

BA/BSc/Bcom-LISc.

CURRICULUM

Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

CBCS: Bachelor of Arts in Library and
Information Science (BALISc.)
(For 4 Years)

SYLLABUS for
Semester - I to VIII

w. e. f. 2022-23

Name of Program: BA/BSc/Bcom- Library and Information Science

Program Objectives:

- To give general, Technical and Professional skills required to perform accomplish tasks in LISc.
- To provide knowledge to apply for organising and management of library resources and services
- To instil the holistic education and life skills among students or skill generic learning outcome: Communication Skills, Learning Skills, Critical thinking, Judgment & Decision making. Constitutional, Humanistic, Ethical and Moral values, Employability and Job ready skills. And Entrepreneurship skills and capabilities/qualities and mindset.
- To inculcate the depth knowledge of research approach in LIS field.

Program Outcomes:

P01 The student will be able to develop an aptitude to manifest wide and broad knowledge in the field of library and information science.

P02 The student will be able to apply the knowledge, skills and values that are fundamental to professional competence in the field of Library and information services and research.

P03 The student will be able to think critically and analytically for solving various problems pertaining to the management of Library and information centres.

P04 The student will be able to locate organized, understand, evaluate and analyse information using modern and digital technology.

P05 The student will be able to express thoughts and ideas effectively in writing and orally, communicates with others using appropriate media confidently share one's views and express herself/himself.

P06 The student will be able to work effectively and respectfully with diverse teams, facilitate cooperative and coordinated work culture.

P07 The student will be able to embrace moral and ethical values in all the work and avoid unethical behaviour such as fabrication, falsification or misrepresentation of data or committing plagiarism and will be able to understand and follows intellectual property rights

No. of Courses: 50 (for 4 years)

No. of Courses for Sem I and II : 16 Course

Targeted Graduate Attributes: Disciplinary Knowledge, Critical Thinking, Problem Solving, Analytical Reasoning, Communication Skills, Teamwork, Moral, Environmental, Constitutional and Ethical Awareness

Structure of Programme in BA-LISc (UG Level)

1	Name of the Program	Four Year UG Program, Bachelor of Arts in Library and Information Science (Honours)
2	Name of the Faculty	Faculty of Inter Disciplinary Studies
3	Name of the Board of Study	Board of Library and Information Science
4	Program Pattern (CBCS/Annual/)	CBCS Pattern
5	Program Duration	8 semester (4 Years)
6	Program Type (Master/Bachelor)	Bachelors
7	Program Level (PG/ UG/ PG Diploma/ Diploma/ Certificate etc.	UG (Level 4.5 to Level 6)
8	Evaluation system (Grade System) Yes/No	Yes
9	Follow credit System (Yes/No)	Yes
10	Program total credits	174
11	Program total marks	
12	Mode of Learning (Regular/ Distance learning)	Regular
13	External Students (Yes/No)	No
14	Medium of Instructions	Marathi/ Hindi/ English
15	Medium of Examination	Marathi/ Hindi/ English
16	Eligibility	FOR BA Library and Information Science FIRST YEAR H.S.S.C. (12 th) Passed or Equivalent. A candidate with 10+2 qualification from recognized Board/ University/ Institute can be admitted to Certificate 1 st semester.
17	Program Description	Refer to National Credit Framework (NCrF) encompasses the qualification frameworks for higher education, vocational and skill education (NHEQF), National Skill Qualification Framework (NSQF). Elaborate Below.
18	Program Objectives	<ul style="list-style-type: none"> Given above
19	Program Outcome	<ul style="list-style-type: none"> Given above
20	Subject (under which subject the program is included in the Faculty as per the University Notification no. 131 dtd 11.03.2020)	For all faculties
21	Program Code	BA-LISc

Course Code	Course Type	Course number & name	Teaching hours per week	Lecture (L) /Tutorial (*T)/ Practical (*P) per week			Internal		Theory		Other		Subject Total		No. of Credits
							(Practical/ Diss. / Viva/ Oral/ Test/ Sessional etc.)						(in case of joint passing)		(if Credit System is applicable)
							A		B		C		A + B + C		
				L	T	P	Max	Passing	Max	Passing	Max	Passing	Max	Passing	
	VEC	C-6 Marathi/ Sanskrit	__hrs	L	T	-	40	14	60	21	-	-	100	35	2
	IKS	C-7 CI- Constitution of India	__hrs	L	T	-	40	14	60	21	-	-	100	35	2
	CC	C-8 CC- Co-Curricula Course (yoga/ Physical etc)	__hrs	L	-	P	40	14	-	-	60	21	100	35	2
	First Year - Semester II (Level 4.5)														
	Major DSC -I	C-1 Fundamentals of Library Classification	__hrs	L	-	P	40	14	-	-	60	21	100	35	3
	Major DSC-2	C-2 Fundamentals of Library Cataloguing	__hrs	L	T	-	40	14	60	21	-	-	100	35	3
	Minor	C-3													
	OE	*C-4 E -Resource Management	__hrs	L	T	P	40	14	-	-	60	21	100	35	4
		*C-4 Search strategies and Techniques	__hrs	L	T	P	40	14	-	-	60	21	100	35	4
		*C-4 Inculcation of Reading Habits	__hrs	L	T	P	40	14	-	-	60	21	100	35	4
	VSC	NA													
	SEC	NA													
	AEC	C-5 English	__hrs	L	T	-	40	14	60	21	-	-	100	35	2
		C-6 Marathi/ Sanskrit	__hrs	L	T	-	40	14	60	21	-	-	100	35	2

Course Code	Course Type	Course number & name	Teaching hours per week	Lecture (L) /Tutorial (*T)/ Practical (*P) per week			Internal		Theory		Other		Subject Total		No. of Credits
							(Practical/ Diss. / Viva/ Oral/ Test/ Sessional etc.)						(in case of joint passing)		(if Credit System is applicable)
				A		B		C		A + B + C					
L	T	P	Max	Passing	Max	Passing	Max	Passing	Max	Passing	Max	Passing			
	VEC	C-7 ENV Science	2hrs	L	T	-	40	14	-	-	60	21	100	35	2
	CC	C-8 CC- Co-Curricula Course	7hrs	L	-	P	40	14	-	-	60	21	100	35	2
	Total Credit (Sem-I & II)														44
	Exit Option	Exit Option: Award of UG Certificate in major with 44 credits and an Additional 4 Credits core NSQF course/ Internship or continue with major and minor.													
	Second Year - Semester III (Level 5.0)														
	Major DSC -I	C-1 Library Administration	___hrs	L	-	P	40	14	-	-	60	21	100	35	2
	Major DSC-2	C-2 Classification and Cataloguing Practice	__hrs			P	40	14	60	21	-	-	100	35	4
	Minor	C-3													
	OE	*C-4 Record Management	___hrs	L	-	P	40	14	-	-	60	21	100	35	4
		*C-4 Data Base Management System (DBMS)	___hrs	L	-	P	40	14	-	-	60	21	100	35	4
		*C-4 Cyber Laws	___hrs	L	-	P	40	14	-	-	60	21	100	35	4
	VSC	*C-5 Information and Community Centres	__hrs	L	T	P	100	35	-	-	-	-	100	35	4
		*C-5 Printing & Binding Technology	__hrs	L	T	P	100	35	-	-	-	-	100	35	4
		*C-5 Soft Skills	__hrs	L	T	P	100	35	-	-	-	-	100	35	4

Course Code	Course Type	Course number & name	Teaching hours per week	Lecture (L) /Tutorial (*T)/ Practical (*P) per week			Internal		Theory		Other		Subject Total		No. of Credits (if Credit System is applicable)
							(Practical/ Diss. / Viva/ Oral/ Test/ Sessional etc.)						(in case of joint passing)		
				L	T	P	Max	Passing	Max	Passing	Max	Passing	Max	Passing	A + B + C
	SEC	C-6-	7hrs	L	T	P	100	35	-	-	-	-	100	35	2
			7hrs	L	T	P	100	35	-	-	-	-	100	35	2
	AEC	C-7 Languages	2hrs	L	T	-	40	14	60	21	-	-	100	35	2
	FP	C-8 Field Project	7hrs	L	-	P	40	14	-	-	60	21	100	35	2
	CC	C-9 CC- Co-Curricular Course	7hrs	L	-	P	40	14	-	-	60	21	100	35	2
	Second Year - Semester IV (Level 5.0)														
	Major DSC -I	C-1 Information Sources & Services	___hrs	L	T		40	14	-	-	60	21	100	35	2
	Major DSC-2	C-2 Information Sources & Services	hrs	-	-	P	40	14	60	21	-	-	100	35	4
	Minor	C-3													
	OE	*C-4 Intellectual Property Rights(IPR)	___hrs	L	-	P	40	14	-	-	60	21	100	35	2
		*C-4 Reference Management Tools	15hrs	L	-	P	40	14	-	-	60	21	100	35	2
		*C-4 Digital Marketing	15hrs	L	-	P	40	14	-	-	60	21	100	35	2
	VSC	*C-5 Electronic Publishing	__hrs	L	T	P	100	35	-	-	-	-	100	35	4
		*C-5 E-Learning	__hrs	L	T	P	100	35	-	-	-	-	100	35	4
		*C-5	__hrs	L	T	P	100	35	-	-	-	-	100	35	4

Course Code	Course Type	Course number & name	Teaching hours per week	Lecture (L) /Tutorial (*T)/ Practical (*P) per week			Internal		Theory		Other		Subject Total		No. of Credits
							(Practical/ Diss. / Viva/ Oral/ Test/ Sessional etc.)						(in case of joint passing)		(if Credit System is applicable)
				A		B		C		A + B + C					
				L	T	P	Max	Passing	Max	Passing	Max	Passing	Max	Passing	Max
		Digital Marketing (Repeated) Remote Access systems													
	SEC	*C-6	__hrs	L	T	P	100	35	-	-	-	-	100	35	2
	AEC	C-7 Language	2hrs	L	T	-	40	14	60	21	-	-	100	35	2
	CEP	C-8 Community Engagement Project	7hrs	L	-	P	40	14	-	-	60	21	100	35	2
	CC	C-9 CC- Co-Curricular Course	7hrs	L	-	P	40	14	-	-	60	21	100	35	2
	Total Credit (Sem-III & IV)														44
	Exit Option	Exit Option: Award of UG Diploma in major with 88 credits and an Additional 4 Credits core NSQF course/ Internship or continue with major and minor.													
	Third Year - Semester V (Level 5.5)														
	Major DSC -I	C-1 Fundamentals of ICT	__hrs	L	-	P	40	14	-	-	60	21	100	35	2
	Major DSC-2	C-2 ICT Practicals	__hrs	L	T	-	40	14	60	21	-	-	100	35	4
	Elective	*C-3 Academic Library System	__hrs	L	T	P	40	14	-	-	60	21	100	35	4
		*C-3 Public Library System	__hrs	L	T	P	40	14	-	-	60	21	100	35	4
		*C-3 Special Library System	__hrs	L	T	P	40	14	-	-	60	21	100	35	4
	Minor	C-4	__hrs	L	-	P	40	14	-	-	60	21	100	35	4

Course Code	Course Type	Course number & name	Teaching hours per week	Lecture (L) /Tutorial (*T)/ Practical (*P) per week			Internal		Theory		Other		Subject Total		No. of Credits
							(Practical/ Diss. / Viva/ Oral/ Test/ Sessional etc.)						(in case of joint passing)		(if Credit System is applicable)
				A		B		C		A + B + C					
L	T	P	Max	Passing	Max	Passing	Max	Passing	Max	Passing	Max	Passing			
	VSC	*C-5 Cyber Security	__hrs	L	T	P	100	35	-	-	-	-	100	35	4
		*C-5 E-Governance	__hrs	L	T	P	100	35	-	-	-	-	100	35	4
		*C-5 Website Designing	__hrs	L	T	P	100	35	-	-	-	-	100	35	4
	FP	C-6 Field Project		L	-	P	40	14	-	-	60	21	100	35	2
	CEP	C-7 Community Engagement Project		L	-	P	40	14	-	-	60	21	100	35	2
	Third Year - Semester VI (Level 5.5)														
	Major DSC -I	C-1 Library Automation & Networking	__hrs	L	T		40	14	-	-	60	21	100	35	2
	Major DSC-2	C-2 Library Automation Practicals	___hrs		T	P	40	14	60	21	-	-	100	35	6
	Elective	*C-3 Library Committees and Policies	___hrs	L	T		40	14	-	-	60	21	100	35	4
		*C-3 Pioneers of LIS	___hrs	L	T		40	14	-	-	60	21	100	35	4
		*C-3 LIS Education in India	___hrs	L	T		40	14	-	-	60	21	100	35	4
	Minor	-	__hrs	L	T		40	14	-	-	60	21	100	35	4
	OJT	---	___hrs	L	-	P	100	35	-	-	-	-	100	35	4

Course Code	Course Type	Course number & name	Teaching hours per week	Lecture (L) /Tutorial (*T)/ Practical (*P) per week			Internal		Theory		Other		Subject Total		No. of Credits
							(Practical/ Diss. / Viva/ Oral/ Test/ Sessional etc.)						(in case of joint passing)		(if Credit System is applicable)
				L	T	P	Max	Passing	Max	Passing	Max	Passing	Max	Passing	Max
	Total Credit (Sem-V& VI)														42
	Exit Option	Exit Option: Award of UG Degree in major with 130 credits or continue with major and minor.													
Total of all 3 years															130
Final Total															130
	Fourth Year - Semester VII (Level 6)														
	Major DSC -I	C-1 Management of Library and Information Centres	___hrs	L	T		40	14	-	-	60	21	100	35	4
	Major DSC-2	C-2 Information searching Techniques Practicals	___hrs			P	40	14	60	21	-	-	100	35	2
	Elective (DSE)	*C-3 Information systems and Networks	___hrs	L	T	P	40	14	-	-	60	21	100	35	4
		*C-3 Preservation & Conservation of Library Materials	__hrs	L	T	P	40	14	-	-	60	21	100	35	4
		*C-3 Archival, Museums and Archaeological Information systems	__hrs	L	T	P	40	14	-	-	60	21	100	35	4
	Minor	C-4	__hrs	L	T	P	100	35	-	-	-	-	100	35	4
	Fourth Year - Semester VIII (Level 6)														
	Major DSC -I	C-1 Emerging Trends in Library and Information Science	___hrs	L	T	-	40	14	-	-	60	21	100	35	4
	Major DSC-2	C-2 Emerging Trends in Library and	___hrs	-	-	P	40	14	60	21	-	-	100	35	2

Course Code	Course Type	Course number & name	Teaching hours per week	Lecture (L) /Tutorial (*T)/ Practical (*P) per week			Internal		Theory		Other		Subject Total		No. of Credits
							(Practical/ Diss. / Viva/ Oral/ Test/ Sessional etc.)						(in case of joint passing)		(if Credit System is applicable)
				L	T	P	Max	Passing	Max	Passing	Max	Passing	Max	Passing	A + B + C
		Information Practicals													
	Elective	NA													
	Project		__hrs												4
	Total Credit (Sem-VII& VIII)														44
	Four Year UG Honours Degree in major and minor with 174 Credits														
Total of all 4 year															174
Final Total															174

- a) DSC= Discipline Specific Core : **DSC-1, DSC-2,**
b) **DSE = Discipline Specific Elective**
c) **Minor**
d) **Generic/Open Elective Course**
e) **Vocational and Skill enhancement Course (VSC)**
f) **Ability Enhancement Course (AEC)**
g) **Field Projects / Internship / Apprenticeship / Community Engagement and Service**

Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

Syllabus for
B A Four Years (UG Program in Library and information Science
(Honours)
Semester –I
C1

Major DSC= Discipline Specific Core: Course – I

DSC-1, Course name : Foundation of Library and Information Science (Credit – 3)

Learning Outcomes

1. Understanding the Purpose, Role and Importance of Libraries in Society, Types of Libraries, their functions, objectives and activities.
2. Analyzing the library scenario in general and the Indian Scenario in particular and to excel into the profession and society.
3. To create the ability to evaluate the current scenario and modern trends in Library and Information Science

Course Contents

Unit – I Concept of Library:

- Library: Definition, Need, Purpose, Functions.
- Growth and Development of Libraries in India
- Five Laws of Library Science and their implications
- Library as social Institution

Unit - II Place of Library in Dissemination of Information:

- Changing role of library in socioeconomic development, education and recreation.
- Different types of libraries: functions, objectives and activities.
- Library outreach & Extension Services

Unit – III History of Library movement:

- Library Acts and Legislation in India
- Library Associations in India, U.K and USA.
- Regional level – MUCLA, National level – ILA, IATLIS, IASLIC, International level – IFLA, ALA, CILIP, SLA

Unit – IV Library Profession:

- Librarianship as a profession, Professional ethics.
- Philosophy of Librarianship
- Promoters of Librarianship – National and International
- Promoters of Library and Information Services: RRRLF, UNESCO, IFLA

Recommended Selected Books for Readings:

1. Burahohan, A. (2000). Various aspects of librarianship and Information Science. New Delhi: ESS ESS.
2. Chapman, E.A. and Lynden, F.C. (2000). Advances in librarianship. 24th Vol. San Diego: Academic Press.
3. Isaac, K.A. (2004). Library legislation in India: A critical and comparative study of state Library acts book description: New Delhi: Ess Ess Publication.
4. Kumar, P.S.G.(2003) Foundations of Library and Information Science. Paper I of UGC Model Curriculum. New Delhi: Manohar.

5. Kumar, P.S.G. (1997). Fundamentals of Information Science. Delhi: S. Chand.
6. Ranganathan, S.R. (1999). The Five Laws of Library Science, 2nd Ed., Bangalore: Sarada Ranganathan Endowment for Library Science.
7. Richard E.R. (2000). Foundations of Library and Information Science. NealSchuman.
8. Rout, R.K. Ed. (1999) Library legislation in India. New Delhi: Reliance.
9. Rudinow, J. & Graybosch, A. (2000). Ethics & Values in the Information Age. NY.
- 10 Sadhu, S.N. & Saraf, B.N. (1967). Library legislation in India. Delhi: Sagar, 1967.
- 11 Sen B.K. (2002). Five laws of Library Science? IASLIC Bulletin, 47(3), p.121- 140.

C2

Major DSC= Discipline Specific Core: Course – II

**DSC-2, Course name: Foundation of Library and Information Science
(Credit – 3)**

Library, Information and Society

Learning Outcomes:

1. The course covers the interdisciplinary approach of Library & Information Society
2. To gain competencies that will help to students for the handling of advance technological aspects emerged in knowledge society.

3. Students with various groups to promote the Library Profession at National and International standards.
4. Analyse the emerging trends in library and information Profession
5. Assess the impact of social, cultural, educational, economic and technological changes in library & information society.

UNIT – I: Origin, Development and Growth of Libraries

- Role of Libraries in Society
- Ancient Libraries
- Medieval Libraries
- Modern Libraries
- Library and culture
- Development of libraries in India.
- National and International Libraries: National Library of India, Digital Library of India, Library of Congress, British Library, Australian Library , Bibliotheca

Unit II Information and Knowledge Society

- Information: Nature, Characteristics, Values
- Information, Data, Knowledge, Wisdom
- Difference between Data, Information & Knowledge
- Generation of Information and dissemination
- Information Transfer Cycle- Creator- Publisher- End User
- Information Retrieval

UNIT III : Library and Librarianship

- DR S R Ranganathan;s Philosophy
- Dr Ranganathan's Contributions in Indian Librarianship
- Librarianship: Scope, Objectives, Status/ Attribute

- Qualities of Good Librarian, required soft skills for Librarianship,
- Current trends in Library Profession in India
- Society, Knowledge Society knowledge Profession, Information Economy-WSIS

Unit IV : Library Commission and Policies

- Library Policies: National & International
- National Education Policy 2020
- National Knowledge Commission,
- Right to Information Act 2005
- Library and Information Center and Systems – INFLIBNET, NISCARE, DRTC, UNESCO, UGC, ICSSR, RRRLF, UGC INFONET
- WIPO, AGRIS, INIS, BARC, NIC
- Online Portals: Shodhganga, Shodhgangotri, Shodhsudhhi, Swayamprabha, Swayam, NPTEL, E- PG Pathshala, IIT Tutorials,

Recommended Selected Books for Readings:

- Pandey, D. K. (2004). Library and Information Science. New Delhi: Atlantic Publishers & Distributors (P) Ltd.
- Nelke, Margareta. (2011). Strategic Business Development for Information Centres and Libraries. Amsterdam: Elsevier.
- Stueart, Robert D., Barbara B. Moran and Claudia J. Morner. (2012). Library and Information Center Management, 8th Edition. Santa Barbara: ABC-CLIO.
- Evans, Wendy and David Baker. (2011). Libraries and Society: Role, Responsibility and Future in an Age of Change. Amsterdam: Elsevier.

- Benge R.C. (1970) Libraries and Cultural Change. London, Clive Bingley.
- Guha, B.(1983).Documentation and Information Services: Techniques and Systems. Rev. Ed.2. Calcutta, World Press,
- Kawatra P S.(1983)Fundamentals of Documentation. New Delhi, Sterling,
- Khan, M.Z. (1996). Indexing and Documentation in Library Science. New Delhi, Sarup and Sons.
- Khanna J.K. (1987). Library and Society. Kurukshetra. Research production,
- Kumar, P.S.G. (2011) Foundations of Library and Information Science. Paper I of UGC Model Curriculum, B.R. Publishing Corporation,
- Rubin Richard. (2010). Foundations of Library and Information Science, Neal Schuman. Pp468.

C3

Minor Subject: This subject can be chosen by Students as per their choice or from the college subject baskets

Generic Open Electives

***C-4**

GOE -1 : Course Name : Information Literacy

Course Outcomes:

- Student can understand of the concept of Information Literacy
- Students can understand various ways in which information is available, organized, distributed and structured
- Students can understand the models , framework and standards of IL
- Students can understand the methods and ways of imparting IL
- Students can understand ways to critically evaluate and use information effectively

Course Contents

Unit:1 Introduction to Information Literacy

- 1.1. Definition, concept and Components of Information Literacy
- 1.2. Historical evolution of Information Literacy
- 1.3. Importance of Information Literacy in the digital age
- 1.4. Relationship between Information Literacy and lifelong learning
- 1.5. Characteristic of an Information Literate Person

Unit:2 Understanding and Evaluating Information **___ Hours**

- 2.1 Types and formats of information sources
- 2.2 Information cycle/ Information Timeline and information landscape
- 2.3 Principles of effective search and information retrieval
- 2.4 Criteria for evaluating sources wrt Credibility, authority, and bias

2.5 Recognizing fake news and disinformation

Unit:3 **Information Literacy mechanism** **__ Hours**

- 3.1 Information Literacy Models and Standards
- 3.2 Different Approaches in Imparting Information Literacy
- 3.3 Information Literacy and User studies
- 3.4 Search strategies for different types of information resources
- 3.5 Ethical use of information

Unit:4 **Information Literacy and Society** **__ Hours**

- 4.1. Information Literacy and Sustainable Development Goals (SDGs)
- 4.2. Digital Divide and Information Inequality
- 4.3. Information Literacy and Social Justice
- 4.4. Information Literacy in the Workplace for Lifelong Learning and Professional Development
- 4.5. Future of Information Literacy: Emerging Trends and Technologies

Recommended Selected Books for Reading

- 1 Seven Faces of Information Literacy. AULSIB Press: Adelaide, 1997.Print.
- 2 Girja Kumar and Krishan Kumar. Philosophy of User Education. New Delhi: Vikas, 1983. Print.
- 3 Satyanarayana, N.R., ed. User Education in Academic Libraries. New Delhi: Ess Ess Publications, 1988. Print
- 4 Tocatlian, Jacques. “ Training Information Users”. Unesco Bulletin for Libraries 3291: (1978). Print.
- 5 Breivik, P. S., and E. G. Gee. Information Literacy: Revolution in the Library. New York: Macmillan, 1989. Print.

- 6 ALA (American Library Association). Presidential Committee on Information Literacy. Final Report. Chicago: American Library Association, 1989.
- 7 ALA (American Library Association). Information Literacy Competency Standards for Higher Education, 2000. Web. 7 July 2013. <<http://www.ala.org/ala/mgrps/divs/acrl/standards/standards.pdf>>
- 8 <<http://www.eric.ed.gov:80/ERICDocs/data/ericdocs2sql/>>

Generic Open Electives

***C-4**

GOE -2 : Course Name : Open Educational Resources

Generic Open Electives

***C-4**

GOE -3 : Course Name : Open Educational Resources

Learning Outcomes:

The student will be able to:

- To Know the Present disaster management planning of the libraries and availability of its written form
- Understand the Preventive measures used in the libraries; and Problems faced by the libraries during implementation of disaster management planning

- Know the various hazards and techniques of disaster management

Unit I : Introduction to Disasters:

- Concepts and definitions (Disaster, Hazard to Library Materials and Control
- Measures, Predisposition, Flexibility, Risks)

Units II : Disasters in Libraries:

- Classification, Causes, Impacts (including social, economic, environmental, etc.),
- Poor storage and environmental conditions (e.g. dampness leading to mould growth).
- Differential impacts- in terms of location, pandemics, complex emergencies. Inadequate security leading to break-in and theft. Building deficiencies-poorly maintained buildings.

Units III : Disaster Management Planning (Restoration and Reformatting)

- Disaster control planning, risk assessment, training and finance.
- Disaster plan includes Prevention, Preparedness, Reaction, and Recovery.
- Preservation of materials in libraries – the need for preservation, causes of deterioration of library materials, precautionary measures for preservation.
- Material Repair; Digitization of Print Media- Concept, Process, OCR (Optical

- Character Recognition) and Complexities.

Units IV : Emerging Trends and Contemporary Issues

- Digital Archiving, Digital Preservation, Digital Conception, Cloud Storage.
- Expert Lectures, Online Seminars - Webinars

Recommended Selected Books for Readings :

1. Alire, C. (2000). Library disaster planning and recovery handbook. New York: Nean Schuman.
2. Balasubramanian, P. (2021). Preservation and Conservation of Library Resources. India: Ess Ess Publications.
3. Mahapatra, P. K. & Chakrabarti, B. (2002). Preservation in Libraries perspectives principles and practice. Delhi: Ess Ess Publications.
4. Mittal, R L Library Administration : Theory and Practice . 5th ed. Delhi . Metropolton ,1984.
5. Modh, S. (2010). Introduction to Disaster Management. New Delhi: Macmillan Publishers India.
6. Narayana , G.J. Library and Information Management , New Delhi PHI 1991.
7. Ranganathan , S.R. : Library administration . 2nd ed. Bombay : Asia
8. Sharma , J.S. Library Organization . New Delhi : Vikas, 1978.
9. T. Kaur (2009). Disaster planning in university libraries in India: a neglected area. New Library World.

Ability Enhancement Course C-5

Language 1 : English

VEC C-6

Language 2 : Marathi/ Sanskrit

IKS C-7

CI- Constitution of India

CC C-8

CC- Co-Curricula Course

(yoga/ Physical etc)

Scheme of Formative Assessment (FA) Marks: Theory

01 Attendance Marks : 05

02 Periodic Tests (Minimum of Two) 05

03 Assignments /Seminar / Case Study / Group Discussion / Reports on- visits to Library and Information Centres & active participation in learning activities. Marks : 10

TOTAL Theory Formative Assessment Marks : 20

Summative Assessment Marks : 80

Method of Teaching Theory and Practice

Total number of Periods for Theory and Practice

**B.A. Four Year UG Program in Library and Information Science
(Honors)**

First Year Semester II

Major/Discipline Specific Course -I

**(2T1) Course: 1: Fundamentals of Library Classification
(Credit- 3)**

Learning Outcomes:

- Understanding the role of Library classification in knowledge organization
- Exploring the fundamentals of knowledge, Library Classification and its related concept.
- Analyzing the recent trends in classification schemes
- Creating the ability to become classificationist and classifier for the LIS profession.

Unit I: Universe of Knowledge

- Data, Information and Knowledge
- Knowledge: Concept, Definition, Types
- Universe of Subject and knowledge: Structure, Attributes
- Mode of Formation of subject
- Knowledge Classification Vs Book Classification

Unit II: Library Classification and Canons

- Library Classification: Concept and Terminology, Definition, Need and Purpose

- Steps of Library Classification
- Canons : Concept and three planes
- Canons of Idea Plane
- Canons of Verbal Plane
- Canons of Notational Plane

Unit III: Library Classification Schemes

- Library classification schemes : Meaning and its forms
- Dewey Decimal Classification (DDC)
- Universal Decimal Classification (UDC)
- Library of Congress Classification (LC)

Unit IV: Library Classification: Modern Trends

- WebDewey and Online Dewey Decimal Classification: structure and features
- Online Universal Decimal Classification (UDC): structure and features
- Classification Research Groups:
- International Society for Knowledge Organization (ISKO),
- FIDICR - International Study Conferences on Classification Research (ISCCR),
- Classification Research Group (CRG)

Recommended Selected Books Reading List:

1. Dhyani, P. Library Classification, Theory and Principles New Delhi:VishvaPrakashan, 1998.
2. Hingve, K.S. GranthalayaVergikaran, Pune: SuvicharPrakashan, 1974

3. Husain, S. Library Classification: Facets and Analysis, New Delhi: Tat McGraw Hill,1993.
4. Husain, S. Library Classification: Facets and Analysis, New Delhi: Tat McGraw Hill,1993.
5. Kerrigan, Catherine. (2013). Library classification trends in the 21st century. Australian Academic & Research Libraries. 44. 67-67. 10.1080/00048623.2013.773868.
6. Khanna, J.K.Handbook of Library Classification System, New Delhi: Beacon Books,1997.
7. Krishan Kumar, Theory of Classification, 5th ed. New Delhi: Vikas Publication,1996.
8. Kumar, P.S.G. Knowledge Organisation, Information Processing and Retrieval. New Delhi. B.R.Publishing House, 2003.
9. Kumbhar, Rajendra. Library Classification Trends in the 21st Century. Elesiver, 2011.
10. Marcella, R.A. New Manual of Classification, Delhi: Jaico Publications, 1997.
11. Pande, S.K.Sharma. Pusthakalaya Siddantha. Delhi: SatisahityaPrakashan
12. Satijia, M.P. and Goswami, J.P. Exercises in the 21st edition of DDC, New Delhi: Sterling Pub.Pvt. Ltd, 1998.

Major/Discipline Specific Course -2

(2T2) Course: Fundamentals of Library Cataloguing

(Credit- 3)

Learning Outcomes:

1. To understand the concept of library catalogue.
2. To know the objectives and functions of a library catalogue.
3. Exploring the fundamental knowledge of library catalogue
4. Discover ways to make the use of the catalogue easier for students.
5. To identify various forms of catalogue.

Unit I : Library Catalogue

- Introduction, Definitions
- Need, Purpose and Function of Library Catalogue
- Objectives of Library Catalogue
- Library Record, Bibliographic, Trade catalogue

Unit II : Nature of Library Catalogue

- Types of Library Catalogue
- Advantages and Disadvantages of Library Catalogues
- Computerize Cataloguing
- Process of Computerize Cataloguing , OPAC

Unit III : Development of Cataloguing and catalogue Codes

- British Museum Catalogue, Cutter's Code

- Prussian State Library Code, Classified Catalogue Code
- Anglo American Cataloguing Rules (AACR)
- International Conference of Cataloguing Principles

Unit IV : Methods of Cataloguing and Standardization.

- Cooperative and Centralized Cataloguing.
- Standardization of Bibliographic activities.
- ISBD (M), ISBD (S)
- Cataloguing Networks
- New Challenges: Cataloguing in the Internet and Digital Library Environment

Recommended Selected Books Reading List:

1. Lele Vasant Vishwanath, Samagra Granthalay Mahitishastra, Pune, Universal Publication, 2015
2. Dhawan K S, Library Cataloguing Strategies, New Delhi, Commonwealth Publication, 1997
3. Tiwari Purushotham, Digital Library, New Delhi, APH Publishing Corporation, 2006
4. D. Rajyalakshmi, Relevance of Ranganathan's Cataloguing Principles, Nagpur, Dattson's , 2004
5. Bhongade Devendra, Library Catalogue, Nagpur, Dattason's, 2012
6. Girija Kumar and Krishna Kumar. Theory of Cataloguing. New Delhi. Vikas. 1986.
7. Krishna Kumar. An Introduction for Cataloguing Practice . New Delhi Vikas . 1981.

8. Ranganathan. SR. Classified Catalogue Code with additional rules for Dictionary Catalogue code. 5th ed. . Bombay : Asias Publishing House , 1969.
9. Sears. ME. Sears List of Subjects Headings. New York : H.W. Wilson.1977.
10. Sharp , Henry. A. Cataloguing Practice . Bombay . Asia. 1974.
11. Sengupta . B. Cataloguing . Calcutta. Word Press, 1974.
12. Viswanthan, CG., Cataloguing : Theory and practice . New Delhi : Today tomorrow, 1970.
13. Anglo – American Cataloguing Rules. 2nd . rev.ed. London Library Association , 1988.
14. Hunter, Erie. J. Examples Illustrating AACR-2 . (1988) revised . London,1989.
15. Krishan Kumar. An introduction to AACR – 2, New Delhi: Vikas , 1990.

Minor 2T3

Generic Open Electives 2T4

E -Resource Management (4 Credit)

Learning Outcomes

- Student can understand of the e-Resources
- Students can understand the ERMS
- Students can understand the collection development process
- Students can understand the web based e-Resources

- Students can understand the recent trends in ERM

Unit:1 Electronic Resources Overview

- Concept and Definition of E-Resources
- Evolution, Need and Characteristics of E-Resources
- Benefits and Drawbacks of E-Resource
- E-Resource Life Cycle
- E- Resources Vs Print Resources

Unit:2 Electronic Resource Management Systems (ERMS)

- Methods of Selection and Acquisition of E-Resources
- Criteria for Selection and Evaluation of E-Resources
- Licensing and Subscription Models for E-Resources
- Access and Authentication of E-Resources
- E ShodhSindhu: Consortium for Higher Education Electronic Resources
- Recent Trends in E-Resource Management

Unit:3 Collection Development Process

- Procurement policy, budgeting, evaluation of E-resources;
- Organization & description of E- resources.
- Cataloguing and Metadata of E-Resources: requirements, types;
- User awareness and capacity building;
- Authentication and Access management of E- resources

Unit:4 Preservation and Evaluation of E-Resources

- Preservation and archiving of E-resources
- Digital preservation standards and policies
- Legal and ethical issues related to E-resources

- Intellectual property rights and copyright law for E-Resources
- Security and privacy issues in E-resource management

Generic Open Electives 2T4

Search strategies and Techniques (4 Credit)

Learning Outcomes

1. Understanding the what is a search strategy; prerequisite and an information search process;
2. Analyzing the various Search techniques in relation to library scenario in particular and the multidisciplinary Scenario in general and to excel information searching.
3. To create the ability to evaluate the current scenario and modern trends in Online Information Searching and handling the special search engines.

- Unit - I Search Strategies and Pre-requisites:** Concept, Definition, Need, Purpose,
 Various Steps in Developing Search Strategies
 Use of Search Strategies
 Requirements for a successful information retrieval
 Formulating the Search Strategy
 Types of Searches- Simple Search, Advanced Search, Meta Search, Use of Keywords, Controlled Vocabulary, Case Sensitivity, Use of Abbreviations
- Unit - II Search Techniques:** Keyword and Phrase
 Keyword and Subject Search
 Boolean Search

Truncation Search
Proximity Search
Field-specific Search
Limiting Search
Range Search

Unit - III Information Search Process & Tools

Basic Features
Search Tactics
Search Engine
Meta Search Engine
Web Search Engines
Special Search Engines

Unit - IV Online Searching

Online Search Services
Basic Steps in an Online Search
Features of an Online Search Service: DialogWeb
Multiple Database Searching

Selected Readings

- Bates, HJ. (1979). Information search tactics. Journal of the American Society for Information Science; 30, 205-47. Brin, S. and Page, L. The anatomy of a large-scale hypertextual web search engine.
- Chowdhury, Go. (2004). Introduction to modern information retrieval. 2nd ed. London: Facet Publishing .'
- Chowdhury, Go. and Chowdhury, S. (2001a). Information sources and searching on 'the World Wide Web. London: Library Association Publishing.

- Chowdhury, Go. and Chowdhury, S. (2001b). Searching CD-ROM and online information sources. London: Library Association Publishing.
- Forrester, W.H. and Rowlands, IL. (1999). The online searcher's companion. London: Library Association Publishing.
- Ghosh, S.B. and Sarkhel, IN. (eds.) (1998). Subject indexing systems: concepts, methods and techniques. Calcutta: IASLIC.
- Gopinath, M.A. (1999). Search strategies and heuristics. In: MLIS-03 course materials. New Delhi: Indira Gandhi National Open University.
- Gopinath, M.A. (1999). The process of searching. In: MLIS-03 course materials. 'New Delhi: Indira Gandhi National Open University. 150 2788: 1986. Guidelines for the establishment and development of monolingual thesauri. Geneva: International Organization for Standardization. Large, A.; Tedd, L.A. and Hartley, R.I (1999). Information seeking in the online age: principles and practice. London:
- Bowker-Saur. Rasmussen, E. (2003). Indexing and retrieval for the web. Annual Review of Information Science and Technology, 37, 91-124.
- Medford, NJ: Information Today Inc. Salton, O. and McGill, MJ. (1983). Introduction to modern information retrieval. New York: McGraw-Hill.

- Henry, L. A. (2005). Information Search Strategies on the Internet: A Critical Component of New Literacies. Webology2, no.1 (2005). Article 9. <http://www.webology.org/2005/v2n1/a9.html>
- Hill, J.R. (1997). The World Wide Web as a Tool for Information Retrieval: An Exploratory Study of User's Strategies in an Open Ended Model. School Library Media Quarterly 25(4) : 229–236.
- Hsieh-Yee, I. (1998). Search Tactics of Web Users in Searching for Texts, Graphics, Known Items and Subjects: A Search Simulation Study." The Reference Librarian, 60: 61–83.
- Kafai, Y. and Bates, M.J. (1997). Internet Web Searching in the Elementary Classroom: Building a Foundation for Information Literacy." School Library Media Quarterly 25.: 103–111.
- Marchionini, G. (1989). Information-Seeking Strategies of Novices Using a Full-Text Electronic Encyclopaedia. Journal of The American Society for Information Science 40(1): 54–66

Generic Open Electives 2T4

Reading Habits

Learning outcome: By the end of this course, students will be able to:

1. Develop effective reading habits and strategies.
2. Identify different genres and styles of reading materials.
3. Read critically and analyze texts.
4. Overcome common obstacles to reading.
5. Engage with reading as a pleasurable and enriching activity.

Course Topics:

Unit 1: Introduction to Reading Habits

- Defining reading habits
- The importance of reading habits
- Common obstacles to reading and how to overcome them
- Making reading a habit

Unit 2: Strategies for Effective Reading

- Skimming and scanning techniques
- Active reading strategies
- Annotation and note-taking techniques
- The benefits of reading for pleasure
- Time management strategies

Unit 3: Genre and Style Exploration

- Introduction to different genres and styles of reading materials
- How to choose reading materials based on interests
- Identifying themes and motifs in different genres and styles
- Finding a community of readers
- Avoiding distractions

Unit 4: Critical Reading and Analysis

- Building motivation for reading
- Techniques for critical reading
- Analysis of literary devices and techniques
- Evaluating texts for biases and perspective

Assessment Methods:

1. Participation and engagement in class discussions and activities
2. Weekly reading responses
3. Reading log or journal
4. Final project (such as a book review or analysis of a particular genre)

Books for reading:

1. Crowder, N. A. (1968). Reading habits: A study of their development and importance. University of Illinois Press.

2. Jacobs, A. (2011). The pleasures of reading in an age of distraction. Oxford University Press.
3. Kropp, P. (2004). The reading solution: Making your child a reader for life. Key Porter Books.
4. Krashen, S. D. (2004). The power of reading: Insights from the research (2nd ed.). Libraries Unlimited.
5. Miller, D. (2013). Reading in the wild: The book whisperer's keys to cultivating lifelong reading habits. Jossey-Bass.
6. Newkirk, T. (2012). The art of slow reading: Six time-honored practices for engagement. Heinemann.
7. Ozma, A. (2012). The reading promise: My father and the books we shared. Grand Central Publishing.
8. Willingham, D. T. (2017). The reading mind: A cognitive approach to understanding how the mind reads. Jossey-Bass.
9. Adler, M. J., & Van Doren, C. (1972). How to read a book? Simon & Schuster.

VSC NA

SEC NA

AEC C-5English

C-6Marathi/ Sanskrit

VEC C-7ENV Science

CC C-8 - Co-Curricula Course

Total Credit (Sem-I & II) 44

Exit Option: Award of UG Certificate in major with 44 credits and an Additional 4 Credits core NSQF course/ Internship or continue with major and minor.

Raw draft (yet to work on it after discussion it will prepare)

Conditions for conduct of under graduate examinations based on Credit Based/ Choice Based Credit Systems, in Library and Information Science

Bachelor of Library and Information Science/ Master of Library and Information Science – I and Master of Library and Information Science- II This Direction shall be applicable from Academic Session 2020-21 for 1st and 2nd semester's examinations and onwards.

2. Bachelor of Library and Information Science One Year Course will be in two semesters i.e. Semester-I and Semester-II on the basis of Credit Based Semester pattern. It is recommended that it will be treated as equivalent to First Year of the MLISc (Two Years Integrated Choice Based Credit System Pattern Course.)

3. Semester I of BLISc (CBS) will be equivalent to MLISc-I (CBCS) Semester I. Semester II of BLISc (CBS) will be equivalent to MLISc-I (CBCS) Semester II. Semester 1 and 2 will be for MLISc Part-I and Semester 3 and 4 will be for MLISc Part-II. There shall be minimum 90 teaching days in each Semester.

4. There shall be 3 Theory papers and 4 Practical papers in each Semester for BLISc (CBS) / MLISc-I (CBCS). All the papers are Core and compulsory.

There shall be 3 Core Compulsory, 1 Subject Core/ 1 Foundation and 3 Elective Paper for MLISc-II (CBCS) for each semester. The student has to take all the 3 Core papers, 1 Elective Papers from the options given in the syllabus and 1 Subject Core or 1 Foundation from Appendix-A enclosed for Semester III and IV.

MLISc – II (CBCS) Semester III and IV students should select the Foundation Course from any other department of their choice. They should earn the credits from the respective departments. The students of MLISc – II (CBCS), Semester III and IV who do not wish to take Foundation Course from any other department, should take Subject Core paper from syllabus in Library and Information Science.

5. The choice based credit system and the subjects available for choosing by the students at the post graduate course shall be as per the syllabus.

6. The maximum marks in each subject, both the theory as well as practical examinations will be 100, which shall be divided into two heads namely i) “external” and ii) “internal” carrying 80 marks & 20 marks respectively.

7. The University examination, for 80 marks theory and practical paper, would be of three hours’ duration.

8. The Internship/Seminar/ Educational Tour prescribed in the course, shall carry maximum 50 marks and the Project Work shall carry maximum 200 marks. Details are provided in the Examination Scheme.

9. There shall be combined minimum passing marks in each subject/paper. In other words, there shall not be separate minimum passing marks for theory

(external) examination and internal assessment components of the subject/paper. Provided that the student must appear for the internal assessment in the subject/ paper.

10.The minimum passing marks in each head of passing at the under graduate and post graduate examinations shall be 40%.

11.For obtaining exemption in any passing head, where the student fails in an examination, the requisite marks shall be the minimum passing marks or as per the provisions of Ordinance No. 10 in respect of exemption and compartments.

12.The conditions for ATKT at the under graduate and post graduate courses in various faculties of the Universities shall be as prescribed in Para 2 of Ordinance No. 10 in respect of 'Providing for exemption and compartments'.

For the purpose of Ordinance No. 10 and year shall mean two semesters taken together.

13.The eligibility for appearing at the examination, where a student has availed the benefit of ATKT as per Para 2 of Ordinance No. 10, in respect of 'providing for exemption and compartments' shall be as laid down in column 4 of the table of The Schedule annexed to Ordinance No. 10.

14.An examinee passing an examination having availed the facility of exemption or passing the examination with grace mark shall not be eligible for any prize, award or medal; nor shall he/she be entitled for a place in the merit list.

15.The list of foundation subjects for the post graduate degree examination are as per Appendix-A to this Direction.

16.Absorption scheme

- While switching over to choice based credit system, failure students will be given three chances to clear CBS pattern.
- BLISc/ MLISc- I (Annual), BLISc/MLISc-I (CBS) / MLISc-I (CBCS) students shall get admission to third semester directly