

VISION

To be valued as a coveted centre for nurturing talent, imparting skill based quality education and promoting research driven advancement of knowledge for creating responsible professionals who will build a programme nation.

MISSION

- To foster research oriented culture in the university.
 - To provide education through extensive and innovative use of technology.
 - To nurture talent, stimulate thinking, impart skills and create competent and inspired professionals for the industry.
 - To forge collaborations with academic and corporate bodies across the world.
 - To be recognized as a premium national university providing dedicated services for the social and economic development of the nation.
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BACHELOR OF LIBRARY AND INFORMATION SCIENCE

PROGRAMME OBJECTIVES :

- Make him/her alert and sharp about Surrounding Library Activity
- To be able to understand the different kinds of Library Problems
- Complete Development about Library.
- Making Research in mind and approach.
- To be able to understanding The Library.
- Complete Knowledge about Library.
- Preparing him/her for national level competitive examination

PROGRAMME OUTCOME :

- Student's expected capabilities in this area at the end of semester
- Students should be able to identify the problems and capable to decide the application for future development.
- Demonstrate a broad and coherent body of knowledge with depth in the underlying principles and concepts;
- Integrate knowledge of the diversity of cultures and people;
- Apply critical thinking , independent judgment, intercultural sensitivity and regional, national and global perspectives to identify and solve problems in the discipline of the Arts, Languages and Social Sciences;
- Demonstrate capacity for reflection, planning, ethical decision- making and inter-disciplinary team work in diverse contexts of community engagement.

LIBRARY AND SOCIETY

COURSE OBJECTIVE :

- Make him/her alert and sharp about Surrounding Library Activity
- To be able to understand the different kinds of Library Problems
- Complete Development about Library.
- Making Research in mind and approach.
- To be able to understanding The Library.
- Complete Knowledge about Library.
- Preparing him/her for national level competitive examination

Syllabus

- UNIT-I** Development of Libraries and their Role in Society, Role of Library and Information Centres in Modern Society, Laws of Library Science, Development Libraries in UK and USA, Library Development in Modern India – Plans and Programmes
- UNIT-II** Different Types of Libraries and their Functions, National Libraries: Their Function; A Descriptive Account of National Libraries of India, UK and USA, Academic Libraries: School, College and University, Public Libraries: Role and Functions, Special Libraries and Information Centres
- UNIT-III** Library Legislation, Library Legislation and A Model Public Library Act/Bill, Library Legislation in Indian States – Their Salient Features
- UNIT-IV** Resource Sharing and User Studies, User Studies, User Education, Resource Sharing – Concept, Need, Form and Selected Case Studies
- UNIT-V** Library Associations, Promotional Agencies and Systems, Librarianship as a Profession and Professional Ethics, Role of professional Associations, Organisations and Institutions Involved in Development of Library and Information Services

COURSE OUTCOME :

- Student's expected capabilities in this area at the end of semester.
- Students should be able to identify the problems and capable to decide the application for future development.

Reference Books:

1. Learn Library And Society - Anil Kumar Dhiman - ESS ESS Publications
2. Library Education and Society - Gopinath Kaalbhor – M.P.H.G.A

LIBRARY MANAGEMENT

COURSE OBJECTIVE :

- Make him/her alert and sharp about Library Management
- To be able to understand the different kinds of Library Management
- Complete Development about Library.
- Prepare him/her for Solve the Library Management.
- Making Research mind and approach.
- Complete Knowledge about Library Management
- Preparing him/her for national level competitive examination

Syllabus

UNIT-I Principles of Library Management, , General Principles of Management and their Application to Library Management, Library Organisational Structure, Management Information System (MIS)|, Physical Planning of Library

UNIT-II Information Resources Development, , Types of Information Resources, Selection Principles including Communication Media, Different Types of Selection Tools and Their Importance, Acquisition Procedure: Books and Non-Book Material, Acquisition of Periodicals and Serials, Technical Processing

UNIT-III Use and Maintenance of the Library, , Circulation Work, Maintenance, Shelving and Stock Verifications, etc., Elements of Binding and Preservation

UNIT-V Human Resources Development, , Human Resource Development: Concept and Contours, Personnel Planning, Participative Management and Total Quality Management (TQM), ,

UNIT-V Library Finance and Budget, , Library Finance, Budgeting and Accounting

COURSE OUTCOME :

- Student's expected capabilities in this area at the end of semester.
- Students should be able to identify the problems and capable to decide the application for future development.

Reference Books:

- Information ethics. Smith, M. M. London Bowker-Saur.
- Handbook of information science. Venkaṭappaiah, V. Berlin; Boston De Gruyter Saur.
&Madhusudhan, M.
- Public library legislation in the new millennium: States, and Union Territories. New Delhi:
Bookwell.New model public library Acts for the Union,
- Library Building And Furniture Suresh C Sinha ESS ESS Publications.
Design And Planning -
- Learn Library Management - Anil Kumar Dhiman ESS ESS PUBLICATIONS

Chairperson
(Board of Studies)

Dean
(Academic Council)

(Registrar)
Seal

LIBRARY CLASSIFICATION THEORY

COURSE OBJECTIVE :

- Make him/her alert and sharp about Surrounding Library Classification
- To be able to understand the different kinds of Library Problems
- Complete Development about Library.
- Making Research in mind and approach.
- To be able to understanding The Library Classification
- Complete Knowledge about Library Classification
- Preparing him/her for national level competitive examination

Syllabus

UNIT-I	Elements of Library Classification, , Basic Terminology and Historical Perspective, Need and Purpose of Library Classification
UNIT-II	Theory and Development of Library Classification, , General Theory of Library Classification, Species of Schemes of Library Classification, Learning about Subjects
UNIT-III	Approaches to Library Classification, , Postulational and Systems Approaches, Fundamental Categories, Facet analysis and Facet Sequence, Phase Relation and Common Isolates, Devices in Library Classification
UNIT-IV	Study of Selected Schemes of Library Classification, , Dewey Decimal Classification (DDC), Comparative Study of 19th , 20th and 21st Editions of Dewey Decimal Classification,
UNIT-V	Universal Decimal Classification (UDC), Colon Classification (CC), Different versions of Colon Classification, Current Trends in Library Classification

COURSE OUTCOME :

- Student's expected capabilities in this area at the end of semester.
- Students should be able to identify the problems and capable to decide the application for future development.

Reference Books:

1. Library Classification Theory (3rd Paper Part-a) & Library - C Lal - ESS ESS Publications
2. Library Organization and Administration – L S Saxena - M.P.H.G.A

LIBRARY CLASSIFICATION PRACTICE

COURSE OBJECTIVE :

- Make him/her alert and sharp about Surrounding Library Classification
- To be able to understand the different kinds of Library Classification
- Complete Development about Library Classification.
- Making Research in mind and approach.
- To be able to understanding The Library Classification
- Complete Knowledge about Library Classification
- Preparing him/her for national level competitive examination

Syllabus

- UNIT-I** Dewey Decimal Classification (19th Edition) – Part 1, , Introduction, Structure and Organisation, Definition, Notes and Instructions, Introduction to Three Summaries and Steps in Classifying Documents, Relative Index and its Use
- UNIT-II** Dewey Decimal Classification (19th Edition) – Part 2, , Study of Tables and Schedules, Auxiliary Tables and Devices, Practical Classifications
- UNIT-III** Colon Classification (6th Edition) : Preliminaries, , Introduction, Structure, and Organisation, Schedules and Techniques, Steps in Classification
- UNIT-IV** Colon Classification (6th Edition): Introduction to the Application of Postulates and Principles for Facet Analysis and Synthesis, , Humanities and Social Sciences, Biological Sciences, Physical Sciences and Generalia
- UNIT-V** Colon Classification (6th Edition) common isolates, phase predation subject device

COURSE OUTCOME :

- Student's expected capabilities in this area at the end of semester.
- Students should be able to identify the problems and capable to decide the application for future development.

Reference Books:

1. Colon Classification S R Ranganathan - ESS ESS Publications.
2. DDC 19th Ed.
3. Library Classification : Theory & Practice (H) - G D Bhargav - M.P.H.G.A

FOUNDATION OF LIBRARY AND INFORMATION SCIENCE

Syllabus

UNIT I Concept of Library: Definition, Need, Purpose, Functions, Five Laws of Library Science, Place of Library in Dissemination of Information: Changing role of library in socioeconomic development, education and recreation.

UNIT 2 Role of Private organizations in improvement of Library Services, Working of DELNET INFLIBNET NICNET .Role of UGC in library development plans.

UNIT 3 Library Associations in India Indian Association of Special Libraries and Information Centres, (IASLIC) Central Government Library Association (CGLA), Indian Library Association, (ILA) Madras Library Association –MALA, Medical Library Association of India Indian Association of Teachers of Library and Information Science (IATLIS).

UNIT 4 .Library Associations in U.K and USA: ILA, IASLIC, CILIP, SLA.

UNIT 5. Collection development in University Libraries . Digital libraries ,Virtual Library .

Text Books:

- Foundations of Library and Information Services in the Post-Industrial Era. 2nd ed. Greenwich, Conn. Ablex Publishing Jafferson,
- Library Cooperation. Kent, Allen. London: Andre Deutsch
- Encyclopedia of Library Information Science. Ranganathan, S R. NY: Marcel Dekker and
- Five Laws of Library Science. Ranganathan, S. R. 2nd ed. Mumbai: Asia.

Reference Books:

- The Five Laws of Library Science Sarada Ranganathan Endowment for Library Science. Bangalore:
- Library legislation in India: Problems and prospects Rout, R. K. Reliance Publishing House. New Delhi:
- Foundations of library and information science Rubin, Richard E. 3rd ed. New Delhi: DBS Imprints.

LIBRARY CATALOGUING THEORY

COURSE OBJECTIVE :

- Make him/her alert and sharp about Surrounding Library Activity
- To be able to understand the different kinds of Library Problems
- Complete Development about Library.
- Making Research in mind and approach.
- To be able to understanding The Library Cataloguing.
- Complete Knowledge about Library Cataloguing
- Preparing him/her for national level competitive examination

Syllabus

- UNIT-I** History, Purpose and Types of Library Catalogues, Library Catalogue: Objectives, Purposes and Functions, History and Development of Library Catalogue Code, Physical Form of Catalogues, Types of Catalogues
- UNIT-II** Format of Catalogue Entries, Kinds of Entries, Data Elements in Different Types of Entries, Filing of Entries – Classified and Alphabetical, Centralized Cataloguing, Cataloguing – in Publication and Pre-Natal Cataloguing, Machine Formats: MARC and CCF
- UNIT-III** Choice and Rendering of Headings and Personal Authors (Western and Indic Names), Corporate Authors, Pseudonymous, Anonymous Works and Uniform Titles,
- UNIT-IV** Cataloguing of multi volume, composite Book, Non print media.
- UNIT-V** Subject Indexing, Vocabulary Control and Recent Developments in Cataloguing, Subject Cataloguing - Problems, Vocabulary Control: Subject Heading Lists and Thesauri, Subject Indexing Models, Techniques for Subjects Indexing, Recent Trends in Library Cataloguing

COURSE OUTCOME :

- Student's expected capabilities in this area at the end of semester
- Students should be able to identify the problems and capable to decide the application for future development.

Reference Books:

1. Library Cataloguing Theory (paper Iv Part-a) & Library Cataloguing - C Lal - ESS ESS Publications

LIBRARY CATALOGUING PRACTICE

COURSE OBJECTIVE :

- Make him/her alert and sharp about Library Cataloging
- To be able to understand the different kinds of Library Catalogue
- Complete Development about Library.
- Prepare him/her for Solve the Library Catalogue.
- Making Research mind and approach.
- Complete Knowledge about Library Cataloguing
- Preparing him/her for national level competitive examination

Syllabus

- UNIT-I** AACR- 2R – Part 1, , Preliminaries, Single Personal Author, Shared Responsibility and Editorial Directions, Choice Among Different Names and References, Series and Multivolumes
- UNIT-II** AACR- 2R – Part 2, , Subject Headings, Corporate Bodies, Uniform Titles and Serials, Cataloguing of Non-Print Media/User's Guide to AACR-2 R
- UNIT-III** Classified Catalogue Code – Part 1, , Preliminaries to Classified Catalogue Code, Class Index Entry and Tracing, Personal Authors, Corporate Authors
- UNIT-IV** Classified Catalogue Code – Part 2, , Analytical Entries and Composite Books, Series, Multivolume Publications, Periodical Publications.
- UNIT-V** Computerized cataloguing with Soul Software.

COURSE OUTCOME :

- Student's expected capabilities in this area at the end of semester
- Students should be able to identify the problems and capable to decide the application for future development

Reference Books:

1. Practical Cataloguing Ccc (pb) - C Lal - ESS ESS Publications
2. Practical Cataloguing Aacr-2 (pb) - C Lal - ESS ESS Publications
3. Cataloguing Of Non Book Materials - Anil Kumar Dhiman ESS ESS Publications
4. Advanced Cataloguing Practice : CCC & AACR-2 (Pbk) - J N Gautam - Y.K.Publishers

Chairperson
(Board of Studies)

Dean
(Academic Council)

(Registrar)
Seal

REFERENCE AND INFORMATION SOURCES & SERVICES

COURSE OBJECTIVE :

- Make him/her alert and sharp about Surrounding Library Activity
- To be able to understand the different kinds of Library Problems
- Complete Development about Library.
- Making Research in mind and approach.
- To be able to understanding The Library Services
- Complete Knowledge about Library Reference and Information Sources and Services
- Preparing him/her for national level competitive examination

Syllabus

- UNIT-I** Study of Reference Sources, Reference and Information Access Tools: An Overview, Types of Reference and Information Access Tools, Kinds of Bibliographies, Indexing and Abstracting Periodicals, Reviews, State-of-Art Reports, Trends Reports, etc.
- UNIT-II** Categories of Reference Source – Part 1, Dictionaries, Encyclopedias, Hand Books, Manuals, Year Books, etc., Standards, Patents, Trade Catalogues, etc. Categories of Reference Source – Part 2, Geographical Sources, Biographical Sources, Statistical Information Sources, Sources for Current Affairs
- UNIT-III** Non-Documentary Sources, Human Resources and Referral Systems, Institutional Information Sources, Mass Media
- UNIT-IV** Information Services and Organisation, Concept and Need for Information, Information Services : An Overview, Users of Information Services, Organisation of Information Services
- UNIT-V** Information Services and Techniques, Reference Services, Current Awareness Services, Literature Search and Data Base Services, Document Delivery Services

COURSE OUTCOME:

- Student's expected capabilities in this area at the end of semester.
- Students should be able to identify the problems and capable to decide the application for future development.

Reference Books:

1. Reference Services And The Digital Sources Of Information - Amjad Ali -ESS ESS Publications.
2. Reference Services And Sources Of Information - Jagdish S Sharma - ESS ESS Publications

INFORMATION TECHNOLOGY: BASICS

COURSE OBJECTIVE :

- Make him/her alert and sharp about Surrounding Library Automation and Information Technology
- To be able to understand the different kinds of Library Problems
- Complete Development about Library Automation.
- Making Research in mind and approach.
- To be able to understanding The Library Software
- Complete Knowledge about Library Automation and Networking
- Preparing him/her for national level competitive examination

Syllabus

- UNIT-I** Information Technology: Concepts and Basics, Introduction to Information Technology, Introduction to Computers, Telecommunications: Basics
- UNIT-II** Applications Software, Introduction to Applications Software, Library and Information Software packages, Features of Indian Software Packages
- UNIT-III** Library Automation, Library House Keeping Operations, Computerised Information Services, Management of Computerised Library
- UNIT-IV** Information System and Networks, Basic Concepts and Contours of Computer Based Information Systems, Library Information Networks, Resource Sharing Networks, Internet and Its Services.
- UNIT-V** Soul Library Software: Introduction, Object

COURSE OUTCOME:

- Student's expected capabilities in this area at the end of semester.
- Students should be able to identify the problems and capable to decide the application for future development.

Reference Books:

1. Computers @ Libraries - V K J Jeevan - ESS ESS Publications
2. Learn Computer Basics And Its Application In Libraries - Anil Kumar Dhiman - ESS ESS Publications

HISTORY OF LIBRARY AND INFORMATION SCIENCE

- UNIT -I** History of Library and Information Science Education in India. Library and Information Policy at the National Level. Growth and Development of LIS Education in India. Before Independence, After Independence.
- UNIT-II** LIS Education Development in Central India. Five Laws of Library Science and their implications in library and information activities.
- UNIT-III** Libraries development programs in India after independence. Role of the library in the modern society. Role of Library in education (formal and non formal).Publicity and extension activities.
- UNIT-IV** Library Movement in India: Contribution of S.R. Ranganathan, Melvil Dewey in library science , Role of Union and State Government in improvement of Library Services.
- UNIT-V** Attributes of Profession: Librarianship as a profession. Professional Ethics. Philosophy of Library Science. Freedom of access to Information: IPR.

Reference Books:

1. Library Organisation By Krishan Kumar Vikas Publication, New Delhi
2. History & Development of Libraries in India by R K Bhatt, Mittal Publication , New Delhi
3. Theory of classification.by. Krishan Kumar Vikas Publication , New Delhi.
4. Prolegomena to library classification .by S R Ranganathan Ed.6. Sarada Ranganathan Endowment for Library Science, Bangalore.
5. Colon classification By RANGANATHAN (S R). Ed.6..Sarada Ranganathan