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## Even Semester

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</table>
LIBC 101: INFORMATION AND SOCIETY Credit Point – 4

Objectives:

1. To understand the concept of library and information centers.
2. To enable the students to get knowledge on legislation.
3. To enable the students to understand the various library systems.
4. To enable the students to know about the resource sharing and various library associations.

Unit - I Library as Information Centre

Definition and Importance of Library and Information Centre - National Information Policy - Role of Libraries - Five Laws of Library Science and their Implications Development of Libraries in India.

UNIT - II Library Legislation


UNIT - III Library Systems

Public Library System – Academic Library System – Special Library System

UNIT - IV Resource sharing


UNIT - V Library Associations & International Bodies

Library associations: India, UK and USA – International Bodies: FID – IFLA and UNESCO.

Text Books:


Reference Books:

LIBC – 102: LIBRARY MANAGEMENT  
Credit Point – 5

Objectives:
1. To understand the Concept of Library Management.
2. To enable the students to understand the fundamentals of management.
3. To enable them to realize the routines of various sections of Library
4. 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: Personal Management


UNIT IV: Budgetary Control system


UNIT V: Computer Applications

Application to Managerial Activities – Budget Control – Accounting – Preparation of Statistics and Reports.

Text Books:

Reference Books:
LIBC 103 – INTRODUCTION TO DOCUMENT PROCESSING Credit Points – 4

Objectives:
1. To understand the concept of Information Processing Systems.
2. To enable the students to get familiarity with Indexing System.
3. To enable the students to understand notations.
4. 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 Development

Recent development in Classification and Processing – Computerized Classification.

Text Books:

Reference Books:
LIBC – 104: INTRODUCTION TO DOCUMENT RETRIEVAL  
Credit Points – 4

Objectives:
1. To understand the process of Information Processing and retrieval towards cataloguing.
2. To enable the students to know about the various inner forms of catalogues.
3. To enable the students to understand the available rules for the entries.
4. To enable the students to know about the different forms of subject headings and major types of cataloguing systems.

UNIT I: Fundamental of Catalogue

Library Catalogue: Definition – Need – Purpose - Physical Forms – Inner Forms.

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:
3. Ramanathan: Classified Catalogue Code, Ed.5 Bombay Asia Publishing House 1961
4. Westby: Sears List of Subject Headings Ed.11 New York, Willgon 1972

Reference Books:
LIBE – 105: INTELLECTUAL PROPERTY RIGHTS AND RIGHT TO INFORMATION

Credit Points – 4

Objectives:

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

Unit – I: Introduction to IPR

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

Unit – II: Copy Right Law

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: Legislations

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

Text Books:


Reference Books:

1. Mahajan V.D Jurisprudence and Legal Theory, New Delhi, Easter Book, 2001
I YEAR – II SEMESTER

LIBC 201: INFORMATION SOURCES AND CHANNELS Credit Points – 4

Objectives:

1. To understand the existing information sources and channels.
2. To enable students to get familiarity on primary, secondary and tertiary sources.
3. The enable the students to know the features of E-resources.

UNIT I: Basis in 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:


Reference Books:

1. Donald: Introduction to Indexing and Abstracting (London European, 1983)
4. Sengupta: Indian Reference and Information Sources.
LIBP – 202 COLON CLASSIFICATION & DEWEY DECIMAL CLASSIFICATION (PRACTICAL)

Credit Points – 5

Objectives:

1. To understand the fundamentals of CC and DDC systems.
2. 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:

2. Ranganathan, S.R. Colon Classification Ed.6 Bombay Asia Publishing House 1960

LIBC – 203: CCC and AACR II (Practical)

Credit Points – 5

Objectives:

1. To understand the fundamentals of CCC and AACR II in Information Processing.
2. 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

Reference Books:

3. Balakrishnan, S. Edal Online Cataloguing New Delhi, Pradeep Publication 2001

LIBC – 204 ACADEMIC LIBRARY SYSTEM

Credit Points – 4

Objectives:

1. To understand the concept of academic library system.
2. To enable the students to know about academic libraries.
3. To enable the students to understand the collection development process adopted by these libraries.
4. To enable the students to know about the authorities of academic library system.
5. To enable the students to understand the functions of automation and library services.

Unit – I University and College Libraries

Role and Responsibility of Academic Libraries – Growth of University and College Libraries in India – Role of UGC.
Unit II: Collection Development Process


Unit III: Authorities

University and College Library Authority – Centralization and Decentralization – Preservation of Reading Materials – Statistics - Files and Records.

Unit IV: Automation in Academic Libraries

INFLIBNET – University Library Networks in India – SOUL – UGC INFONET.

Unit V: Service for Academic Libraries

Open and Distance Education Programme – Public Relation in Academic Libraries

Text Books:


Reference Books:


LIBE – 205: INFORMATION SERVICE AND SYSTEM (ELECTIVE – II)

Credit Points – 4

Objectives:

1. To understand the need and purpose of Information Service and System.
2. To enable the students to know about the various services.
3. To enable the students to know about the Systems which offer the Services.

UNIT I: Need for Information service:

Information service – Importance of information service – Types of information service.
UNIT II: Types of Information Service:

Core information service and peripheral information service – Current awareness service – Selective dissemination of information – Bibliographical service – Translation service – Reprographic service – Abstracting service – Indexing service.

UNIT III: Information Delivery Centres in India:

NISCAIR – NASSDOC – DESIDOC – SENDOC

UNIT IV: National and International Information System:

NISSAT – AGRIS – INSPEC – CAS – MEDLARS – INIS

UNIT V: Current Development in Information Service:

Computer – Internet – E-mail – Face Book – YouTube.

II YEAR - III SEMESTER

Credit Points – 4

LIBC – 301 RESEARCH METHODOLOGY

Objectives:

1. To understand the fundamentals of Research Methodology.
2. To enable the students to understand the research concepts and various problems.
3. To enable the students to get familiarities with the sampling techniques.
4. To enable the students to understand and define the right hypotheses.
5. To train the students to know the right methods of drafting research reports.

Unit – I: Fundamentals of Research


Unit – II: Research Problem


Unit – II: Sampling Technique

Unit – IV: Testing of Hypothesis


Unit – V: Report Writing

Organization of Report, Table Presentation and Proof Reading.

Text Books:

2. Saravanavelu, P. Research Methodology (Delhi, Kitas Malal Agency Patane,2001)

Reference Books:


LIBC – 302: INFORMATION PROCESSING AND RETRIEVAL (THEORY)

Credit Points – 4

Objectives:

1. To understand the concept of Information Processing and Retrieval theory.
2. To enable the students to know about vocabulary control and Indexing Techniques.
3. To enable the students to understand the search methods and Bibliographic control system.
4. 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: Universel Bibliographic Control (UBC)

Unit – V: Bibliographic Description

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

Text Books:


Reference Books:


LIBC – 303: LIBRARY AND INFORMATION SYSTEM MANAGEMENT

Credit Points – 5

Objectives:

1. To understand the concept of Library and Information System Management.
2. To enable the students to know the styles and approaches available in management.
3. To enable the students to understand the planning and organization structure.
4. To enable the students to update their knowledge in budget system.

Unit – I: Concept of Management and Organization

Definition – Information System / Library as Non-Profit Organization – Various Theory of Management Including Scientific Management.

Unit – II: Management Styles and Approaches


Unit – III: Planning


Unit – IV: Organization Structure

Unit – V: Non Budgetary System


Text Books:


Reference Books:


LIBC 304: INFORMATION AND COMMUNICATION

Credit Points – 4

Objectives:

1. To understand the basis of information and communication.
2. To enable the students to know about the models and barriers of communications.
3. To enable the students to understand the databases and online information dissemination procedures.
4. To enable the students to know about the information agents and their routines.

Unit I: Basic Concepts

Information – Concept and Characteristics of Published Information–Information Growth - Scattering and Obsolence.

Unit II: Models of Communications

Shannan and Weaver – Channels of Communications – Formal and Informal – Barriers of Communications.

Unit III: Database

Importance – Types – Sources of Reference, Textual, Bibliographic and Statistical Sources, Referential Sources.

Unit IV: Online Information

Distribution, Role of Vendors – STN – DIALOG and DATASTAR – Hybrid Information.
Unit V: Information Agents


Text Books:
1. Derek Desolla Price, Little Science Big Science, and Beyond (New York; Columbia University Press 1986)

Reference Books:

LIBE - 305: COMPUTERIZED DATABASE AND INTERNET (ELECTIVE – III)

Credit Points – 4

Objectives:
1. To understand the fundamentals of Databases and Internet.
2. To enable the students to know about the functions of OPAC, Internet and Databases.
3. 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:


References Books:


LIBE - 316: SOFT SKILL DEVELOPMENT

Credit Points – 4

Objectives

To develop communication writing, analytical, organizational and computational skills to students

UNIT – I: Communication and Writing Skills

Methods of Communication – Effective speaking – Conversational dialogue – Body language – Written communication

UNIT – II: Research and Analytical Skills

Collecting references – Quoting reference – Bibliography – Analysis of large data

UNIT – III: Organization Skills

Modern office – Functions – Office Procedures – Handling of Mail – Filing and Indexing

UNIT – IV: Computational Skills

Use of Computers – Operating System (Windows 98, 2000, XP)

UNIT – V: IT Skills

Microsoft – Word – Excel – Power Point – Internet – Use of Web Access

Text Books


Reference Books


II YEAR - IV SEMESTER

LIBC 401  – UNIVERSAL DECIMAL CLASSIFICATION AND ANGLO AMERICAN CATALOGUING RULES – II (NON-BOOK MATERIALS) PRACTICAL

Credit Points – 6

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

AACR - II (Non Book Materials) 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:

LIBC – 402 INTRODUCTION TO INFORMATION TECHNOLOGY

Credit Points – 4

Objectives:
1. To understand the latest trends in Information Technology and its application in LIS.
2. To enable the students to know about fundamentals of Computers and various types.
3. To enable the students to understand the data processing methods.
4. 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 – Computerized Indexing, Bibliographic Data Retrieval Using Computers

Text Books:


Reference Books:


LIBC – 403 INFORMATION SERVICE AND SYSTEM

Credit Points – 4

Objectives:

1. To understand the concept of Information Service and System.
2. To enable the students to know more on various Information services offered by the Libraries.
3. To enable the students to know about the existing Information System at National and International level.
4. To enable the students to know about the recent developments in these areas.

Unit I – Basis for 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 Development


Text Books:


Reference Books:


LIBP – 404: PROJECT Credit Points – 4

LIBE – 405 DOCUMENTARY AND ELECTRONIC SOURCES (ELECTIVE – IV) Credit Points – 4

Objectives:

1. To understand the basis of Documentary and Electronic Services.
2. To enable the students to know about the various services.
3. To enable the students to understand the existing Electronic Services.
Unit – 1 Concepts of Information


Unit – II Types of Sources

Documentary and Non Documentary

Unit – III Reference Sources


Unit – IV Bibliographical Sources

General Study of Abstracts, Indexes & Bibliographies

Unit – V Electronic Sources

CD – ROM – E-journals – Databases and etc.,

Text Books:

4. Bropxy: The Library in The Twenty First Century: New Services for The Information Age, Chennai. Allied Publisher

Reference Books: