Common to all Department of Studies in the Faculty of Arts


Master's Programme

A Master's Programme consists of a number of courses, in M.Lib.I.Sc. A Master's programme consists of a set of compulsory courses and Language Papers. The entire course carries credit system. The number and distribution of credits for the courses will be decided by the respective faculties. A course is divided into two semesters. Odd semester and even semester. The normal semester periods are:

**Odd Semester:** July to November [90 working days]

**Even Semester:** December to April [90 working days]

Credits

The term credit is used to describe the quantum of syllabus for various programme in term and hours of study. It indicates differential weightage given according to the contents and duration of the courses in the curriculum design. The minimum credit requirement for a two years Master's Programme shall be 90.

Courses

Each course may consist of Lectures / Tutorials / Laboratory work / Seminar / Project work / Practical training Report / Viva voce etc. Normally, in each of the courses, credits will be assigned on the basis of the Lectures /Tutorials/ Laboratory work and other form of learning in a 15 week schedule.

Eligibility for Admission

A candidate who has passed any graduation degree approved by UGC. [10+2+3]

Grading System

The term grading system indicates a 10 point scale of evaluation of the performance of students in terms of marks, grade points, letter grade and class.

Duration

The duration for completion of a two years Master's programme in any subject is four semesters.

Attendance

Every teaching faculty handling a course shall be responsible for the maintenance of attendance assessment record for candidates who have registered for the programme. The instructor of the course must intimate the head of the department at least seven calendar days before the last instruction day in the semester about the particulars of all students who have secured an attendance of less than 80%. A candidate who has attendance less than 80% shall
not be permitted to sit for the End-Semester examination in the course in which the shortage exists. However, it shall be open to the authorities to grant exemption to a candidate who has failed to obtain the prescribed 80% attendance for valid reasons on payment of a condonation fee and such exemptions should not under any circumstances be granted for attendance below 75%.

**Examination**

There will be two internal assessments and one end-semester examination during each semester. Internal assessment-I will be held after 35 working days and Internal Assessment – II will be held after 70 working days. Internal assessment-I will be a combination of a variety of tools such as class test, assignment and paper presentation that would be suitable to the course. This requires an element of openness. The students are to be informed in advance about the nature of assessment and the procedures. However, the tests are compulsory, Test-I may be for two hours duration. Internal assessment I carry 10% of marks of the entire course.

Internal assessment-II will be held after 70 working days for the syllabi covered between seventh and eleventh weeks. Internal Assessment –II will be conducted with a variety of assessment tools. It will also have an element of openness. The students are to be informed in advance about the nature of assessment and the procedures. However, the test is compulsory. Test II may be for three hours duration. The pattern of question paper will be decided by the respective faculty. Internal assessment II will carry 10% of marks of the entire course.

There will be one End semester examination of 3 hours’ duration in each course. The end semester examination will cover all the syllabus of the course for 75% of marks.

**Evaluation**

Evaluation will be done on a continuous basis. Evaluation may be by Objective Type Questions, Quiz, Short Answers, Essays or a combination of these, but at the End Semester it has to be a written examination.

The performance of students in each course is evaluated in terms of percentage of marks [PM] with a provision for conversion to Grade Point [GP]. The sum of total performance in each semester will be rated by GPA while the continuous performance from the 2nd semester onwards will be marked by [OGPA]

**Marks and Grading**

A student cannot repeat the Internal Assessment I and II. However, if for any compulsive reason the student could not attend the test, the prerogative of arranging a special test lies with the teacher in consultation with the head of the department.

A minimum of 50% marks in each course is prescribed for a pass. A student has to secure 50% minimum in the End Semester Examination. If a candidate who has not secured a minimum of 50% of marks in a course shall be deemed to have failed in that course. A student can repeat the End Semester Examination when it is offered next in the subsequent Odd / Even semesters till the regulation are in force. A candidate who has secured a minimum of 50 marks in all courses prescribed in the programme and earned a minimum of the credits will be considered to have passed the Master’s Programme.

**Grading**

A ten point rating is used for the evaluation of the performance of the student to provide letter grade for each course and overall grade for the Master’s Programme.
The successful candidates are classified as follows.

Candidates who obtained 75% and above but below 90% of marks [OPM] shall be deemed to have passed the examination I First Class [Distinction] provided he / she passes all the course prescribed for the programme at the first appearance.

Candidates who obtain 90% and above [OPM] shall be deemed to have passed the examination in First Class [Exemplary] provided he / she passes all the courses prescribed for the programme at the first appearance.

Candidates who obtain 50-59% [OPM] shall be deemed to have passed the examination in Second Class provided he / she passes all the courses prescribed for the programme.

For the internal assessment evaluation the break up marks shall be as follows.

<table>
<thead>
<tr>
<th>Test</th>
<th>10 Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment</td>
<td>5 Marks</td>
</tr>
<tr>
<td>Case Study/ Seminar/Short Answer etc</td>
<td>5 Marks</td>
</tr>
<tr>
<td>Attendance</td>
<td>5 Marks</td>
</tr>
<tr>
<td>90 and above</td>
<td>5 Marks</td>
</tr>
<tr>
<td>80-89</td>
<td>4 Marks</td>
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<tr>
<td>70-79</td>
<td>3 Marks</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>25 Marks</strong></td>
</tr>
</tbody>
</table>

**Course Wise Letter Grades:**

The percentage of marks obtained by a candidate in a course will be indicated in a letter grade. A student is considered to have completed a course successfully and earned the credits if he / she secures overall grade other than F. A letter grade F in any course implies a failure in that course. A course successfully completed cannot be repeated for the purpose of improving the grade point.

The F Grade once awarded stays in the grade card of the student and is not deleted even when he / she completes the course successfully later. The grade acquired later by the student will be indicated in the grade sheet of the Odd / Even semester in which the candidate has appeared for clearance of the arrears.

If a student secures F grade in the Project Work / Field Work / Practical Work / Dissertation, either he / she shall improve it and resubmit it if it involves only rewriting incorporating the clarification of the evaluators or he / she can re-register and carry out the same in the subsequent semesters for evaluation.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>M.Lib.I.Sc. [Two Year] Course Title</th>
<th>Hours / Week</th>
<th>C</th>
<th>Marks</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>L</td>
<td>P</td>
<td>CIA</td>
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<tr>
<td><strong>Semester - I</strong></td>
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<td></td>
<td></td>
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<tr>
<td>19LISC 101</td>
<td>Core 1. Information and Society</td>
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<td>75</td>
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<tr>
<td>19LISC 102</td>
<td>Core 2. Library Management</td>
<td>5</td>
<td>25</td>
<td>75</td>
</tr>
<tr>
<td>19LISC 103</td>
<td>Core 3. Introduction to Document Processing</td>
<td>5</td>
<td>25</td>
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<tr>
<td>19LISC 104</td>
<td>Core 4. Introduction to Document Retrieval</td>
<td>4</td>
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</tr>
<tr>
<td></td>
<td>Elective 1: Department Elective</td>
<td>3</td>
<td>25</td>
<td>75</td>
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<td></td>
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<tr>
<td><strong>Semester - II</strong></td>
<td></td>
<td></td>
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<tr>
<td>19LISC 201</td>
<td>Core 5: Information Sources and Channels</td>
<td>5</td>
<td>25</td>
<td>75</td>
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<td>19LISC 202</td>
<td>Core 6: Colon Classification &amp; Dewey Decimal Classification (Written Practical)</td>
<td>5</td>
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<td>19LISC 203</td>
<td>Core 7: CCC and AACR II (Books &amp; Periodicals) (Written Practical)</td>
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<tr>
<td>19LISC 204</td>
<td>Core 8: Library and Information Systems Management</td>
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<td>Elective 2: Department Elective</td>
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<tr>
<td></td>
<td>Elective 3: Interdepartmental Elective</td>
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<td><strong>Semester - III</strong></td>
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<tr>
<td>19LISC 301</td>
<td>Core 9: Research Methodology</td>
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<td>19LISC 302</td>
<td>Core 10: Information Processing and Retrieval (Theory)</td>
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<tr>
<td>19LISC 303</td>
<td>Core 11: Information and Communication</td>
<td>5</td>
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<td>75</td>
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<tr>
<td>19LISC 304</td>
<td>Core 12: Internship Training Programme / Field Visit</td>
<td>5</td>
<td>25</td>
<td>75</td>
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<tr>
<td></td>
<td>Elective 4: Department Elective</td>
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<tr>
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<td>Elective 5: Interdepartmental Elective</td>
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<tr>
<td>19LISC 401</td>
<td>Core 13: Universal Decimal Classification and Anglo American Cataloguing Rules – II (Non-book Materials) Written Practical</td>
<td>5</td>
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<td>75</td>
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<tr>
<td>19LISC 402</td>
<td>Core 14: Information System and Services</td>
<td>5</td>
<td>25</td>
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<tr>
<td>19LISC 403</td>
<td>Core 15: Introduction to Information Technology</td>
<td>4</td>
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<tr>
<td>19LISP 404</td>
<td>Core 16: Project and Viva-voce</td>
<td>5</td>
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<td>Elective 6: Department Elective</td>
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<td><strong>Grand Total</strong></td>
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L- Lectures; P- Practical; C- Credits; CIA- Continuous Internal Assessment; ESE- End-Semester Examination
Note:
1. Students shall take both Department Electives (DEs) and Interdepartmental Electives (IDEs) from a range of choices available.
2. Students may opt for any Value-added Courses listed in the University website.

## Elective Courses

### Department Electives (DE)

<table>
<thead>
<tr>
<th>S. No</th>
<th>Course Code</th>
<th>Course Title</th>
<th>hours/week</th>
<th>C</th>
<th>Marks</th>
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<tbody>
<tr>
<td>1.</td>
<td>19LISE105.1</td>
<td>Information Literacy</td>
<td>3 0 3</td>
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<tr>
<td>2.</td>
<td>19LISE105.2</td>
<td>Health Sciences Library and Information System.</td>
<td>3 0 3</td>
<td>25 75 100</td>
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<td>3.</td>
<td>19LISE205.1</td>
<td>Green Library Technology</td>
<td>3 0 3</td>
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<td>4.</td>
<td>19LISE205.2</td>
<td>E-Publishing</td>
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<td>5.</td>
<td>19LISE305.1</td>
<td>Computerized Database and Internet</td>
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<td>25 75 100</td>
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<tr>
<td>6.</td>
<td>19LISE305.2</td>
<td>Electronic Resources Management</td>
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<td>7.</td>
<td>19LISE305.1</td>
<td>Agricultural Sciences Library and Information System</td>
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<td>19LISE305.2</td>
<td>Engineering and Technological Library and Information System</td>
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### Interdepartmental Electives (IDE)

<table>
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<tr>
<th>S. No</th>
<th>Course Code</th>
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<th>Department</th>
<th>hours/week</th>
<th>C</th>
<th>Marks</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>19 SOSE 115.1</td>
<td>Soft Skills</td>
<td>English</td>
<td>3 0 3</td>
<td>25 75 100</td>
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<td>2.</td>
<td>19 MATE 215.1</td>
<td>Discrete Mathematics</td>
<td>Mathematics</td>
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<tr>
<td>3.</td>
<td>19 MATE 215.2</td>
<td>Numerical Methods</td>
<td>Mathematics</td>
<td>3 0 3</td>
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<tr>
<td>4.</td>
<td>19 MATE 315.1</td>
<td>Differential Equations</td>
<td>Mathematics</td>
<td>3 0 3</td>
<td>25 75 100</td>
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<td>5.</td>
<td>19 STSE 215.1</td>
<td>Statistical Methods</td>
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<td>3 0 3</td>
<td>25 75 100</td>
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<td>8.</td>
<td>19 PHYE 215.1</td>
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<td>Physics</td>
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<td>9.</td>
<td>19 PHYE 215.2</td>
<td>Physics of the Earth</td>
<td>Physics</td>
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<td>10.</td>
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<td>Bio-Medical Instrumentation</td>
<td>Chemistry</td>
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<td>11.</td>
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<td>Energy Physics</td>
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<td>12.</td>
<td>19 CHEE 215.1</td>
<td>Applied Chemistry</td>
<td>Chemistry</td>
<td>3 0 3</td>
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<td>13.</td>
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<td>Basic Chemistry</td>
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<td>S. No.</td>
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<td>Course Title</td>
<td>Hours/week</td>
<td>Marks</td>
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<td>L</td>
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<td>CIA</td>
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<td>1</td>
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<td>19LISE315.1</td>
<td>Intellectual Property Rights and Right to Information</td>
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<td>Web Based Information service</td>
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Value Added Course:

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Value Added Course (First Level)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester II</td>
<td>Value Added Course (First Level)</td>
</tr>
<tr>
<td>Semester III</td>
<td>Value Added Course (Advanced Level)</td>
</tr>
<tr>
<td>Semester IV</td>
<td>Value Added Course (Advanced Level)</td>
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Value Added Course
Crash Course Offered:

<table>
<thead>
<tr>
<th>IV</th>
<th>Crash</th>
<th>Research and Technical Library Information System</th>
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</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>L</th>
<th>P</th>
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<tr>
<td>3</td>
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</tbody>
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Programme Outcomes

The framework of the LIS Program curriculum is based on our Student Learning Outcomes with the following abilities

PO1: To educate professionals capable of taking effective approaches to understanding issues in Library and Information Science and related fields committed with lifelong learning.

PO2: To educate professionals capable of relating the practices and roles of individual librarians and information professionals to broader organizational, professional, political, economic, social and technological needs.

PO3: To prepare graduates to select, evaluate, and use current and emerging information and communication technologies in constantly changing information workplaces on par with current and future global needs.

PO4: To educate professionals who are confident in their knowledge of various areas and specializations in LIS practice and scholarship and able to communicate this knowledge effectively in formal and informal settings to a variety of professional needs.

PO5: To educate librarians and information professionals who are capable of critically applying and evaluating LIS competencies consistent with values, standards, ethics, and practices of progressive information services for the public good.

Programme Specific Outcomes

At the end of the programme, the student will be able to

PSO1: Apply foundational concepts, theories, and principles to problems of information organization, design and access information services and discover information resources

PSO2: Evaluate and apply information technologies

PSO3: Analyze and apply knowledge about information needs and perspectives of indigenous cultures and/or diverse communities

PSO4: Demonstrate skills necessary to manage and work effectively within information organizations

PSO5: Use evidence to help address information problems, meet information needs, and create relationships in their institutions, communities, profession, and the world in the digital scenario.

PSO6: Apply core ethical principles to professional practice.
Outcome Mapping

<table>
<thead>
<tr>
<th>CO/ PO</th>
<th>PO1</th>
<th>PO2</th>
<th>PO3</th>
<th>PO4</th>
<th>PO5</th>
<th>PSO1</th>
<th>PSO2</th>
<th>PSO3</th>
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Semester-I

19LISC 101: Information And Society

Credits: 5
Hours:

Learning objectives:

LO1: To understand the concept of library and information centers.
LO2: To enable the students to get knowledge on legislation.
LO3: To enable the students to understand the various library systems.
LO4: To enable the students to know about the resource sharing and various library associations.

Unit – I: Library as Information Centre

Social and Historical foundation of library in India – Role of Library & Information Centre in Modern Society – Five laws of library Science and their implication.

UNIT II: Library Legislation

Library Movement & Development of Libraries in India – Library Legislation and a model public library act – Comparative study of library legislation in different states in India – Tamil Nadu, Andhra Pradesh, Karnataka and Kerala.

UNIT III: Library Systems and their Functions


UNIT – IV Resource Sharing


UNIT V: Library Associations and International Bodies


Text Books:


Supplementary Readings:

Course outcomes

At the end of the course the students able to

- CO1: Understand the fundamental concepts of library and information centers.
- CO2: Know the knowledge on library legislation
- CO3: Evaluate various types of libraries and their functions
- CO4: Know the concepts of resource sharing and various library associations.
- CO5: Conceive knowledge on various international bodies

Outcome Mapping

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Semester-I 19LISC – 102: Library Management Credits: 5 Hours:

Learning objectives:

- LO1: To understand the Concept of Library Management.
- LO2: To enable the students to understand the fundamentals of management.
- LO3: To enable them to realize the routines of various sections of Library
- LO4: To enable the students to understand the Budget system and basis of Computer applications.

UNIT I: Fundamentals of Management

Definition: Administration, Management – Organizational Structure – Various theories of Management including Scientific Management.

UNIT II: Library Routine of Different Sections

- Acquisition Section – Technical Section – Maintenance Section – Circulation Section – Reference Section – Periodical Section.

UNIT III: Personnel Management


UNIT IV: Budgetary Control System


UNIT V: Computer Applications
Application to Managerial Activities – Budget Control – Accounting – Preparation of Statistics and Reports.

Text Books


Supplementary Readings

5. Kumar, Krishan Library Administration and Management, Delhi: Vikas Publishing House Ltd. 1987
6. www.swayam.gov.in

Course outcomes

At the end of the course the students able to

CO1: Understand the basic concept and fundamentals of library management
CO2: Know the routine work of different sections of the library
CO3: Recognize the components of personnel management
CO4: Analyse the types and steps of budgetary control system
CO5: Understand the basic concepts of computer application to library management

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Semester-I 19LISC 103 – Introduction To Document Processing Credits: 5 Hours:

Learning objectives:

LO1: To understand the concept of Information Processing Systems.
LO2: To enable the students to get familiarity with Indexing System.
LO3: To enable the students to understand notations.
LO4: To enable the students to understand the Classification System and recent developments.

UNIT I: Concept of Information Processing
Modes of formations of subject – Basic Concepts in Document and Information Organization – Concepts in Classification – Feature and Benefits of Systematic Arrangement.

UNIT II: Indexing System


UNIT III: Principles of Notation


UNIT IV: Overview of Classification System


UNIT V: Recent Developments

Recent developments in Classification and Processing – Computerized Classification.

Text Books:


Supplementary Readings:

5. www.swayam.gov.in

Course outcomes

At the end of the course the students able to

CO1: Know the fundamental concepts of information processing system
CO2: Understand familiarity of indexing system.
CO3: Recognize the various principles of notations
CO4: Understand structure and organization of the classification systems and recent developments in it.

Outcome Mapping

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Semester-I 19LISC – 104: Introduction To Document Retrieval Credits: 4 Hours:

Learning objectives:

LO1: To understand the process of Information Processing and retrieval towards cataloguing.
LO2: To enable the students to know about the various inner forms of catalogues.
LO3: To enable the students to understand the available rules for the entries.
LO4: To enable the students to know about the different forms of subject headings and major types of cataloguing systems.

UNIT I: Fundamentals of Catalogue


UNIT II: Inner Forms of Catalogue


UNIT III: Rules for Entries

Comparison of Rules of CCC and AACR2 for Choice and Rendering of Personal Authors, Shared Authors, Works under Editorial Direction, Pseudonyms and Periodical Publications.

UNIT IV: Subject Headings

Sears List of Subject Headings and Library of Congress Subject Headings

UNIT V: Types of Catalogue

Centralized and Co-operative Cataloguing – Simplified Cataloguing – Limited Cataloguing

Text Books


Supplementary Readings

4. www.swayam.gov.in

Course outcomes

At the end of the course the students able to

CO1: Know the fundamentals of information processing and retrieval
CO2: Conceive the knowledge on various inner forms of catalogues
CO3: Understand rules for the entries in the cataloguing systems
CO4: Analyse the different types of subject headings and major types of cataloguing systems.

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Departmental Electives

Semester-I 19LISE105.1: Information Literacy Credits: 3 Hours:

Learning Objectives:

LO1: LO1. To enable the students to understand the concept of information literacy
LO2: LO2. To orient on preparation of library promotional materials.
LO3: LO3. To teach the methods of digital and online literacy.
LO4: LO4. To orient on national and international standard and models of information literacy.

Unit-I

Fundamentals of Information Literacy: Concept, Need and Objectives. Historical perspective of Information literacy. Types of Information Literacy: Technology literacy, media literacy, computer and digital literacy. Levels of Information Literacy: Entry level, Mid level, High level, Advance level.

Unit-II


Unit-III

Models of Information literacy, Information Literacy for users, Information literacy for professionals, Scope of Information Literacy Programme; National Programs in Information Literacy, International Programs in Information Literacy
Unit-IV

Information literacy programmes. Role of Libraries in Information literacy, Information literacy instructions in different types of Library and Information centers. Information Literacy for Users; Information Literacy for Professionals, Information Literacy for Research and Development.

Unit-V


Text Books:


Supplementary Readings:

4. www.swayam.gov.in

Course Outcome

At the end of the course, students can able to

CO1: Acquire skills on basic search strategies
CO2: Acquire skills on search in library OPAC, Web OPAC and Scholarly databases.
CO3: Understand the concept of library literacy and information literacy.
CO4: Learn use of web and mobile management tools.
CO5: Become familiar on preparation on library promotional materials.
CO6: Acquire knowledge on the standard on information literacy digital information literacy.

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Semester-I 19LISE105.2: Health Sciences Library And Information System Credits: 3 Hours:

Learning Objectives:

LO1: To learn about Health Science Libraries and their development aspects.
LO2: To learn about Library collection development and its Management
LO3: To handle Library organization and administration
LO4: To handle planning and organization of various information services.
LO5: To learn about budget, finance and resource management.

UNIT – I:


UNIT – II:

Collection Development and Management Periodicals, Conference Literature, Grey Literature, Patents, Standards, Specifications and Government Publications, Non-Book Materials, Electronic Resources and Online Databases

UNIT – III:

Library Organization and Administration: Organizational Structure Staff Manual, Library Surveys, Statistics and Standards, etc.

UNIT – IV:

Information Services CAS, SDI, Abstracting and Indexing Services Library Bulletin, Newspaper Clipping Services Computerized Services Resource Sharing and Networking Information Literacy Programmes

UNIT – V:

Financial and Human Resource Management, Determination of Finance, Sources of Finance, Types of Budget, Nature, Size, Selection, Recruitment, Qualification and Training, Responsibilities and Duties, Competency Development

Text Books:

Supplementary Readings:
5. www.swayam.gov.in

Course Outcomes:

At the end of the course, the students can able to

CO1: To learn about the Development of Health Science Libraries and their information system,
CO2: To understand about Library Collection Development and Management.
CO3: To know about Organization and Administration of Libraries.
CO4: To handle planning and organization of various information services.
CO5: To learn about Library Budget, Finance and human resource management.

Outcome Mapping

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Semester-II 19LISC 201 – Information Sources And Channels

Learning objectives:

LO1: To understand the existing information sources and channels.
LO2: To enable students to get familiarity on primary, secondary and tertiary sources.
LO3: The enable the students to know the features of E-resources.

UNIT I: Basics of Information Sources and Channels

Information Generation-Transfer and Channels – Documentary Information and Types

UNIT II: Primary Sources

UNIT III: Secondary Sources


UNIT IV: Tertiary Sources


Unit V: Electronic Resources


Text Books


Supplementary Readings

1. Ana Cleveland and Donald Cleveland. Introduction to Indexing and Abstracting. 4th ed. Santa barbara :ABC Clio,2013

Course outcomes

At the end of the course the students able to

CO1: Understand the existing information sources and channels
CO2: Familiarize on primary, secondary and tertiary sources.
CO3: Receive the knowledge on e- resources and services

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Semester-II 19LISC – 202 Colon Classification & Dewey Decimal Classification (Written Practical)  Credits: 5  Hours:

Learning objectives:

LO1: To understand the fundamentals of CC and DDC systems.
LO2: To train the students to get more practice in both the classification systems.
Classification of Books and Other Documents Using CC (6th Edition) and Dewey Decimal Classification (19th Edition)

Text Books:


Course outcomes

At the end of the course the students able to

CO1: Understand the fundamentals of CC and DDC systems
CO2: Gain practical knowledge on construction of class number for titles by using CC and DDC classification systems

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Semester-II 19LISC – 203: CCC and AACR II (Books & Periodicals) (Written Practical) Credits: 5

Hours:

Learning objectives:

LO1: To understand the fundamentals of CCC and AACR II in Information Processing.
LO2: To train the students in order to get more practice in both areas.

Cataloguing of Titles of Documents (Title Pages Including Periodicals Using CCC (5th Edition) and AACR II, Sears List of Subject Headings) SLSH

Text Books:


Supplementary Readings:

4. www.swayam.gov.in
Course outcomes

At the end of the course the students able to

CO1: Understand the fundamentals of CCC and AACR II
CO2: Gain practical knowledge on CCC and AACR II in cataloguing titles of books and periodicals

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Semester-II 19LISC 204 : Library And Information Systems Management Credits: 4 Hours:

Learning objectives:

LO1: To understand the concept of Library and Information System Management.
LO2: To enable the students to know the styles and approaches available in management.
LO3: To enable the students to understand the planning and organization structure.
LO4: To enable the students to update their knowledge in budget system.

UNIT I: Planning of Library and Information System

Planning: Concept-Definition-Need and Purpose-types and steps in planning of Library and information system-National information system planning-MBO (Management by Objectives)

UNIT II: Organizational Structure


UNIT III: Organizational Chart

Organizational chart: Flow process chart-Decision Flow Chart-Block Diagram-Gantt Chart.

UNIT IV: Non-Budgetary Method of Control


UNIT V: Evaluation


Text Books


Supplementary Readings
5. Sharma CK and Singh ,Kiran : Library Management , New Delhi , Atlantic Publication , 2005
6. www.swayam.gov.in

Course outcomes
At the end of the course the students able to
CO1: Understand the basic concepts of library and information system management
CO2: Know the styles and approaches in management
CO3: Receive the knowledge on organizational structure and chart
CO4: Acquire knowledge on various non-budgetary method of control
CO5: Evaluate library and information system with important criteria and application of TQM in Library & Information Centres

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DEPARTMENTAL ELECTIVE COURSE

Semester-II 19LISE205.1– Green Library Technology Credits: 3 Hours:

Learning Objectives:
To help the students learn the upkeep and maintenance of the physical environment of the library atmosphere in an aesthetic as well as energy saving manner supported by Green technologies.

Unit – I: Library Building
Unit – II: Energy Consumption in Libraries; Energy saving methods.
Unit–III: Conservation and preservation of Library resources through natural and traditional methods.
Unit – IV: Green Technologies for Libraries.
Unit – V: Library Environment – cleanliness, air and noise pollution free maintenance water consumption space management gardening – interior and external. Development activities on Garden Library

Text Books:

1. A Green Glossary From the District of Columbia Resident Recourse Center; defines commonly used environmental terms and concepts. (Accessed May 14, 2013)

Supplementary Readings:

6. www.swayam.gov.in

Course Outcomes:

At the end of the course, the students can able to,

CO1: Gain knowledge in maintaining the overall library’s physical environment and making the library a place of frequent visit not only for information but also for stress relief of the clientele.

CO2: Gain knowledge in assessing the library ecology and environment and control measures to rectify any shortcoming

CO3: Gain knowledge in maintaining an attractive and peaceful library environment creating aesthetic pleasure in the minds of readers/users, making the library a social place for clients’ meet.

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Semester-II 19LISE205.2 : E-Publishing Credits: 5 Hours:

Learning Objectives:

LO1: To orient on electronic publishing and the formats of content organization.
LO2: Enable the students learn the Markup languages.
LO3: Enable the students learn the E-Publishing methods and tools including relevant software.
LO4: Enable the students to attain proficiency in DTP and related areas.

Unit-I

Unit-II
Concept and Evolution of Authoring Tools; Markup Languages, SGML, HTML and XML.

Unit-III

Unit-IV

Unit-V

Text Books:

Supplementary Reading
5. www.swayam.gov.in

Course Outcomes:
At the end of the course, the student can able to

CO1: Gain knowledge and skills in E-Publishing methods
CO2: Gain knowledge in designing, marketing and promoting library information products and services by means of multimedia and E-Publishing techniques and strategies
CO3: Gain knowledge to design, maintain and manage storage and service functioning of library website, blogs of clientele supplemented and supported by multimedia techniques.
CO4: Gain knowledge to the extent of helping the clientele learn the highways of web authoring and multimedia tools and presentation skills.

CO5: Attain the knowledge of e-publishing, and Design for Print and multimedia.

CO6: Importance of the E-publishing technologies

CO7: Attain the knowledge of Technology for Print: Document structure, document preparation systems, DTP, DDLs, page description languages, text databases, standards

CO8: Discuss the Design for Print: Type design, graphic design, composition products, separation; Technology for presenting static and dynamic content on the Internet

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Semester-III

19LISC 301: Research Methodology

Credits: 5

Hours:

Learning objectives:

LO1: To understand the fundamentals of Research Methodology.

LO2: To enable the students to understand the research concepts and various problems.

LO3: To enable the students to get familiarities with the sampling techniques.

LO4: To enable the students to understand and define the right hypotheses.

LO5: To train the students to know the right methods of drafting research reports.

Unit – I: Fundamentals of Social Science Research


Unit – II: Research Design


Unit – II: Methods of Data Collection


Unit – IV: Data Processing and Analysis

Measures and Scaling Techniques – Interpretation – Inferences – Presentation of Data.

Unit – V: Report Writing


Text Books

Supplementary Readings

4. www.swayam.gov.in

Course outcomes

At the end of the course the students able to

CO1: acquire knowledge on fundamentals of social science research
CO2: recognize various components research design
CO3: conceive knowledge on various methods of data collection
CO4: apply and measure data processing and analysis
CO5: acquire knowledge on report writing

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Semester-III

19LISC – 302: Information Processing And Retrieval (Theory)

Credits: 5 Hours:

Learning objectives:

LO1: To understand the concept of Information Processing and Retrieval theory.
LO2: To enable the students to know about vocabulary control and Indexing Techniques.
LO3: To enable the students to understand the search methods and Bibliographic control system.
LO4: To enable the students to understand the various descriptions of ISBD, ISBN, ISSN and MARC format.

Unit – I: Information of Vocabulary

Information Processing and Retrieval – Components, Information Processing – Vocabulary Control and Thesaurus Construction.

Unit – II: Indexing Techniques


Unit – III: Information Search System

Unit – IV: Universal Bibliographic Control (UBC)


Unit – V: Bibliographic Description

Standardisation in Bibliographic Description – ISBD (G): ISBN AND ISSN – Machine Readable Catalogue (MARC 21)

Text Books

Supplementary Readings
4. www.swayam.gov.in

Course outcomes
At the end of the course the students able to

CO1: understand the fundamental concept on information processing and retrieval
CO2: know the vocabulary control and indexing techniques
CO3: recognize the search methods and bibliographic control system.
CO4: gain knowledge about various bibliographic description [ISBD, ISBN, ISSN and MARC format]

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Semester-III 19LISC 304: Information And Communication Credits: 5 Hours:

Learning objectives:

LO1: To understand the basis of information and communication.
LO2: To enable the students to know about the models and barriers of communications.
LO3: To enable the students to understand the databases and online information dissemination procedures.
LO4: To enable the students to know about the information agents and their routines.

UNIT I: Basic Concepts


UNIT II: Types of Communication


UNIT III: Online Information

Online Information – Production & distribution cycle – Online Publishers, Online Distributors.

UNIT IV: Information Intermediaries


UNIT V: Communication Media

Information and Communication media – Conventional and Non-Conventional Media – Role and Impact

Text Books


Supplementary Readings

5. www.swayam.gov.in

Course outcomes

At the end of the course the students able to

CO1: Know the basics of information and communication
CO2: acquire knowledge about models and barriers of communication
CO3: understand the databases and online information dissemination procedures.
CO4: understand the information intermediaries and agents
CO5: conceive knowledge about communication media

Outcome Mapping
Semester-III 19LISC 304 : Internship Training Programme / Field Visit  Credits: 5 Hours:

DEPARTMENT ELECTIVE

Semester-III 19LISE305.1 : Computerized Database and Internet  Credits: 3 Hours:

Learning Objectives:

LO1: To understand the fundamentals of Databases and Internet.
LO2: To enable the students to know about the functions of OPAC, Internet and Databases.
LO3: To enable the students to know about the concepts of websites and its features.

Unit – 1: Fundamental of Network
   Introduction to Networking – Meaning and Types – Network Topology – Internet and Intranet.

Unit – II: OPAC
   Online Public Access Catalogue – OPAC Generations – Web OPAC

Unit – III: Internet
   Use of Internet as Information Sources – Search Engines – Meta Search Engines.

Unit – IV: Databases
   Computerized Databases – Textual Databases and Bibliographic Database.

Unit V: Web Sites

Text Books:


Supplementary Readings

5. www.swayam.gov.in

Course outcomes

At the end of the course the students able to

CO1: Know the basics of fundamental of network systems
CO2: Acquire knowledge about opac and its importance
CO3: Understand about internet and its main components.
CO4: Understand about various databases.
CO5: Conceive knowledge about web sites and their types.

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Semester-III 19LISE305.2 : Electronic Resources Management Credits: 3 Hours:

Learning Objectives:

LO1: Enable the students become familiar with various kinds and types of information sources both in print and digital formats,
LO2: Enable the students obtain thorough knowledge about online databases, and resource sharing and E-Resource management.
LO3: Enable the students obtain thorough knowledge Information/database networks and consortia at the national and international levels.

Unit -I

Information Sources: Concept, Types/ Kinds, Characteristic features and use. Types of sources (Primary, Secondary, Tertiary and Non- Documentary Sources) - Evaluation of Information Sources.

Unit -II

Electronic Information resources: Meaning and definition, Growth and development, Types. E-Journals, E-Books, E-Theses, E-newspapers, Blogs, Wikis. Free online Dictionaries, Non-free online dictionaries, Free Thesauri. Encyclopaedia, Virtual Libraries, Subject gateways and Portals

Unit -III

Free databases and fee based bibliographical and full text databases, subject related websites, Institutional repositories, Open Archives and digital Libraries.
Unit -IV


Unit -V


Text Books:


Supplementary Readings:

5. www.swayam.gov.in

Course Outcomes:

At the end of the course, students can able to

CO1: Gain knowledge about various reference sources such as print, digital and online sources.
CO2: Gain knowledge in E-Resource management
CO3: Gain knowledge in resource sharing techniques and procedures
CO4: Develop a thorough knowledge about the national and international Information networks
CO5: Develop a thorough knowledge about the Information system components, Documentation centres and virtual reference desk

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Semester-IV 19LISOC401: Universal Decimal Classification And Anglo American Cataloguing Rules - II (Non-Book Materials) (Written Practical) Credits: 5 Hours:
Learning objectives:

LO1: To understand the methods of Information Processing using UDC and AACR II.
LO2: To train the students to get more knowledge in both the practical papers.

AACR - II (Non Book Materials) Written Practical

Classification of Books and Other Documents Using Universal Decimal Classification (19th Edition) and Non-Book Materials Using Anglo American Cataloguing Rules–II

Text Books:


Supplementary Readings.


Course outcomes

At the end of the course the students able to

CO1: Understand the basic structure of udc and construction of class number for the title by using udc system
CO2: Understand rules and regulations of aacr ii in cataloguing of non-book materials
CO3: Gain practical knowledge about UDC and AACR II

Outcome Mapping

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Semester-III 19LISC402 : Information System And Services  Credits: 5

Learning objectives:

LO1: To understand the concept of Information Service and System.
LO2: To enable the students to know more on various Information services offered by the Libraries.
LO3: To enable the students to know about the existing Information System at National and International level.
LO4: To enable the students to know about the recent developments in these areas.
Unit I – Basics of Information Services

Information Services – Importance of Information Services – Types of Information Services.

Unit II – Types of Information Services


Unit III – Documentation Centres


Unit IV – National Information System


Unit V – Recent Developments


Text Books


Supplementary Readings

5. www.swayam.gov.in

Course outcomes

At the end of the course the students able to

CO1: Understand the fundamental concepts of information service and system
CO2: know the various information services offered by the libraries
CO3: acquire the knowledge on documentation centers
CO4: analyse the existing information system at national and international level
CO5: conceive knowledge about recent developments in system and services

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Learning objectives:

LO1: To understand the latest trends in Information Technology and its application in LIS.
LO2: To enable the students to know about fundamentals of Computers and various types.
LO3: To enable the students to understand the data processing methods.
LO4: To enable the students to know about the major application software and functions of OPAC in libraries.

Unit I – Information Technology Infrastructure


Unit II – Types of Computers


Unit III – Data Processing

Basic Processing – Logical Operations – Files Design – File Organization.

Unit IV – Application Software


Unit V – OPAC

Online Public Access Catalogue (OPAC) – Computerized Indexing, Bibliographic Data Retrieval Using Computers

Text Books:


Supplementary Readings:

4. www.swayam.gov.in

Outcome Mapping
Semester-IV  19LISC 404 – Project And Viva-Voce   Credits: 6
   Department Elective Course

Semester-IV  19LISE305.1 : Agricultural Sciences Library and
   Information System   Credits: 3
   Hours:

Learning Objectives:

LO1: To learn about Agricultural Science Libraries and their development aspects.
LO2: To learn about Library collection development and its Management
LO3: To handle Library organization and administration
LO4: To handle planning and organization of various information services.
LO5: To learn about budget, finance and resource management.

UNIT–I:

Agricultural Science Libraries and their Development, Objectives and Functions, History and Development of Libraries with Special Reference to India, Role of ICAR, Committees and Other Agencies in the Development of Agricultural Libraries in India

UNIT–II:

Collection Development and Management, Periodicals, Conference Literature, Grey Literature, Patents, Standards, Specifications and Government Publications etc. Non-Book Materials, Electronic Resources and Online Databases

UNIT–III:

Library Organization and Administration: Organizational Structure, Staff Manual, Library Surveys, Statistics and Standards etc.

UNIT–IV:

Information Services, CAS, SDI, Abstracting and Indexing Services, Library Bulletin, Newspaper Clipping Services, Computerized Services, Resource Sharing and Networking: AGRIS, INAGRIS, CABI, etc. Information Literacy Programmes.

UNIT–V:


Text Books:

Supplementary Readings:
4. www.swayam.gov.in

Course Outcomes:
At the end of the course, the students can able to
CO1: To learn about the Development of Agricultural Science Libraries and their information system with special reference to India.
CO2: To understand about Library Collection Development and Management.
CO3: To know about Organization and Administration of Libraries.
CO4: To handle planning and organization of various information services.
CO5: To learn about Library Budget, Finance and human resource management.

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Semester-IV 19LISE305.2 : Engineering and Technological Library and Information System Credits: 3 Hours:

Learning Objectives:
LO1: To learn about Engineering and Technology Libraries and their development aspects.
LO2: To learn about Library collection development and its Management
LO3: To handle Library organization and administration
LO4: To handle planning and organization of various information services.
LO5: To learn about budget, finance and resource management.

UNIT–I:
Engineering and Technological Libraries and their Development: Objectives and Functions, History and Development of Libraries with Special Reference to India, Role of Engineering and Technological Libraries, Role of Agencies in the Growth and Development of Engineering and Technological Libraries in India

UNIT–II:
Collection Development and Management: Periodicals, Conference Literature, Grey Literature, Patents, Standards, Specifications and Government Publications, Non-Book Materials Electronic Resources and Online Databases

UNIT–III:
Library Organization and Administration, Organizational Structure, Staff Manual, Library Surveys, Statistics and Standards etc.

UNIT–IV:

UNIT–V:

Course Outcomes:
At the end of the course, the students can able to

CO1. To learn about the Development of Engineering and Technology Libraries and their information system with special reference to India.
CO2. To understand about Library Collection Development and Management.
CO3. To know about Organization and Administration of Libraries.
CO4. To handle planning and organization of various information services.
CO5. To learn about Library Budget, Finance and human resource management.

Text Books:

Supplementary Readings:
5. www.swayam.gov.in
Learning Objectives:

LO1: To learn about the Development of Research and Technical Libraries.
LO2: To understand about Library Collection Development and Management.
LO3: To know about Organization and Administration of Libraries.
LO4: To handle planning and organization of various information services.
LO5: To learn about finance and resource management.

UNIT-I:
Research and Technical Libraries and their Development: Objectives and Functions, History and Development of Libraries with Special Reference to India, Role of Special Libraries and its Relationship with Parent Organization, Types and Functions of Special Libraries, Agencies and their Role in the Promotion and Development of Research and Technical Libraries

UNIT-II:
Collection Development and Management: Periodicals, Conference Literature, Grey Literature, Patents, Standards, Specifications and Government Publications, Non-Book Materials, Electronic Resources and Online Databases

UNIT-III:
Library Organization and Administration: Organizational Structure, Staff Manual, Library Surveys, Statistics and Standards, etc.

UNIT-IV:
Planning and Organization of Various Information Services: CAS, SDI, Abstracting and Indexing Services, Library Bulletin, Newspaper Clipping Services, Computerized Services, Resource Sharing and Networks: RLIN, OCLC etc.

UNIT - V: Financial and Human Resource Management
Determination of Finance, Sources of Finance, Types of Budget, Nature, Size, Selection, Recruitment, Qualification and Training, Responsibilities and Duties, Competency Development

Text Books:

Supplementary Readings:

6. www.swayam.gov.in

Course Outcomes:

At the end of the course, the students can able to

CO1. To learn about the Development of Research and Technical Libraries their history, objectives etc.,
CO2. To understand about Library Collection Development and Management.
CO3. To know about Organization and Administration of Libraries.
CO4. To handle planning and organization of various information services.
CO5. To learn about Library Budget, Finance and human resource management.

Outcome Mapping

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Electives Offered to Other Departments

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<th>Semester-II</th>
<th>19LISE215.1: Documentary and Electronic Information Sources</th>
<th>Credits: 3 Hours:</th>
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Learning Objectives:

LO1: To orient on Information Sources, Concepts, Types and Evaluation.
LO2: Enable the students learn the Meaning and Definition, Types of E-Contents.
LO3: Enable the students learn about data bases, Websites, Digital Library.
LO4: Enable the students to attain proficiency Resource Sharing and Library Networks.
LO5: To learn about the components of Information System.

Unit -1

Information Sources: Concept, Types/ Kinds, Characteristic features and use. Types of sources (Documentary and Non- Documentary Sources) - Evaluation of Information Sources.
Unit -2
Electronic Information resources: Meaning and definition, Growth and development, Types. E-Journals, e-Books, e-Theses, e-newspapers, Blogs, Wikis. Free online Dictionaries, Non-free online dictionaries, Free Thesauri. Encyclopaedia, Virtual Libraries, Subject gateways and Portals

Unit 3
Free databases and fee based bibliographical and full text databases, subject related websites, Institutional repositories, Open Archives and digital Libraries.

Unit 4

Unit 5

Text Books:

Supplementary Readings:
5. www.swayam.gov.in

Course Outcome:
At the end of the course, the students can able to

CO1: To orient on Information Sources, Concepts, Types and Evaluation.
CO2: Enable the students learn the Meaning and Definition, Types of E-Contents.
CO3: Enable the students learn about data bases, Websites, Digital Library.
CO4: Enable the students to attain proficiency Resource Sharing and Library Networks.
CO5: To learn about the components of Information System.

Outcome Mapping

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Learning Objectives:

LO1: Enable the students become familiar with various kinds and types of information sources both in print and digital formats,

LO2: Enable the students obtain thorough knowledge about online databases, and resource sharing and E-Resource management.

LO3: Enable the students obtain thorough knowledge Information/database networks and consortia at the national and international levels.

Unit -I
Information Sources: Concept, Types/ Kinds, Characteristic features and use. Types of sources (Primary, Secondary, Tertiary and Non- Documentary Sources) - Evaluation of Information Sources.

Unit -II
Electronic Information resources: Meaning and definition, Growth and development, Types. E-Journals, E-Books, E-Theses, E-newspapers, Blogs, Wikis. Free online Dictionaries, Non-free online dictionaries, Free Thesauri. Encyclopaedia, Virtual Libraries, Subject gateways and Portals

Unit -III
Free databases and fee based bibliographical and full text databases, subject related websites, Institutional repositories, Open Archives and digital Libraries.

Unit -IV

Unit -V

Text Books:


Supplementary Readings:

6. www.swayam.gov.in

Course Outcomes:

At the end of the course, students can able to

CO1: Gain knowledge about various reference sources such as print, digital and online sources.
CO2: Gain knowledge in E-Resource management
CO3: Gain knowledge in resource sharing techniques and procedures
CO4: Develop a thorough knowledge about the national and international Information networks
CO5: Develop a thorough knowledge about the Information system components, Documentation centres and virtual reference desk

Outcome Mapping

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Semester-III

19LISE315.1 : Intellectual Property Rights and Right to Information

Credits: 3
Hours: 3

Learning objectives

LO1: To give a clear, comprehensive and realistic perspective of IPR, Copy Right Laws, Cyber laws and Cyber Crimes etc.
LO2: To create awareness among students about the IPR, Cyber crimes and Laws
LO3: To enable the students to understand the current status of laws at national & International level

Unit – I: Basic Concepts

   IPR – Definition – Need and Purpose – Forms of IPR – IPR in Digital Era – Right to Information – Definition – Need and Purpose of IPR

Unit – II: History and Development

   Copy Right Law – History and Development – Need – Violations of Copy Right Law

Unit – III: Cyber Crimes

   Cyber Crimes – Definition – Types of Cyber Crimes – Protections

Unit – IV: Cyber Laws

   Cyber Laws – National Status – International Status – Implementation and Amendment

Unit – V: Legislation

   Legislation – Control and Supervisions – Merits and Demerits – Patents and Standards

Text Books:

Supplementary Readings:
5. www.swayam.gov.in

Course outcomes
At the end of the course the students able to
CO1. know basic concepts of IPR
CO2. know history and development of copy right law
CO3. conceive knowledge on cyber crimes and its protection
CO4. recognized cyber laws
CO5. evaluate legislation regarding to IPR

Outcome Mapping

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Semester-III 19LISE315.2 : Web Based Information service

Learning Objectives:
LO1: To help the students become familiar with a wide range of online web based services.

Unit-I
Web OPAC, Mobile OPAC; Multi Web OPAC: OCLC Information Alert; Online Display, E-Mail, and Mobile Casting.

Unit-II
Access to E-Books, E-Journal, ETD, Bibliographic Databases and online Coursewares

Unit-III
Compilation of Citation Profile: Impact factor, Citation, H-Index Research Information System; Profile Management System; Subject Expert System

Unit-IV
Reference Management System: Mendeley, Endnote, Reference work etc.
Unit-V

Discussion Forum; Group mail, and online Feedback: Web Blog, Website Online SDI, Advancement study on Webinar, Web OPAC, RSS Feeds, Group mail

Text Books:

2. Das, Suchitra. Information Resources on Internet and Information Services in Library and Information Centers. SRELS Journals of Information Management. 37; 1, 2000. 49p

Supplementary Readings:

6. www.swayam.gov.in

Course Outcomes:

At the end of learning program of this paper, the student can able to

CO1: Acquire a thorough knowledge about the online information resources required for research program of the institution and the clientele
CO2: complete professional skills in identifying the relevant online source, retrieving and downloading data/information for the clientele and means of online information delivery.
CO3: Become capable of working along with the scholars/researchers right from the initial bibliography compilation point to the end of report writing fulfilling participative research role of the librarian as well as help the scholars identify the appropriate channel to publish.
CO4: The capability of educating the users on the significance of citation, impact factor and means to be a continuant in research publishing performance.
CO5: Gain professional confidence in helping scholars to understand the significance of citation and its management with online software like Mendeley as well as the significance of Plagiarism checker software.