of the profession.
4. promotes excellence in research contributions to the base of theoretical and practical knowledge in library and information science.



5. encourages students, faculty members, and alumni to shape the future of the profession by filling key roles in organizations involved in all aspects of the information cycle.

### **Programme Outcomes :**

After the completion of this programme the student will be in a position to work at lower and middle managerial positions in all types of libraries, viz. academic, public or special. They will have competencies to perform day to day housekeeping operations and provide library services such as circulation, reference and information services to users of a library. Additionally, they will be in a position to design and develop information retrieval systems specific to the needs of a small community of users. Another outcome of the programme is to develop a strong foundation and inspiration for higher-level courses in library Science.

Department Name Propose: **Department of Library Science**

<b>Course</b>	<b>Intakes</b>	<b>Duration</b>
1. Bachelors of Library and Information Science	40	1 Year (2 Sem.)
2. Masters of Library and Information Science	40	1 Year (2 Sem.)

### **Fee Structure Proposed:**

<b><u>B.Lib.</u></b>	<b><u>M.Lib.</u></b>
Registration Fee: 200 Rs.	Registration Fee: 200 Rs.
Tuition Fee: 25,000 Rs.	Tuition Fee: 35,000 Rs.
Examination Fee: 5,000 Rs.	Examination Fee: 5,000 Rs.
Total= 30,200/-	Total= 40,200/-





**Chhatrapati Shahu Ji Maharaj University, Kanpur**  
**Bachelor of Library Science (B.Lib.)**

**ORDINANCE**

1. Bachelor of Library Science (B.Lib.) course shall be of one-year duration divided into two semesters.
2. A bachelor's degree in any discipline with at least 45% marks shall constitute the minimum requirement for admission in B.Lib.

**Note :** Relaxation of 5% marks may be given to SC/ST candidates in eligibility.

3. The candidate shall be selected for B.Lib. course through entrance test/merit/ and time to time decided by University authority.
4. Total intake of students to B.Lib. course will be 40. Reservation will be as per rules of U. P. Government/University.
5. The medium of instruction will be Hindi and English both.
6. A combination of lectures, seminars, discussion, assignments etc. shall be the method of teaching and learning.
7. Ordinarily paper setters/examiners shall be internal as well as external.
8. There shall be 2 class tests for each theory and practice paper at different intervals during semester.
9. The candidates shall be declared passed and be eligible for the award of degree of B.Lib., provided they obtain the following gradation of marks :
  - (i) 60% and above in aggregate of all the papers - 1st Division
  - (ii) 45% and above in aggregate but less than 60% of all the papers - 2nd Division
  - (iii) 40% and above, but below (45%) - 3rd Division
10. There shall be 3+2 papers (Theory papers + Practice Paper) and Project in the 1st Semester, and 4+1 papers (Theory papers + Practice Paper) and Project in the 2nd semester.
11. The maximum marks allotted for each paper shall be as following :
  - (a) Theory/Practice Examination Papers - 75 marks
  - (b) Internal Assessment - 25 marks
12. The recommended criteria for Internal Assessment marks :

1 best out of 2 tests :	10 marks
Attendance :	10 Marks
1 Assignment :	5 marks

**Total 25 marks**
13. (a) The candidate will have to pass separately in theory/practice and internal assessment in B. Lib. The minimum pass marks of 40% will have to be obtained in theory/practice paper as well as Internal Assessment in each semester.  
(b) The candidate shall have to obtain a minimum of 40% marks in aggregate of all the papers.  
(c) Library and Information Communication Technology (Practical) will be evaluated by internal and External Examiner appointed by the University.



### **Provision for Back Papers and Ex-Students**

Following category of students of B.Lib. shall be eligible for back paper facility:

- (a) For improvement University rules will be applied.
- (b) The candidates who secure 40% in aggregate but fail in upto 1/3 of total no. of papers are eligible for back papers in each semester.
- (c) The candidates who fail in more than 1/3 of the total papers, will be deemed as failed. These candidates can appear only in subsequent examination of that semester as Ex-Students.

### **Attendance**

- 1. The students will have to fulfill minimum requirement of attendance of 75% as per University rules.
- 2. The name of a student who absents himself for 10 days continuously without proper information will be struck off the rolls.
- 3. A student who seeks re-admission, will have to pay Rs. 1 000/- as re-admission fee.
- 4. The fee structure for the course will be as prescribed by the University from time to time.



# Bachelor of Library Science (B.Lib.)One Year

## Programme of Two Semesters

### FIRST SEMESTER

Year	Semester	Course Code	Course Title	Theory/ Practice	Credits	Internal Marks	Exam Marks	Total
1	I	BL101(T)	Fundamentals of Library Science	Theory	4 TH=4	25	75	100
1	I	BL102(T)	Knowledge Organization: Library Classification	Theory	4 TH=4	25	75	100
1	I	BL103(T)	Knowledge Organization: Library Cataloguing	Theory	4 TH=4	25	75	100
1	I	BL104(P)	Knowledge Organization: Library Classification	Practice	4 P=4	25	75	100
1	I	BL105(P)	Knowledge Organization: Library Cataloguing	Practice	4 P=4	25	75	100
1	I	BL106	Project: Library Survey / Literature Survey	Project	6=6	Project = 75 Viva = 25		100
			<b>Maximum Marks of I Semester</b>		<b>26</b>	<b>150</b>	<b>450</b>	<b>600</b>
1	II	BL201(T)	Administration and Management of Libraries and Information Centers	Theory	4 TH=4	25	75	100
1	II	BL202(T)	Information Sources and Services	Theory	4 TH=4	25	75	100
1	II	BL203(T)	Information Retrieval System: Concept and Scope	Theory	4 TH=4	25	75	100
1	II	BL204(T)	Basics of Information Technology in LIS	Theory	4 TH=4	25	75	100
1	II	BL205(P)	Basics of Information Technology in LIS	Practice/ Practical	4 P=4	25	75	100
		BL206	Project: Field Survey / Compilation of Annotated Bibliography	Project	6=6	Project = 75 Viva = 25		100
			<b>Maximum Marks of II Semester</b>		<b>26</b>	<b>150</b>	<b>450</b>	<b>600</b>
<b>Total Maximum Marks of I and II Semester</b>						<b>300</b>	<b>900</b>	<b>1200</b>

*Signature*



## **Bachelor of Library Science (B.Lib.)**

### **Program Outcome**

Bachelor's degree in Library 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.

### Bachelor of Library Science

Programme/Class: B.L IB.	Year: First	Semester: First
Subject: Library Science		
Course Code: BL 101(T)	Course Title: Fundamentals of Library Science (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. Familiarize with the role of various National and International Library Associations and Organizations.		
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	<b>Conceptual framework and history of libraries</b> Libraries :Concept, definition and Types of Libraries Social foundation of Libraries; History of Libraries; Development of libraries in India, U.S.A. and Britain; Five Laws of Library Science.	15
II	<b>Contribution of Indian LIS Professional in the development of Library Profession:</b> Ranganathan, SR; <b>Essentials of Library and Information Science.</b> Librarianship as a Profession; User Education; Extension Service;	15
III	<b>Laws relating to Libraries and Information centers</b> Library Legislation-Need and essential Features; Library Acts in India; Intellectual Property Right.	15
IV	<b>Library Associations</b> Role and contribution of National Organizations such as UGC ILA, IASLIC, RRRLF.; Role and contribution of International Organizations such as LA, ALA, IFLA, UNESCO, ASLIB in the growth and development of Libraries.	15



**Suggested Readings:**

1. Jafferson, G: Library Cooperation. London : Andre Deutsch, 1977
2. Kent, Allan: Resource sharing in libraries. New York: Dekker, 1974.
3. Khanna, JK: Library and Society. Kurukshetra: Research Publications, 1987.
4. Pandey, SK Sharma: Libraries and Society. New Delhi: EssEss, 1992.
5. Ranganathan, SR: The Five Laws of Library Science. Bangalore: Sarda Ranganathan Endowment for Library Science, 1988.
6. Sukula, Shiva: Librarianship: Redefining and Redesigning Beyond the Customary Craft. New Delhi, Ess Ess Publications, 2016.
7. शर्मा, बी० क० , ठाकुर, यू०एम०, एवं लाल, सी० : ग्रन्थालय एवं सूचना विज्ञान, आगरा, वाई० के० पब्लिशर, २०१५
8. ओम प्रकाश: ग्रन्थालय एवं समाज, आगरा, वाई० के० पब्लिशर, १९९९

**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 BLISc.

**Suggested Continuous Evaluation Methods:**

**Internal Evaluation 25 Marks :** 20 Marks (2 Tests –10 Marks each) 05 Marks (Assignment)

**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.



## Bachelor of Library Science

Programme/Class: B.LIB.	Year: First	Semester: First
Subject: Library Science		
Course Code: BL102(T)	Course Title: Knowledge Organization: Library Classification (Theory)	
<b>Course Outcome</b> 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 o different species of library classification Schemes. Highlight salient features of major classification schemes Elucidate various facets of notation and call number. Review current trends in library classification		
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 Classification</b> Definition, Need, Purpose of Library Classification. Terminology of Classification. General Theory of Classification. Species o 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. Hospitality in Notational System: Canons and Devices	15
<b>IV</b>	<b>Facet Sequence:</b> Concept and Principles. Postulation Steps in practical Classification. Book Number and Collection Number Library Classification and Trends	15
<b>Suggested Readings:</b> 1. Ranganathan, S. R. (1962). Elements of library classification. Bombay: Asia Publishing 2. Bavakutty, M. (1981).Canons of library classification. Trivandrum: Kerala library Association 3. Ranganathan, S. R. & Gopinath, M. A.(1989). Prolegomena to Library Classification		

Ch. R.

v.IBangalore: Sarada Ranganathan Endowment for Library Science

4. Sayers, W.C. Berwick (1955). Introduction to Library Classification: Theoretical, Historical and Practical with. London: Grafton and Company
5. Dutta, D.N. (1978). Library Classification: a manual. Calcutta: The World Press
6. Husain, Shabhat (2004). Library Classification: Facets and Analyses. Delhi: B.R. Publishing Corporation.
7. Krishan Kumar (1979). Theory of Classification. New Delhi: Vikas Publishing
4. ध्यानी, पशपा: पुस्तकालय वर्गीकरण, दिल्ली, नेहा पब्लिशर्स, २०१६
5. त्रिपाठी, एस० एम०: ग्रन्थालय वर्गीकरण के मूल तन्त्र: आगरा, वाई० के० पब्लिशर,

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.LIB.

Suggested Continuous Evaluation Methods:

**Internal Evaluation 25 Marks :** 20 Marks (2 Tests –10 Marks each) 05 Marks (Assignment)

**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.

## Bachelor of Library Science

Programme/Class: B.LIB.	Year: First	Semester: First
Subject: Library Science		
Course Code: BL103(T)	Course Title: Knowledge Organization: Library Cataloguing (Theory)	
<b>Course Outcome</b> 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		<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>I</b>	<b>Library Catalogue:</b> Definition, Need, Objective & Functions. Normative Principles of Cataloguing. Cataloguing and Classification: Symbiotic relationship. Forms of Library Catalogue.	15
<b>II</b>	<b>Types and Functions of Cataloguing:</b> Dictionary, Classified. Library Catalogue Codes – CCC and AACR-II: Historical Development	15
<b>III</b>	<b>Subject Cataloguing:</b> Concept, Principles. Chain Procedure, Lists of Subject Headings. Centralized and Cooperative Cataloguing: Need, CIS and CIP Prenatal Cataloguing. Union Catalogue: Need, Rules for Compilation NUCSSI, DELNET, IndCat, WORLDCAT.	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.	15





### Recommended Books

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, Margret 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 एस० के०: पुस्तकालय सूचीकरण के सिद्धान्त, नई दिल्ली, प्रभात प्रकाशन, २०१५

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.LIB.

Suggested Continuous Evaluation Methods:

**Internal Evaluation 25 Marks :** 20 Marks (2 Tests –10 Marks each) 05 Marks (Assignment)

**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 3 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.

### Bachelor of Library Science

Programme/Class: B.LIB.	Year: First	Semester: First
Subject: Library Science		
Course Code: BL104(P)	Course Title: Knowledge Organization: Library Classification (Practice)	
Course outcomes: After studying the paper, students shall be able to classify and construct the class numbers for titles using Colon Classification Scheme. Synthesize class numbers by using common isolates and 'different devices of CC scheme. Classify and construct the class numbers for complex titles using DDC scheme. Synthesize class numbers by using the tables and 'add to instructions' of DDC scheme. Use of different schedules, manual and relative index of Classification Schemes.		
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
I	<b>Section – A: Classification of documents (using DDC)</b> Classification of documents with the Dewey Decimal Classification 19 <sup>th</sup> Edition with the following details: Main Classes, Divisions, Sectors, Sub-sectors, Auxiliary Tables. An Introduction of DDC 23 <sup>rd</sup> Edition with Titles.	30
II	<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>Recommended Books</b> 1. Dewey, Melvil: Decimal Classification and Relative Index. 19 <sup>th</sup> ed. New York, Lake Placed Club, 1979. 2. Ranganathan, SR: Elements of Library Classification. 3 <sup>rd</sup> ed. Bombay, Asia Pub. House, 1962. 3. Ranganathan, SR: prolegomena to Library Classification. Assisted by M A Gopinath. 3 <sup>rd</sup> ed. Bangalore, SRELS, 1969.		

4. Satija, MP: Colon Classification: a practical introduction. Delhi, EssEss, 1989.
5. Ranganathan, SR: Colon Classification. 6<sup>th</sup> rev ed. Banglaore, SRELS, 1968.
6. Satija, MP: Manual of Practical Colon Classification. 3<sup>rd</sup> rev ed. New Delhi, Sterling, 1995.

**Note:** There will be Three Sections A, B and C.

**Section A** will consist of ***Eight*** Titles and the examinee will classify ***Five*** Titles by Dewey Decimal Classification Edition 19<sup>th</sup> . Each Title carries 6 marks.

**Section B** will consist of ***Eight*** Titles and the examinee will classify ***Five*** Titles by Colon Classification Scheme 6<sup>th</sup> Revised and Enlarged Edition. Each Title carries 6 marks.

**Section C** will consist of ***Two*** Titles and the examinee will classify ***One*** Title by both Dewey Decimal Classification Edition 19<sup>th</sup> and Colon Classification Scheme 6<sup>th</sup> Revised and Enlarged Edition. This Title carries 15 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.



## Bachelor of Library Science

Programme/Class: B.LIB.	Year: First	Semester: First
Subject: Library Science		
Course Code: BL105(P)	Course Title: Knowledge Organization: Library Cataloguing (Practice)	
Course outcomes: After studying the paper, students shall be able to use the AACR-2 and CCC cataloguing codes for cataloguing of printed documents in a library. Preparation of catalogue for single personal author, joint personal author and pseudonymous works. Preparation of catalogue for simple personal name entries in Hindi and Urdu by AACR-2. To Prepare different types of entries in order to fulfill various search approaches of users. Practically identify and describe various bibliographic elements of the documents. Derive subject headings using Sear's List of Subject Headings and Chain Procedure method for subject entries.		
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
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>Computerized Cataloguing through MARC</b>	20
<b>Recommended Books</b>  1. Ranganathan, SR: Classified Catalogue Code with additional rules for Dictionary Catalogue Code. Assisted by A. Neelameghan. 5 <sup>th</sup> reprinted ed. Bangalore, SRELS, 1988.  2. Anglo American Cataloguing Rules. (North American Text). Chicago, ALA, 1967.		




3. Ranganathan, SR: Cataloguing Practice. Assisted by G. Bhattacharya. Bombay, Asia Pub. House, 1974.
4. Job, M.M. (1989). Theory and practice of Cataloguing. New Delhi: Metropolitan.
5. Gernert, Leigh (2003). A Textbook of Cataloguing. New Delhi: Dominant Publishers and Distributors.
6. Krishan Kumar (2001). An Introduction to AACR-2 (Anglo-American Cataloguing Rules). New Delhi: Vikas Publishing.
7. Siddiqui, JA and Husain, Mohd Sabir. Library Cataloguing with AACR-II. New Delhi, Ess Ess Publications, 2018. ISBN 978-93-87698-03-1
8. Siddiqui, JA; Husain, Mohd. Sabir and Sharma, BK. Hindi Granthon ki Suchikaran Pirkriya. Agra, Y. K. Publishers, 2018. ISBN 978-93-80668-97

**Note:** There will be Three Sections A, B and C

**Section A** will consist of **Four** Entries and the examinee will prepare **Two** Entries by using **AACR-II**.  
Each Entry carries 15 marks.

**Section B** will consist of **Four** Entries and the examinee will prepare **Two** Entries by using **CCC**.  
Each Entry carries 15 marks.

**Section C** will consist of **Two** Entries and the Examinee will prepare only **One** Entry through **MARC**.  
Each Entry 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.

## Bachelor of Library Science

Programme/Class: B.LIB.	Year: First	Semester: Second
Subject: Library Science		
Course Code: BL201(T)	Course Title: Administration and Management of Libraries and Information Centers	
<b>Course outcomes:</b> 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: 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>I</b>	<b>Essentials of management:</b> Concept, history and functions of management. Concept and principles of scientific management Concept, elements and standards of TQM	15
<b>II</b>	<b>Library Management-general aspects:</b> HRM, Job description analysis, specification and evaluation. Selection and Recruitment Motivation. Training and Development. Performance appraisal Staffing. Stock Verification. Different sections of libraries and their working.	15
<b>III</b>	<b>Library Management –specific aspects:</b> Library authority and Library committee. Financial Management in Libraries: Sources of finance ,Budget .Annual report.	15
<b>IV</b>	<b>Preservation and Conservation</b> of library resources (printed and digital). Library building .	15
<b>Recommended Books</b> 1 . Beard W. Ian & Holden, Len. (1996). Human Resource Management: A contemporary perspectives. London: Longman. 2. Bryson, Jo. (1996). Effective library and information management. New Delhi: Jaico Publishing House. 3. Evans, G. Edward & Layzell, Patricia. (2007). Management basics for information professionals. 2nd ed. London : Libraries Unlimited. 4. Harvey, Poss. (1993). Preservation in libraries: a reader. London: R.R. Bowker 5. Johnson, P. (2014). Fundamentals of collection development and management. 3rd ed. Chicago :American Library Association. 6. Koontz, H. & Weihrich, H. (2015). Essentials of management. 10th ed. Chennai, McGraw Hill Inc.		

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7. Krishan Kumar, (2007). Library management in electronics environment. New Delhi: Har -Anand Publications.
8. Mittal, R. (2007). Library administration: Theory and practice. New Delhi: EssEss Publications.
9. Narayana, G J. (1991). Library and information management. New Delhi: Prentice Hall of India.
10. Stoner, James A.F. et al. (1996). Management: Global perspectives. 10th ed. New Delhi: McGraw Hill Inc.
11. Stueart, Robert D. & Moran, B. (2007). Library and information centre management, 7th, ed. London: Libraries Unlimited
12. Ranganathan, SR: Library Book Selection. Bombay: Asia Pub. House, 1966.
13. Brown, James Duff: Manual of Library Economy. London: Andre Deutsch, 1961.
14. Mahapatra, PK and Chakrabarti, B: Preservation in Libraries. New Delhi: EssEss, 2003
15. Adhikari, Rajiv: Library Preservation and Automation. Delhi: Rajat Publications, 2002.

Suggestive digital platforms web links

1. <https://lisstudymaterials.wordpress.com/>
2. [http://egyankosh.ac.in/  
http://library-soup.blogspot.com/](http://egyankosh.ac.in/http://library-soup.blogspot.com/)

**Note:** 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.

**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.

## Bachelor of Library Science

Programme/Class: B.LIB.	Year: First	Semester: Second
Subject: Library Science		
Course Code: BL202(T)	Course Title: Information Sources and Services (Theory)	
<b>Course outcomes:</b> 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		<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>I</b>	<b>Information Sources I</b> Concept of information sources. Primary sources of information -journal, conference proceedings, archival materials, standards, Newspapers, patents, research reports, thesis and their electronic form etc	15
<b>II</b>	<b>Information Sources – II</b> Secondary sources of information- Bibliographical Sources; INB, BNB Encyclopedias – General and Special, Dictionaries – General and Special, Yearbooks, Biographical Source, Geographical Source, text book, Index and Abstract and their electronic form	15
<b>III</b>	<b>Information Sources – III</b> Tertiary source of information- Bibliography of bibliographies, Directory, and guide to literature and their electronic form. Human Resources. Information Centre	15
<b>IV</b>	<b>Information Service</b> -Responsive service: Personal visit by user, Telephone call, Written communication etc <b>Anticipatory Service:</b> Bibliographic compilation on specific subject, News Paper clipping, Project Information file etc. Document Delivery Service and Referral Service	15
<b>Recommended Books</b>  1. Bradford, SC: Documentation. 2 <sup>nd</sup> ed. London, Lockwood, 1953. 2. Foskett, AC: Subject approach to Information. 5 <sup>th</sup> ed. London, Library Association, 1997.		




3. Guha, B: Documentation and Information: services, techniques and systems. 2<sup>nd</sup> rev ed Calcutta, World Press, 1983.
4. Kawatra, PS: Fundamentals of Documentation with special reference to India. New Delhi, Sterling, 1983.
5. Khanna, JK: Documentation and Information Services: systems and techniques. Agra, Y K Publishers, 2000.
6. Lancaster, FW: Information Retrieval Systems: Characteristics, Testing and Evaluation. New York, John Wiley, 1968.
7. Ranganathan, SR: Documentation and its facets. London, Asia Pub. House, 1963.
8. Prasher, RG: Index and Indexing. New Delhi, Medallion Press, 1989.
9. Sukula, Shiva: Information Retrieval. New Delhi, Ess Ess Publications, 2014.

Suggestive digital platforms web links

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

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



### Bachelor of Library Science

Programme/Class: B.LIB.	Year: First	Semester: Second
Subject: Library Science		
Course Code: BL203(T)	Course Title: Information Retrieval System: Concept and Scope (Theory)	
<b>Course outcomes:</b> After studying the paper, the students shall be able to understand the concept and process of documentation and its services in libraries. Understand the types and characteristics of indexing languages including the vocabulary Control and information retrieval thesaurus. Understand the concept and types of indexing and abstracting services at the National and International Level. Understand the various categories of users and different methods of providing user studies in libraries.		
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>I</b>	<b>Information Retrieval :</b> Concept ,Definition , Objectives, CAS and SDI. Index and Indexing: Scope and Importance, Types of indexes • Keyword indexing	15
<b>II</b>	<b>Index and Indexing:</b> Pre and Post Co-ordinate Indexing. Chain Procedure, PRECIS, POPSI, Citation Indexing. Indexing Languages: Types and Characteristics. Vocabulary Control and Thesaurus. Indexing Services: National and International	15
<b>III</b>	<b>Abstracting:</b> Types and Guidelines. Abstracting Services: National and International, Chemical Abstract, Biological Abstract, Physics Abstract, Psychological Abstract, Sociological Abstract, Indian Science Abstract	15
<b>IV</b>	<b>Search Strategies,</b> Feedback and Refining. Information Users: Categories. User Studies: Methods, Techniques and Evaluation	15



2. Mohammad, Riaz (1989). Advanced Indexing and Abstracting Practices. New Delhi: Atlantic Publishers.
3. Chakraborty, A.R. and Chakraborty, B. (1984). Indexing: Principles, Process and Products. Calcutta: The World Press.
5. Sengupta, B. and Chatterjee, M. (1977). Documentation and Information Retrieval. Calcutta: The World Press.
7. Rajan, T.N. (1981). Indexing Systems: Concepts, Models and Techniques. Calcutta: IASLIC.
8. Ranganathan, S.R. (1963). Documentation and its Facts. London: Asia Publishing House.
9. Shera, J.H., Kent, A. and Pessy, J.W. (1957). Documentation in Action. New York: Reinhold Publishing.

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

### Bachelor of Library Science

Programme/Class: B.L.IB	Year: First	Semester: Second
Subject: Library Science		
Course Code: BL 204(1)	Course Title: Basics of Information Technology in LIS (Theory)	
<b>Course outcomes:</b> After studying the paper, students shall be able to understand the planning and implementation of automation in various library housekeeping operations and services. Understand and assess the feasibility of various library automation software and their functionalities. Understand the concept and purpose of a digital library and the new concepts of mining and retrieving the data. Understand the computer networks and their types, topologies, protocols and Standards. Understand the concept of internet security, its solutions and cyber laws prevalent in India.		
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
I	<b>Information Technology – I</b> Concept of Information Technology. Types of Information Technology. Computer Technology – History, Classification and Generation of Computers, Computer Hardware and Software, Operating Systems – WINDOWS, Linux. Programming Languages, Algorithm & Flow Charting	15
II	<b>Information Technology – II</b> Communication Technology – General Aspects. Reprographic Technology – General Aspects. Micrographic Technologies – General Aspects	15
III	<b>Library Automation:</b> Concept and need of library automation. Planning and implementation of library automation. In-house operations (Acquisition, Cataloguing, Circulation, Serials Control)	15
IV	<b>Library Softwares:</b> SOUL and Alice for Windows, Libsys including Open Source Software, Library Networks, New development in Library Automation such as use of RFID etc.	15






**Note:** 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.

**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.

#### **Recommended Books**

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<sup>nd</sup> 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, EssEss, 1996.
6. Devrajan, G and Rahelamma, AV: Library Computerization in India. New Delhi, EssEss, 1990.
7. Siddiqui, JA : Information Technology Application in Libraries. New Delhi, Shree Publishers & Distributors. 2019. ISBN 978-81-8329-988-6.
8. Sukula, Shiva: Demystifying Databases: A hands-on Guide to Database Management. New Delhi, Ess Ess Publications, 2016.

Suggestive digital platforms web links

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

### Bachelor of Library Science

Programme/Class: B.LIB.		Year: First	Semester: Second
Subject: Library Science			
Course Code: BL205(P)		Course Title: Basics of Information Technology in LIS (Practical)	
<b>Course outcomes:</b> After studying the paper, students shall be able to familiarize with housekeeping operations using library management software packages. Create database for different categories of documents. Generate barcode labels and membership cards. Search online databases.			
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: 0-0-4			
<b>Unit</b>	<b>Topics</b>		<b>No. of Lectures</b>
<b>I</b>	Installation and Functions of Different Operating Systems: Windows NT, Linux. Setting of Desktop, Library Server and its Maintenance. Editing and Formatting Word Documents. Creating Presentations with PowerPoint.		15
<b>II</b>	Database Creation and Library Software Installation and Creation of Databases: Import, Export, Hyperlinks and Alice for Windows.		15
<b>III</b>	Installation, Configuration and Functions Installation, Configuration and Application of SOUL		15
<b>IV</b>	Online and Offline Searching, Web Searching, Advanced Internet Searching, Search through Meta Search Engines, Offline Databases Internet and E-mail		15
<b>Recommended Books</b>			
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. 2 <sup>nd</sup> 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.			
7. Shiva Sukula: Information Technology: Bridge to the Wired Virtuality, New Delhi, EssEss Publications, 2008.			
8. Shiva Sukula: Electronic Resource Management: What, why and how, New Delhi, EssEss Publications, 2010			




**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.



**Chhatrapati Shahu Ji Maharaj University, Kanpur**  
**Master of Library Science (M.Lib.)**

**ORDINANCE**

1. Master of Library and Information Science (M. Lib.) course shall be of One Year duration.
2. Bachelor of Library and Information Science (B. Lib.) shall constitute the minimum educational requirement for admission with at least 45% marks.

**Note :** Relaxation of 5% marks may be given to SC/ST candidates in eligibility.

3. The candidate shall be selected for M. Lib. course through entrance test/merit/as per University policy in this behalf.
4. Total intake of students to M. Lib. course will be 60 only. Reservation will be as per rules of U. P. Government/University.
5. The medium of instruction will be Hindi or English.
6. A combination of lectures, seminars, discussion. Assignments etc. shall be the method of teaching and learning.
7. Ordinarily 50% paper setters/examiners shall be internal and 50% shall be external.
8. There shall be 3 class tests for each theory and practice paper at different intervals during the year.
9. The candidates shall be declared 10 have passed and be eligible for the award of degree of M. Lib. provided they obtain the following gradation of marks:
  - (i) 60% and above in aggregate of all the papers - 1st Division
  - (ii) 45% and above in aggregate but less than 60% of all the papers - 2nd Division
  - (iii) 40% and above in aggregate, but below 45% - 3rd Division

10. There shall be 10 compulsory paper + 1 Elective papers in all (1st and IInd Semester)

11. The maximum marks allotted for each paper shall be the following :

(a) Theory & Practical Examination Papers 75 marks

(b) Internal assessment 25 marks

12 The recommended criteria for Internal Assessment marks:

1 best out of 2 tests: 20 (10 marks)

Attendance: 10 Marks

1 Assignment: 5 marks

Total 25 marks

13. (a) The candidate will have to pass separately in theory/practice and internal assessment in M. Lib. The candidate shall have to obtain a minimum of 40% marks in each theory/practice paper as well as internal Assessment.

(b) The candidate shall have to obtain a minimum of 40% marks in aggregate of all the papers.

14. The Practical examination (Application of Information Communication Technology) will be jointly conducted. by at least two examiners (one internal and one external) appointed by the university.

15. Internship Programme: Each student shall have to undergo an internship of 30 Days immediately after the second semester examination. The original certificate of such training has to be submitted to Concerned College /university for final result.

(i) Internship Training Certificate with stamp and signature of the Librarian or Library authority =15marks

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(ii) Report of the training prepared by the students in hardcopy =30Marks.

(iii) Evaluation of the Report and Viva-Voce has been taken by the Internal and External examiner appointed by the university, based on training. =30 marks

Total= 75 marks

### **Provision for Back Papers and Ex-Students**

Following category of students of M. Lib. shall be eligible for back paper facility:-

- (a) For improvement university rules will be applied
- (b) The candidate who secure 40% in aggregate but fail in upto 1/3 of total no. of papers are eligible for back papers.
- (c) The candidates who fail in more than 1/3 of the total papers, will be deemed as failed. These candidates can appear only in subsequent examination as Ex-Students.

### **Attendance**

- (1) The students will have to fulfill minimum requirement of attendance of 75% as per University rules. However, 15% relaxation in attendance will be given by the Vice Chancellor on the recommendation of the Head of the Department under special circumstances.
- (2) The name of a student who absents himself for 10 days continuously without proper information will be struck off the rolls.
- (3) A student who seeks readmission, will have to pay Rs. 1000/- as re-admission fee.
- (4) The fee structure for the course will be as prescribed by the University from time to time.





# Master of Library Science (M.LIB.)

One Year Programme of Two Semesters

## FIRST SEMESTER

Course Code	Course Title	Theory/ Practice	Credits	Internal Marks	Exam Marks	Total
ML-101	Knowledge, Information & Communication	Theory	4	25	75	100
ML-102	Information Processing and Retrieval	Theory	4	25	75	100
ML-103	Marketing of Library and Information Products and Services	Theory	4	25	75	100
ML-104	Information Systems and Programme	Theory	4	25	75	100
ML-105	Knowledge Organization and Information processing: Cataloguing Practice (AACR-2)	Practice	4	25	75	100
ML-106 (a) ML- 106 (b) ML-106 (c)	Elective Paper: Digital Library Information literacy Intellectual Property Right	Theory	4	25	75	100
	Maximum marks of I semester		24	150	450	600

## SECOND SEMESTER

Course Code	Course Title	Theory/ Practical	Credits	Internal Marks	Exam Marks	Total
ML-201	Application of Information and Communication Technology	Theory	4	25	75	100
ML-202	Application of Information and Communication Technology	Practice	4	25	75	100
ML-203	Research Methods and Statistical Techniques	Theory	4	25	75	100
ML-204	Metrics Analysis in LIS	Theory	4	25	75	100
ML-205	Knowledge Organization and Information Processing: Classification Practice (UDC)	Practice	4	25	75	100
ML-206	Internship**			25	75	100
	Maximum Marks of II Semester		20	150	450	600
	Total marks of I & II Semester			300	900	1200

\*\*As per the ordinance of Library Science of the University of CSJM, Kanpur, each student shall have to undergo an internship of 30 days immediately after the second semester examination. The original certificate of such training has to be submitted to the concerned college /university (where student is enrolled) for Final Result. A viva –voce and report based on training will be evaluated by the internal and external examiner appointed by the university.

Note: Only paper (ML-202) Application of Information and Communication Technology will be evaluated by Internal and external Examiner appointed by the university.



## **Master of Library Science (M.LIB.)**

**Program Outcome:** After studying this PG program in the field of library Science, the student shall be able:

- 1- To work as a library professional in different libraries of national and international repute.
- 2- They will be equipped with technical knowledge of this field.
- 3- The students will be trained to handle fully computerized library.
- 4- The students will be provided a detailed knowledge and training of Library Management Software.
- 5- Program will help to crack UGC-NET and SET examinations conducted by different States.
- 6- Demonstrate skills in providing various library services such as document circulation, reference and information services, Internet and database searching.

Program: M.LIB.		Year 1	Semester I
Course Code : ML-101		Course Title: Knowledge, Information & Communication	
Course Outcome: After studying this course student shall be able to know about the concept of information its attributes, information generation. They will be known about Communication process its different models and channels. The students shall be able to know the concept of Knowledge Management and its different models. They will be able to extend their knowledge about role of nation in information policies			
Credit : 4		Core: Compulsory	
Max. Marks :25+75		Min. Passing Marks:10+30	
Number of Lecture (per Week) :		4 Hours	
Unit	Topic		No. of Lectures 15
I	Information Nature and attribute. Information: Nature, Properties, Types and Scope. Conceptual difference between Data, Information and Knowledge. Information Generation: Modes and forms, Information Theory, Information Diffusion Process.		15
II	Knowledge Management Knowledge Management: Definition, concept, need, and models. Components and process of Knowledge Management, Types of Knowledge ,Information Management Vs Knowledge Management		15
III	Communication Process Communication: Genesis and Characteristics Communication Process, Types and Media Communication Channels and Models Communication of Information and Barriers to I.C.		15
IV	Information Policies: National Program and Polices National Information Policy (NIP) National Mission on Libraries(NML) National Knowledge Commission (NKC) Changing role of Library and Information Centre in modern Information Society.		15
<b>Suggested Reading:</b> 1- Khan, M.T.M. (1998). Information organization and communication. New Delhi: Ess Ess Publications. 2- Parashar, R.G. (2003). Information and its communication. New Delhi: Medallion Press. 3- Rakowski, R.(2007). Knowledge Management: Social, cultural and theoretical perspective. U.K.: Chandos Publishing 4- Sharma,S. &Gopal S.(2011). Applications of Knowledge Management in digital era. New Delhi: GNOSIS			
<b>Suggestive Digital Platform Web links:</b> 1. <a href="http://lisstudymaterial.wordpress.com">http://lisstudymaterial.wordpress.com</a> 2. <a href="http://inflibnet.ac.in">http://inflibnet.ac.in</a> 3. <a href="http://library.soup-blogspot.com">http:// library.soup-blogspot.com</a>			

<b>Course Code : ML-102</b>	<b>Course Title: Information Processing and Retrieval (Theory)</b>
<b>Course Outcome: To go with this course student shall be able to know about the different Techniques of retrieval, Indexing service which help his/her in different library services. It also focuses on modern IRS techniques. ISBD, MARC, CCF are also a part of study.</b>	
<b>Credit : 4</b>	<b>Core: Compulsory</b>
<b>Max. Marks : 25+75</b>	<b>Min. Passing Marks:10+30</b>
<b>Number of Lecture (per Week) :</b>	<b>4 Hours</b>

<b>Unit</b>	<b>Topic</b>	<b>No of Lectures</b>
<b>I</b>	<b>Information retrieval</b> IRS: concept and definition objectives operation and design of information retrieval system. IRS evaluation: precision, recall, vector scale, response time. IR Model: General Introduction, probabilistic, algebraic and logical model, information theoretic model	<b>15</b>
<b>II</b>	<b>Standard in Bibliographic Record format &amp;description</b> ISBD, MARC 21, CCF, FRBR, Bib frame, Dublin core Standard for bibliographic information exchange and Communication: ISO - 2709, Z39.50, Z39.71	<b>15</b>
<b>III</b>	<b>Indexing: Specific Aspects</b> Indexing: Concept, definitions, functions. Citation Indexing: concept definitions: SCI and SSCI. Thesaurus Construction	<b>15</b>
<b>IV</b>	<b>Search Techniques</b> Search Strategy: Concept, Meaning, Preparation of search strategy Search Techniques: Boolean operator, Fuzzy searching, Case sensitive searching, Truncation, proximity.	<b>15</b>

#### **Suggested Readings:**

- 1- Chowdhury, G.G. (2010). Introduction to model information retrieval system (3rded.). London: Facet Publishing.
- 2- Lancaster, F.W. (2003). Indexing and abstracting in theory and practice. Urbana: University of Illinois.
- 3- Rajan, T.M. (1981). Indexing Systems: concepts, models and techniques. Calcutta: IASLIC.
- 4- Salton G. & McGill, M.J. (1983). Introduction to modern information retrieval. New York: McGraw-Hill.
- 5- Chu, Heting (2003) Information Representation and Retrieval in Digital age .-2<sup>nd</sup> edition [s.l.]:Information Today

#### **Suggestive Digital Platform Web links:**

1. <http://lisstudymaterial.wordpress.com>
2. <http://inflibnet.ac.in>
3. [http:// library.soup-blogspot.com](http://library.soup-blogspot.com)



<b>Course Code : ML-103</b>		<b>Course Title: Marketing of Library and Information Products and Services</b>
<b>Course Outcome:</b> After studying the course students shall be able to understand the concept and scope of principles and functions of library marketing. Develop an understanding of the concept of marketing, E- marketing and strategy and economics of information product. This course will make the students able to manage library and information centre for providing quality service to the users , efficiently carry out various functions of library and information centers.		
<b>Credit : 4</b>		<b>Core: Compulsory</b>
<b>Max. Marks :25+75</b>		<b>Min. Passing Marks:10+30</b>
<b>Number of Lecture (per Week) :</b>		<b>4 Hours</b>
<b>Unit</b>	<b>Topic</b>	<b>No. of Lectures</b>
<b>I</b>	<b>Marketing concept and information Product</b> Marketing: Concept, Definitions, Need, Functions Information Products: News Letter, House Journal, Technical Digest, State of Art Report .Packaging and Repackaging of Information	<b>15</b>
<b>II</b>	<b>Marketing Strategy</b> Distribution Channels. Marketing Mix. Marketing Strategy: SWOT Analysis, PERT/CPM ,Six Sigma. Content Analysis: Techniques , Methods and Purpose	<b>15</b>
<b>III</b>	<b>Information Analysis and Consolidation centre</b> Referral Centre: Need & functions .Data Centre: Concept, Definitions, types and functions. Information Analysis Centre (IAC) Types and their organization. Planning and Organization of Information Analysis and Consolidation Centre	<b>15</b>
<b>IV</b>	<b>E –Marketing</b> Information as a Marketable Commodity. Distribution and Marketing of Information , E-Marketing: Concept, strategies, Use, Advantages , Information Audit: Role, Scope, Methodology, Market Segmentation. Electronic Content Creation	<b>15</b>
<b>Suggested Reading:</b> 1. Gupta, D. K., et al.(2006). Marketing Library and Information service: International perspectives. Munich: K. G. Saur. 2. Kotter, Philip.(2002). Marketing Management. Delhi: Prentice Hall. 3. Chopra, H.S.(1996). Information marketing. Jaipur: Rawat Pub. 4. Jain, Abhinandan K,et.al.(1999). Marketing information products and services: A primer for libraries and information professionals. New Delhi: Tata Mcgraw Hill.		
<b>Suggestive Digital Platform Web links:</b> 1. <a href="http://lisstudymaterial.wordpress.com">http://lisstudymaterial.wordpress.com</a> 2. <a href="http://inlibnet.ac.in">http://inlibnet.ac.in</a> 3. <a href="http://library.soup-blogspot.com">http:// library.soup-blogspot.com</a>		

<b>Course Code : ML-104</b>		<b>Course Title: Information Systems and Programme</b>	
<b>Course Outcome:</b> After studying this course, students shall be able to provide the services to the users by using national and international information centers and system. They will be able to use national and International information system and services rendered by prestigious institute.			
<b>Credit :4</b>		<b>Core: Compulsory</b>	
<b>Max. Marks :25+75</b>		<b>Min. Passing Marks:10+30</b>	
<b>Number of Lecture (per Week) :</b>		<b>4 Hours</b>	
<b>Unit</b>	<b>Topic</b>		<b>No. of lectures</b>
<b>I</b>	<b>Information System</b> Information Systems: Concept, Definition, Characteristics, Objectives, Types and constraints .Information centre: Data Banks, Clearing Houses		<b>15</b>
<b>II</b>	<b>National organization and Programme</b> Planning and Designing of National Information System National Information System in India: NASSDOC, NISCAIR, NISSAT, ENVIS, DESIDOC ,SENDOC		<b>15</b>
<b>III</b>	<b>Information System &amp; organizations</b> INFLIBNET, DELNET, ICAR, ICMR, CSIR. E-Shodhsindhu, NKRC (National knowledge Resource consortia.)		<b>15</b>
<b>IV</b>	<b>International organizations and Programme</b> MEDLARS, AGRIS, INIS ,INSPEC		<b>15</b>
<b>Suggested Reading:</b>			
1- Grassian, E.S. (2005). Learning to lead and manage information literacy instruction. New York: Schuman Publishers. 2- Vickery, B.C. (1987). Information Systems. Washington: Butterworths. 3- Baman, P.(1993).Studies on Information Systems, Services and Programmes in India and abroad. Delhi: Ajnata. 4- Atherton, Pauline.(1997). Handbook of Information System and Services. Paris: UNESCO			
<b>Suggestive Digital Platform Web links:</b>			
1. <a href="http://lisstudymaterial.wordpress.com">http://lisstudymaterial.wordpress.com</a> 2. <a href="http://inflibnet.ac.in">http://inflibnet.ac.in</a> 3. <a href="http://library.soup-blogspot.com">http:// library.soup-blogspot.com</a>			



Course Code : ML-105		Course Title: Knowledge Organization and Information processing: Cataloguing Practice (AACR-2)	
Course Outcome: This is a practical course. After practicing students will be able to catalog the reading material as books and periodical according to AACR-2. Besides they will be abreast to catalog non book material. The modern technology of Machine readable catalog (MARC -21) will be focused.			
Credit :4		Core: Compulsory	
Max. Marks :25+75		Min. Passing Marks:10+30	
Number of Lecture (per Week) :		4 Hours	
Unit	Topic		No. of Lectures
I	Cataloguing of Multi Volume Books. Cataloguing of Composite Books - With collective Title (Ordinary Composite books) - Without Collective Title (Artificial Composite books)		15
II	Cataloguing of documents related to corporate authorship - Government Publications - Institution publications - Conference /congress/seminar /Workshop Publications		15
III	Cataloguing of serial/ journal Publication Complex problem of serial Publication, Introduction to MARC -21		15
IV	Cataloguing of Non –Book Materials - Cartographic Materials - Manuscripts - Sound Recordings - Motion Pictures and Video recordings – Microforms.		15
Note: Library of Congress List of Subject Headings will be followed.			
Suggested Reading:			
1. AACR-2 Ed 1988 2. Krishan Kumar. An Introduction to Cataloguing Practice. New Delhi: Vikas Publishing 3. Nigam , Deepmala, “Cataloguing Practice: CCC and AACR-2R” Ess Ess Publication, New Delhi,2019			
Suggested Continuous Evaluation Methods: Internal Evaluation 25 Marks: 20 Marks (2 Tests –10 Marks each) 05 Marks (Assignment) External Evaluation 75 Marks.			
The paper will be divided into Three Sections A, B and C.			
Section. A will consist of 3 Titles Type. Out of which only 2 titles examinee will attempt.			
Section B will consist of 3 Titles from Periodical and Corporate Bodies, out of which only 2 titles examinee will attempt. Section C will consist of 2 Titles from, one from Non-Book Material and one from MARC 21. Out of which only 1 title examinee will attempt .Each Title carries 15 marks.			





<b>Course Code : ML-106(a)</b>		<b>Course Title: Digital Library</b>	
<b>Course Outcome:</b> After studying this course the students will be abreast the techniques of digitization of the reading material. The modern concept of converting traditional library into Digital library will help the students to a great extent. The Students will be able to use software of digital library.			
<b>Credit :4</b>		<b>Core: Elective</b>	
<b>Max. Marks :25+75</b>		<b>Min. Passing Marks:10+30</b>	
<b>Unit</b>	<b>Topic</b>		<b>No. of. Lecturer</b>
<b>I</b>	<b>Digitization Concept and meaning</b> Digitization Concept, meaning, Need. Selection of material for digitations. Steps of digitization: Scanning, indexing, storing, and retrieving. Tools of digitization: Scanners, type of scanners: Flatbed scanners, Sheet feed scanner. Drum scanners etc		<b>15</b>
<b>II</b>	<b>Technology of digitization:</b> Technology of digitization: Bit depth, Resolution, threshold, Image enhancement Compression: loose less compression and lossy compression, Compression Protocol.OCR Technology, File format and media types.		<b>15</b>
<b>III</b>	<b>Digital Library</b> Digital library: Concept and meaning, history ,need and purpose Features, Advantages and Challenges of Digital Library. Impact of Digital library on the Society.		<b>15</b>
<b>IV</b>	<b>Software</b> Digital Library Software: DSPACE and E-PRINTS Digital Rights and Digital Rights Management. National Digital Library and World Digital Library: Overview		<b>15</b>
<b>Suggestive Reading: IGNOU Study material</b>			
<b>Web link : 1-</b> www.researchget.net article of Arora, Jagdish, “Building Digital Libraries: An Overview” Published in DESIDOC Bulletin of Information Technology 2- DSpace Manual, Release 1.6.2. <a href="http://www.dspace.org/1_6_2Documentation/DSpace-Manual.pdf">http://www.dspace.org/1_6_2Documentation/DSpace-Manual.pdf</a> 3- DSpace Release 1.6.2 Notes. <a href="https://wiki.duraspace.org/display/DSPACE/DSpace+Release+1.6.2+Notes">https://wiki.duraspace.org/display/DSPACE/DSpace+Release+1.6.2+Notes</a> 3- Singh ,Rajesh Kumar “ Digital Libraries : Methods and Applications (eBook)at Bibliotex.com 4-“Illustrated Hand Book of Digital Libraries” by editorial Board Available on Internet and CD-Rom 5-Angelique P, Gonzalez “Digital Libraries :Methods and Applications” eBook.			

<b>Course Code : ML-206(b)</b>		<b>Course Title: Intellectual Property rights</b>	
<b>Course Outcome: After studying this course the students will have the knowledge of Intellectual property Right, its meaning, objectives and historical growth.</b>			
<b>IPR relation with trade mark Patents, Copyrights etc.</b>			
<b>Credit :4</b>		<b>Core :Elective</b>	
<b>Max. Marks :25+75</b>		<b>Min. Passing Marks:10+30</b>	
<b>Unit</b>	<b>Topic</b>		<b>No. of Lectures</b>
<b>I</b>	<b>IPR: Basics of Intellectual property meaning and definition need. Product under IPR: Patent ,Trademarks, Copy right ,Industrial design right</b>		<b>15</b>
<b>II</b>	<b>IPR Infringement – Patent, copyright, trademark. Intangible Economy. Copyright: History and Indian copyright Act with amandents. Information Technology Act and its amendments.</b>		<b>15</b>
<b>III</b>	<b>IP users: Inventors , organizations, Authors, Musical and sound recorder etc WIPO, Berne Convention, Paris convention</b>		<b>15</b>
<b>IV</b>	<b>Plagiarism :Plagiarism: Concept and meaning, History Plagiarism checking Software: Free and proprietary Software Turnitin , URKUND. Information Technology Act, 2000 and amendments .</b>		<b>15</b>
<b>Suggested reading:</b>			
1-Cornish,William(2010) “Intellectual Property: Patents,copy right , Trademark and allied rights			
2-Chawla, Alka (2013) “Law of copy right: Comparative Perspective			
3-Ahuja, V.K. (2015) “Law of copyright and neighboring rights: National and International Perspectives.			
4-Aplin ,Tanya (2005) “Copyright law in the Digital Society: The challenges of Multimedia”			
5-Kanvaria, V. (2015). Plagiarism, Citation and Referencing: issues and styles. USA: Vinod Kanvaria.			
6- Anil Kumar H S & Ramakrishna B. (2017).Fundamentals of Intellectual Property Rights: For Students, Industrialist and Patent Lawyers. Chennai: Notion			
6- Journal of Intellectual Property Right. Bi-monthly. New Delhi: NISCAIR.			
Web link:			
1 <a href="http://www.urkund.com">www.urkund.com</a>			
2. <a href="http://www.turnitin.com">www.turnitin.com</a>			



<b>Course Code : ML-106 (c)</b>		<b>Course Title: Information Literacy</b>
<b>Course Outcome : After studying this course the students shall be able to understand the concept of information literacy, its models, literacy programme and also web based information literacy techniques.</b>		
<b>Credit :4</b>		<b>Core: Elective</b>
<b>Max. Marks :25+75</b>		<b>Min. Passing Marks:10+30</b>
<b>Number of Lecture (per Week) :</b>		<b>4 Hours</b>
<b>Unit</b>	<b>Topic</b>	<b>No. of lectures</b>
<b>I</b>	<b>Fundamental of information literacy:</b> Concept, Need and Objectives Areas of Information Literacy, Standard and Models in information Literacy, role of Institution in information Literacy	<b>15</b>
<b>II</b>	<b>Methodology of information literacy:</b> Information Literacy Products: Library Brochure, Database Brochure, Web-based Access Instructions, Information Bulletin Designing of Information Literacy Programme Implementation of Information Literacy Programmes	<b>15</b>
<b>III</b>	<b>Application of information literacy in library and information centres:</b> Information Literacy for Users ,Information Literacy for Professionals, Information Literacy for Research and Development.	<b>15</b>
<b>IV</b>	<b>Trends in information literacy:</b> Web based Information Literacy System OPAC Information Literacy System ,Life Long Learning System	<b>15</b>
<b>Suggested Reading:</b> <ol style="list-style-type: none"> <li>1.American association of school librarians and associations for educational communications and technology. Information Standards for Student Learning. (1998) American Library Association, Chicago.</li> <li>2. American library association. Information Literacy: a position paper on information problem solving (2000). available at :<a href="http://www.ala.org/assl.positions/PS_infolit.html">www.ala.org/assl.positions/PS_infolit.html</a> (accessed 21 July 2003)</li> <li>3. Association of college and research libraries. Objectives for Information Literacy Instruction: A Model Statement for Academic Librarians. (2001). ACRL, available at : <a href="http://www.ala.org/acrl/guides/objinfolit.html">www.ala.org/acrl/guides/objinfolit.html</a> (accessed 21 July 2003).</li> <li>4. Baldwin (v a). Information Literacy in Science &amp; Technology Disciplines. Library Conference Presentation and Speech. (2005).University of Nebraska, Lincoln. <a href="http://digitalcommons.unl.edu/library_talks/11">http://digitalcommons.unl.edu/library_talks/11</a></li> <li>5. Delcourt (M) and HIGGINS (C A). Computer technologies in teacher education: the measurement of attitudes and self-efficacy. Journal of Research and Development in Education. (1993). 27; 31-7.</li> <li>6. Eisenberg (M B) et al. Information Literacy: Essential Skills for the Information Age. 2nd ed. (2004), Libraries Unlimited , Westport.</li> </ol>		



7. Grassian (E S). Learning to lead and manage information literacy instruction.(2005) Neil Schuman Publishers, New York.
8. Grassin (E S) and KAPLOWITZ (J R). Information Literacy Instruction: Theory and Practice. (2001). Neal Schuman: New York.
9. Smith (S). Web-based Instruction. A Guide for Libraries. (2001). American Library Association:Chicago.
10. Tight (M).Lifelong Learning: Opportunity or Compulsion?. British Journal of Education Studies.Vol. 46; 3 September 1998; 251-263.

## SECOND SEMESTER

### Master of Library Science

<b>Course Code : ML-201</b>		<b>Course Title: Application of Information and Communication Technology</b>
<b>Course Outcome:</b> After going through this course students shall be able to know about electronic publishing, its usefulness .He or She shall be able to know about different modules of Koha library software. Besides, the Course offers the knowledge of information technology describe how the information, communicate over the network environment, Working of Internet, protocols ,different databases in the different subject field .		
<b>Credit :4</b>		<b>Core: Compulsory</b>
<b>Max. Marks :25+75</b>		<b>Min. Passing Marks:10+30</b>
<b>Number of Lecture (per Week) :</b>		<b>4 Hours</b>
<b>Unit</b>	<b>Topic</b>	<b>No. of Lectures</b>
<b>I</b>	<b>Information Technology:</b> Genesis, definition, need and objectives. Number system. Electronic Publishing: E-Journals, E- Books. Open source software v/s proprietary software Opensource Software: KOHA etc	<b>15</b>
<b>II</b>	<b>Transmission</b> Transmission media: Twisted pair, Coaxial cable, optical fiber, Microwave Communication, Satellite. Switching Techniques: Circuit switching, Messageswitching, Packet switching. Open system interconnection (OSI) model of networking	<b>15</b>
<b>III</b>	<b>Internet and Its services</b> Internet: Origin , meaning , development and services .Internet Protocols : Meaning, Different protocols-TCP/IP;FTP;HTTP; Z39.50 Internet working tools: Bridges, Routers, Gateways, Web BrowsersSearch Engines, meta search engine.	<b>15</b>
<b>IV</b>	<b>Database</b> Concept , meaning , features, Database architecture DBMS: meaning Types, merit & demerits . Databases in LIS: Web of Science, Google scholar,SCOPUS .	<b>15</b>
<b>Suggested Readings:</b> 1. Brown, Christopher & Bell, Suzanne (2018). Librarian's guide to online searching: cultivating databaseskills for research and instruction. 5th ed. London: Libraries Unlimited 2. Clayton, Marlene (2018). Managing library automation. 2nd ed. London: Routledge. 3. Markey, Karen (2019). Online searching: A guide to finding quality information efficiently and effectively. 2nd ed. Lanham, Maryland: Rowman & Littlefield Publishers. 4. Marmel, Elaine (2015). Office 2016 Simplified. Hoboken. New Jersey: John Wiley & Sons. 5. Mishra, Vinod Kumar (2016). Basics of library automation, Koha library management software and data migration: Challenges with case studies. New Delhi: EssEss Publications 6. Singh, Prem and Khanna, J K.(1994). Information technology in the Libraries. Delhi: Pragati Publication. 7. Frye, Curtis. (2002). Microsoft Access Version 2002.Delhi: Prentice Hall. 8. Parashar, R.G.(1991). Indian Library in IT environment. Ludhiana: Medallian press. 9. Blake,U. Computer network: protocols, standard and interfaces 2ndedition, New Delhi: Prentice hall 10-Ackermann (Ernest). Learning to use the Internet: An introduction with examples and experiences. BPB.		
<b>Suggestive Digital Platform Web links: 1.<a href="http://lisstudymaterial.wordpress.com">http://lisstudymaterial.wordpress.com</a></b> <b>2. <a href="http://inflibnet.ac.in">http://inflibnet.ac.in</a></b> <b>3. <a href="http://library.soup-blogspot.com">http:// library.soup-blogspot.com</a></b>		

Course Code : ML-202		Course Title: Application of Information and Communication Technology ( Practice)
Course Outcome: After Practicing this course, the students shall be able to implement library software in the library, besides he/she will be able to design website alsousing HTML technology. The practical knowledge of Advanced search techniques is another benefit of this course.		
Credit :4		Core: Compulsory
Max. Marks :25+75		Min. Passing Marks:10+30
Number of Lecture (per week) :		4 Hours
Unit	Topic	No. of Lectures
I	HTML programming: Web Page Creation	15
II	Joomla: Content Management System	15
III	Library Automation Software : KOHA	15
IV	Online Advance Search	15

**Note: Only paper (ML-202) Information Technology ( Practice) of 75 marks will be evaluated by internal and external Examiner appointed by the university.**

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Course Code : ML-203		Course title: Research Methods and Statistical Techniques	
Course Outcome: After studying this course the students will be abreast the techniques of research, different types of research, how to prepare questionnaire, what is literature search how it is performed. Besides, these statistical techniques also left a great impact on students teaching and learning in research oriented environment.			
Credit :4		Core: Compulsory	
Max. Marks :25+75		Min. Passing Marks:10+30	
Number of Lecture (per Week) :		4 Hours	
Unit	Topic		No. of Lecture
I	Introduction to Research Concept, meaning, need and process of Research , Ethical aspect of research , Types of research: Fundamental & Applied , Research Problem and Research Design ,Hypothesis: Definition, Types, Sources and Functions , Literature search : Print & Non-Print		15
II	Research Methods: Scientific Method (Spiral of Scientific Method), Historical Method, Descriptive Methods(Survey and Case Study Methods), Experimental method , Research Techniques & Tools : Questionnaire, Schedule, Interview, Observation, Scales and check lists , Sociometric Techniques , Sampling Techniques		15
III	Data Analysis and Interpretation : Descriptive Statistics :Measures of central tendency- mean, median, mode , Tabulation and Generalization , Measures of dispersion, Standard Deviation , Graphical presentation of data – bar, pie, line graph, histograms Inferential statistics: Correlation, Regression- linear &non linear, chi-square test, Statistical package: SPSS		15
IV	Research Reporting & Style Manuals : Structure, Style, contents, guidelines for research reporting , Style Manuals: Chicago, MLA, APA		15
Suggested Readings:			
1. Andres,A.(2009). Measuring Academic Research. how to undertake a bibliometric study. Oxford: 2. Chandos. Cameron, D. & Ostapowicz, L. (Eds.). (2015).Research Methods in Library and Information Science. Oakville, Canada: 3. Delve. Connaway, L.S. & Radford, M.L. (2016).Research Methods in Library and Information Science. (6th Ed.). Englewood: Libraries Unlimited. 4. Creswell,J.W.(2009). Research Design: qualitative, quantitative and mixed methods approach. (3rd Ed.). New Delhi: Sage. 5. Creswell.J. W. (2014).Research Design: Qualitative, Quantitative, and Mixed Methods Approaches. (4th Ed.). New Delhi: Sage 6. Dane, F.C. (2017). Evaluating Research: methodology for people who need to read research. (2nd Ed.). New Delhi: Sage.  7.Alvesson, M & Skoldberg, K. (2009). Reflexing Methodology: new vistas in qualitative research (2nd rev. ed.). London: Sage Publications. 8.Devrajan, G. (2011). Prolegomena to Research Methodology. New Delhi: Ess Ess Publishing.  9.Das,S. (2012). Research Methodology: methods, tools & techniques. Jaipur: Yking books.			

10. Sharma, C.K. & Jain, M.K. (2009). Research Methodology. New Delhi: Shree Publishers.
11. Saravanel (P)(1993) Research and Report Writing.
12. Krishan kumar ( 1992) Research Methods in Library and Information Science .New Delhi: VikasPublishing House.

**Suggestive Digital Platform Web links:**

1. <http://lisstudymaterial.wordpress.com>
2. <http://inflibnet.ac.in>
3. [http:// library.soup-blogspot.com](http://library.soup-blogspot.com)

<b>Course Code : ML-204</b>		<b>Course Title: Metrics Analysis in LIS</b>
<b>Course Outcome: The courses focuses new trends in research perspective as Journal Impact factor, utility of bibliometrics, informetrics laws, cybermetrics laws. Information scienceand its features and relation with other subjects.</b>		
<b>Credit :4</b>		<b>Core: Compulsory</b>
<b>Max. Marks :25+75</b>		<b>Min. Passing Marks:10+30</b>
<b>Number of Lecture (per Week) : 4 Hours</b>		
<b>Unit</b>	<b>Topic</b>	<b>No. of Lecturer</b>
<b>I</b>	<b>Information Science</b> Information Science : Definition scope and objective ,Information Science, Historical Background and Relationship with other Subject, Information Industry : General Introduction	<b>15</b>
<b>II</b>	<b>Bibliometrics Laws and citation Analysis</b> Bibliometrics: Concept and definition Scope and purpose Bibliometrics Laws : Bradford, Lotka, Ziph laws and their utility and application , Citation analysis, E- Citation, Bibliographic Coupling	<b>15</b>
<b>III</b>	<b>Informetrics</b> Informetrics : Definition Scope & Evaluation Webometrics & Cyber metrics ,Scientometrics: Overview	<b>15</b>
<b>IV</b>	<b>Metrics</b> Journal Impact Factor H Index , Index I10	<b>15</b>
<b>Suggested Reading:</b>  1. Dhawan, K.S. (2001). Reading in Library Science. New Delhi: Commonwealth. 2. Sardana, J.L.,Ed. (2002). Libraries and information studies in retrospect and prospect: Essay in Honour of D. R. Kalia. New Delhi: Concept publishing company. 3. Baruah, A. (2004). Library Science: Prospects in 21st century. New Delhi: Kilaro Books. 4. McIntosh, J. (Ed.). Library and Information Sciences: Parameters and Perspectives. Canada:Apple Academic Press. 5. Kawatra, P.S. (2000). Textbook of Information Science. New Delhi: A.P.H. Publishing		



<b>Course Code : ML-205</b>	<b>Course Title: Knowledge Organization and Information Processing: Classification Practice (UDC)</b>
<b>Course Outcome: After learning these practice paper students shall be able to classify depth subject in special libraries and institute by using universal Decimal classification Thiscourse will also make them efficient, to use and classify complex subject.</b>	
<b>Credit :4</b>	<b>Core: Compulsory</b>
<b>Max. Marks :25+75</b>	<b>Min. Passing Marks:10+30</b>
<b>Number of Lecture (per Week) : 4 Hours</b>	
Classification by Universal Decimal Classification Scheme <ul style="list-style-type: none"> <li>• Introduction of scheme: History, Structure, Principles</li> <li>• Introduction to common Auxiliaries and Special Auxiliaries</li> <li>• Adequate Number of titles from all Disciplines</li> <li>• Use of common and special Auxiliaries</li> </ul> Note: The written Paper will be of 75 Marks.	
<b>Course Code : ML-206</b>	<b>Course Title: Internship</b>
<b>As per the ordinance of Library Science of the University of CSJM, Kanpur, each student shall have to undergo an internship of 30 days immediately after the second semester examination. The original certificate of such training has to be submitted to college / university for final result.</b>	

AL P2.

**Board Of Studies Meeting For M.LIB. and B.LIB. syllabus for semester system  
2022-23**

Minutes

Date:

Time :

Location :

**List of attendees**

1. B.Lib. and M.Lib. program mode of teaching would be proposed under semester System (Ist and IInd Semester)
2. Syllabus of Bachelor of Library Science has been approved by Higher Education Department, Uttar Pradesh has been adopted in this meeting with slight modification.
3. Syllabus of Master of Library Science has been approved by Higher Education Department, Uttar Pradesh has been adopted in this meeting with slight modification.
4. In syllabus of M.Lib. Elective papers are included.
5. 40 Seats of B.Lib. programme are approved.