



Central University of Himachal Pradesh [Established under Central Universities Act 2009]

PO Box 21, Dharamshala, District Kangra, Himachal Pradesh [India]-176215

Tel: 01892-229330, 237285, Fax: 01892-229331,

Website: www.cuhimachal.ac.in

Course Code: LIS 401

Course Name: Foundation of Library and Information Science

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objectives:

- To provide students an understanding of the basic principles and fundamental laws of Library and Information Science
- To enable them to understand and appreciate the functions and purpose of the libraries and information centers
- To educate the students in the philosophy of librarianship and professional ethics

Learning Outcomes:

The students will:

- Gain an insight into the profession of Librarianship.
- Be able to discharge their duties, services and professional ethics in their jobs as librarians.
- Be able to network with various library related institutions and professional associations to develop the body of knowledge of Library and Information Science.

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
 2. End Term Examination: 50%
 3. Continuous Internal Assessment: 25%
1. Assignment/Library Work/Class Test/Surprise Test/Quiz: 15%
 2. Class Attendance: 10%

Course Contents

UNIT – I: Libraries and Information society (10 Hours)

- Information: Meaning, characteristics, value and use, Information Life Cycle -Generation, Collection, Storage and Dissemination.
- Library: Concept, Characteristics, Types - Academic Libraries, Public and National Libraries, Special Libraries and their Functions and Activities
- Information society: genesis and characteristics, Role of libraries in the contemporary society
- Communication: Concept, Types, Models, Channels and Barriers.

UNIT – II: Fundamental laws & library legislation (10 Hours)

- Five laws of library science and their implications in Digital Era
- Library legislation need and implications for developing & sustaining public library system.
- Model Public Libraries Act and Delivery of Books (Public Libraries) Act, RTI 2005.
- Information Policy -Introduction and Issues (Neutrality, National Security Issues, Copyright legislation and Issues).

UNIT – III: LIS Education and Library Development (08 Hours)

- Library and Information Science Education in India; Library movement in India
- Librarianship as a Profession, Professional Skills and Competences; Professional Ethics.
- Committees and Commissions on Libraries in India: Sinha committee, Ranganathan committee, Mehrotra Committee, Rastogi Committee, Kothari commission and Education commission.
- National Knowledge Commission; National Mission Library; New Education Policy (NEP)2020.

UNIT – IV: Professional Associations and Promoters (12 Hours)

- National Associations: ILA, IASLIC, IATLIS -History, structure, membership, activities.
- National Level Promoters: Raja Ram Mohan Roy Library Foundation and UGC- Role, objectives, types of grants.
- International Associations:- ALA, SLA, ARL IFLA- History, structure, membership, activities.
- International Level Promoters: UNESCO -specialties, types of book promotion, International Book Day, International Book Fair.

Recommended Readings:

1. Bala, H. (2010).Towards building a knowledge Society. USA: Author press.
2. Bawden, David & Robinson, Lyn (2012).Introduction to information science. London: Facet.
3. Connaway, L. S. &Faniel, I. M. (2014).Reordering Ranganathan: Shifting User Behaviors, ShiftingPriorities. Ohio: OCLC Research
4. Crowley, Bill (Ed). (2012).Defending professionalism: a resource for librarians, informationspecialists,knowledge managers, and archivists. Santa Barbara: Libraries Unlimited.
5. Dhavan, S.M. (2010).Public Libraries in the Knowledge Society. New Delhi: Serial
6. Duff, A. (2011).Information Society Studies. London: Routledge.
7. Green, Roger C., Grover, RobertJ., Fowler, Susan J. (2013).Introduction to library and informationprofessions. Santa Barbara: Libraries Unlimited.

8. Leckie, Gloria J., Given, Lisa M. & Buschman, John E. (Eds.). (2010). Critical theory for library and information science: exploring the social from across the discipline. Santa Barbara: Libraries Unlimited.
9. Ranganathan, S. R. (2006). The five laws of Library science. Bangalore: Sarada Ranganathan Endowment.
10. Rubin, Richard E. (2016). Foundations of library and information science. 4th ed. New York: Neal Schuman.
11. Willinsky, J. (2005). The Access Principle: The Case for Open Access to Research and Scholarship. (Digital Libraries and Electronic Publishing). Cambridge: MIT Press



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Tel: 01892-229330, 237285, Fax: 01892-229331,

Website: www.cuhimachal.ac.in

Course Code: LIS-402

Course Name: Library Classification (Theory)

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objectives:

To acquaint students with:

- Theory, need and importance of library classification
- Classification schemes used in libraries
- Conceptual foundation of library classification
- Current trends in library classification

Learning Outcomes:

Students will be able to:

- Gain knowledge of various types of classification systems / schemes
- Explain the implications of five laws of Library Science on Library Classification
- Differentiate and select appropriate classification systems / schemes for various purposes / libraries
- Apply the principles of helpful sequence

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
 2. End Term Examination: 50%
 3. Continuous Internal Assessment: 25%
- Assignment/Library Work/Class Test/Surprise Test/Quiz: 15%
 - Class Attendance: 10%

Course Contents

UNIT - I: Theoretical Foundation of Library Classification

Library classification: concept, need and purpose;

Call Number – purpose and function.

Terminology – need and importance;

Significant terms in library classification: Entity; Universe; Group; Class; Basic subject or Main class; Attribute; Characteristic; Subject; Specific subject; Compound Subject; Complex Subject;

Discipline; Isolate; Facet; Array; Chain; Helpful Sequence; Classification Schedule; Classification System; Index; Auxiliary tables; Classificationist; Classifier.

Normative principles, Five laws of library science – Implications on library classification.

UNIT - II: Development of subjects & Species of Classification Schemes

Formation, structure and development of subjects.

Enumerative Classification – Types; Faceted Classification – Types.

Decimal Classification (DC)

Library of Congress Classification (LCC)

Universal Decimal Classification (UDC)

Colon Classification (CC)

UNIT – III: PMEST, Phase Analysis, Isolates and Devices

Fundamental categories: PMEST;

Facet analysis; Principles for facet sequence.

Phase Analysis – Phase, Intra-facet & Intra-array relations.

Isolates: Common Isolates – in CC, DDC and UDC

Devices in library classification

Overview of Canons of Classification

UNIT – IV: Postulational approach, Principles of Helpful Sequence, Notation and Trends

Postulational approach to classification

Principles of helpful sequence.

Notation – need, types and qualities

Trends in classification: Overview of Thesaurofacet, Classaurus, Automatic classification,

Semantic Web: Definition, Concept; Technologies: URI, XML, RDF, Ontologies, LinkedData

Prescribed Texts

1. Ranganathan, S.R. Prolegomena to Library Classification, Ed2, London, LA, 1957 & 1965.
2. Broughton, Vanda. Essential Classification, 2nd edition, Facet Publishing, 2015.
3. Chan, Lois Mai. Cataloguing and Classification. 2nd ed. New York : McGraw Hill, 1995.
4. Ranganathan, SR. Elements of Library Classification. Ed. 2. Bombay : UBS, 1966.
5. Berwick Sayers, W.C. Introduction to Library Classification. London, Andra dautch, 1950.
6. Gilchrist A: From classification to knowledge organisation. 1997.
7. British Standards Institutions: Universal decimal classification. Latest edition.
8. OCLC: Dewey decimal classification. Latest Edition.

Prescribed Journal Articles

1. Soergel, Dagobert. The rise of ontologies or the reinvention of classification. Journal of the American Society for Information Science , 50(12), pp.1119-1120 1999. Available at: www.clis.umd.edu/faculty/soergel/
2. Kim, Jeong-Hyen and Lee, Kyung-Ho. Designing a knowledge base for automatic book classification.
<http://www.emeraldinsight.com/journals.htm?issn=0264-0473&volume=20&issue=6&articleid=1455732&show=html>
3. Pu, Hsiao-Tieh and Yang, Chyan. Enriching user-oriented class associations for library classification schemes
<http://www.emeraldinsight.com/journals.htm?issn=0264-0473&volume=21&issue=2&articleid=861995&show=html>
4. Hjørland, Birger. Is classification necessary after Google?
<http://www.emeraldinsight.com/journals.htm?issn=0022-0418&volume=68&issue=3&articleid=17030673&show=html>
5. Faceted classification in web information architecture: A framework for using semantic web tools.
<http://www.emeraldinsight.com/journals.htm?issn=0264-0473&volume=25&issue=2&articleid=1602545&show=html>

Additional Readings

1. Maltby.A. Sayers Manual of classification for Librarian, Ed.5.London: Andre Deutsch.1975.
2. Mills, J. Modern outline of Library Classification, Bombay, Asia, 1962.
3. Dhyan, Pushpa. Library Classification: Theory and Practice. New Delhi: Vishwa Prakashan, 1998.
4. Sinha, Suresh C and Dhiman, Anil K. Prolegomena to Universe of Knowledge. New Delhi: Ess Ess, 2002.



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Website: www.cuhimachal.ac.in

Course Code: LIS-526

Course Name: Information Retrieval

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objectives:

To acquaint students with:

- Information Retrieval Systems (IRS)
- Search strategies and techniques
- Information retrieval models, languages and techniques
- Multilingual and Multimedia IRS
- Evaluation of IRS

Learning Outcomes:

The student will:

- Understand the components and working of an IRS
- Be able to identify various existing models of IRS
- Be able to use various indexing techniques
- Be able to evaluate an IRS based on given criteria

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
 2. End Term Examination: 50%
 3. Continuous Internal Assessment: 25%
- Assignment/Library Work/Class Test/Surprise Test/Quiz/Seminar: 15%
 - Class Attendance: 10%

Course Code: LIS-526

Course Name: Information Retrieval

Course Contents

UNIT – I: Information Retrieval

Information, Information Representation, Information Retrieval
Information Retrieval Systems: Purpose, Components, Functions.
Natural language vs. Controlled Vocabulary
Information representation: Indexing, Categorization, Summarization

UNIT – II: Information Retrieval Models, Searching and Browsing techniques

Structural model
Probabilistic model
Cognitive model
Vector space model
Search Techniques – Basic and advanced; Searching: types, strategies; Preparing Search Plan
Browsing: types, strategies
Integrated Retrieval

UNIT – III: Indexing Techniques

Subject Indexing: Definition, need, purpose, concept, principles.
Pre-coordinate indexing: Chain Indexing, PRECIS, POPSI;
Post-coordinate indexing: Uniterm indexing
Derived Indexing: Keyword Indexing
Web indexing
Citation indexing

UNIT – IV: MLIR/CLIR, MIRS and Evaluation of IRS

Multilingual Information Retrieval (MLIR), Cross-lingual Information Retrieval (CLIR)
Multimedia Information Retrieval Systems
Ontology-based Information Retrieval Models
Criteria for evaluation of Information Retrieval Systems

Prescribed Texts:

1. Korfhage, Robert R. Information Storage and Retrieval, New Delhi: Wiley, 1997.
2. Rajan T.N. (Ed.) Indexing Systems : concepts, models and techniques. 1981.
3. Choudhry G.G.: Information retrieval systems. 1994.
4. Chowdhury, G.G. Introduction to Modern Information Retrieval. 2nd Ed. London, Facet Publishing, 2003.
5. Chu, Heting. Information Representation and Retrieval in the Digital Age. ASIST Monograph Series, 2003.
6. Christopher D. Manning, Prabhakar Raghavan and Hinrich Schütze (2009). An Introduction to Information Retrieval. Cambridge University Press, Cambridge, England. <http://nlp.stanford.edu/IR-book/pdf/irbookprint.pdf>
7. Foster, Allen and Rafferty, Pauline. Innovations in information retrieval: perspectives for theory and practice. Facet publishing, 2011.

Prescribed Journal Articles

1. Multiple terminologies: an obstacle to information retrieval. <http://www.emeraldinsight.com/journals.htm?issn=0024-2535&volume=53&issue=6&articleid=859782&show=html>
2. Towards user-centered indexing in digital image collections. <http://www.emeraldinsight.com/journals.htm?issn=1065-075X&volume=22&issue=4&articleid=1580862&show=html>
3. OGIR: an ontology-based grid information retrieval framework. <http://www.emeraldinsight.com/journals.htm?issn=1468-4527&volume=36&issue=6&articleid=17065559&show=html>
4. Flickr and Democratic Indexing: dialogic approaches to indexing. <http://www.emeraldinsight.com/journals.htm?issn=0001-253X&volume=59&issue=4/5&articleid=1626452&show=html>
5. Meta-tag: a means to control the process of Web indexing <http://www.emeraldinsight.com/journals.htm?issn=1468-4527&volume=27&issue=4&articleid=862221&show=html>
6. Image indexing and retrieval: some problems and proposed solutions <http://www.emeraldinsight.com/journals.htm?issn=0307-4803&volume=96&issue=6&articleid=859918&show=html>

Additional Readings

1. Kumar, P. S.G. A Student's Manual of Library and Information Science (on the lines of the Net syllabus of UGC. Delhi, B.R.Pub., 2004
2. Olson, Hope A. and Boll, John J. Subject analysis in online catalogs. 2nd Ed. US: Libraries Unlimited.
3. Kumar, PSG. Knowledge organization, information processing and retrieval. New Delhi: BR Publications, 2004.
4. Kumar, PSG. Information analysis, repackaging and consolidation. New Delhi: BR Publications, 2004.
5. Atherton, Pauline. Handbook for information systems and service, Paris: UNESCO, 1977.
6. Vickery, B.C. Techniques of Information Retrieval. Butterworth, London, 1970.



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Tel: 01892-229330, 237285, Fax: 01892-229331,

Website: www.cuhimachal.ac.in

Course Code: LIS 426

Course Name: Management of Library and Information Centres

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organized classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objectives:

- To acquaint students with various functions and management of library / information centers
- To train the students to become effective librarians/Information managers

Learning Outcomes:

After studying this course, students shall be able to:

1. Perceive the role of librarians in the promotion of formal and informal education
2. Select, acquire, organize and manage library collection
3. Provide various types of library and information services
4. Offer extension and outreach services to different categories of users

Organize information literacy programmes

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Counselling, Activities and Tutorials (CAT): 25%
 - i. Assignment: 10%
 - ii. Library Work: 5%
 - iii. Seminar: 5 %
 - iv. Surprise Test: 5%

Course Contents

UNIT - I: Principles and Functions of Management

- Management: concept, definition and scope
- Planning, organizing, staffing, directing, coordinating, reporting, Budgeting and controlling
- Principles of management and their application in Libraries and Information Centres
- Schools of Management Thought: Scientific Management, Classical Theory and Modern Theories.

UNIT- II: Library Housekeeping Operations

- Acquisition: meaning types, functions – book selection, procurement, collection development, problems; Technical processing
- Circulation control: Functions and Methods of Charging and Discharging System- Browne and Newark System
- Serials control: Purpose, Functions and Processing-Three Card System
- Reference Section: Reference Collections, Staff and Services
- Maintenance Section: Binding, Shelving, Stock Rectification
- Stock verification: Policies, Procedures and Methods

UNIT - III: Financial and Human Resource Management

- Financial Management: Sources of finance; resource mobilization
- Budgeting: Concept and types (PPBS, ZBB and Line Budget), Techniques; Cost Effective and Cost Benefit Analysis, Annual Reports & Statistics; Library Authority and Committee
- Human Resource Management: Concept Planning, Job Analysis, Job Description, Job Evaluation, Selection, Recruitment, Training and Development, Performance Appraisal; Staff Manual.

UNIT - IV: System Analysis and Performance Parameters

- System Analysis and Design, Work Flow and Organizational Routines
- Total Quality Management (TQM): -Concepts, Principles and Techniques, Six Sigma; Evaluation of Services of Libraries and Information Centers
- Project Management: PERT, CPM and Change Management
- Monitoring Techniques: OR, MIS, MBO, Network Analysis, Time and Motion Study and SWOT Analysis

Recommended Readings

1. Brophy, Peter and Courling Kote(1997). Quality Management for Information and Library Managers. Bombay: Jaico
2. Byrson, J. (2017). Effective Library and Information Centre Management. S.I.: Routledge.
3. Evans, G. E.&Alire, C. (2014). Management Basics for Information Professionals. 3 rd ed. Chicago: American Library Association.
4. Griffin, R. W. (2016). Fundamentals of Management. Boston, MA: Cengage Learning.
5. Hayss, Robert M. (2001). Models for Library Management, Decision-Making and Planning. New York: Academic Press.
6. Matarazzo, J. M.& Pearlstein, T. (2018). The Emerald handbook of modern information management. UK: Emerald Publishing.
7. Matthews, J. R. (2018). The evaluation and measurement of library services. CA: Libraries Unlimited.
8. Mittal, R. L. (2007). Library administration: Theory and practice. 5 th ed. New Delhi: EssEss.
9. Moran, B. B.&Morner, C. J. (2018). Library and information center management. California : Libraries Unlimited.
10. Osborne, Larry N&Nakamura, Margaret. (2000). Systems Analysis for Librarians and Information Professionals. 2 nd ed. Englewood Cliffs: Libraries Unlimited.
11. Simmons-Welburn, J.& McNeil, B. (2004). Human resource management in today's academic library: Meeting challenges and creating opportunities. Westport, Conn: Libraries Unlimited.
12. Stueart, R. D. & Moran, B. B. (2013). Libraries and information center management. 8th ed. London: Libraries Unlimited.



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Tel: 01892-229330, 237285, Fax: 01892-229331,

Website: www.cuhimachal.ac.in

Course Code: LIS 471
Course Name: Media & Information Literacy

Credits Equivalent: 2 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objectives:

- The Students will understand the basic concepts of Information Literacy, Media & Information Literacy and the different Models & Standards of Information Literacy.
- The Students will be able to use different Discovery Tools for accessing Scholarly resources.
- Students will also understand the different Characteristics and Applications of WWW.

Learning Outcomes:

After studying this course, students shall be able to:

1. Perceive the role of librarians in the promotion of formal and informal education
2. Select, acquire, organize and manage library collection
3. Provide various types of library and information services
4. Offer extension and outreach services to different categories of users
5. Organize information literacy programmes

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

- Mid Term Examination: 25%
- End Term Examination: 50%
- Continuous Internal Assessment : 25%
 - Assignment/Library Work/Class Test/Surprise Test/Quiz: 15%
 - Class Attendance: 10%

Course Content:**UNIT - I: Information Literacy**

- Concept, Objectives, Need for Information Literacy
- Historical Background
- Information Literacy Models
- ACRL information literacy standards
- Imparting Information Literacy

UNIT - II: Fundamentals of Media and Information Literacy

- Concept & Definition,
- Need and purpose of media and information literacy
- Types of Literacy
- SCONUL Seven pillars of information literacy

UNIT - III: Information Discovery and Search

- Internet Search Engines: Origin, development, types,
- Information Search Tools: OPACs and WorldCat
- Discovery tools for OA scholarly information: DOAJ, ROAR, OpenDOAR, DOAB.

UNIT - IV: Social Web

- Web 1.0, Web 2.0 Web 3.0 & Web 4.0: characteristics, features.
- Collaborative content development: Social networking sites, Blogs, Microblogs, Wikis, RSS, Podcasting, Social Tagging, Social Bookmarking,
- Role of Social Web in society.
- Academic & Professional networking sites for LIS professionals.

Prescribed Text Books:

1. Mahiri, Jabari. Digital Tools in Urban Schools: Mediating a Remix of Learning. Series: Technologies of the Imagination. Published: Ann Arbor, MI: University of Michigan Press, 2011. Full text of e-book available for reading at: <http://dx.doi.org/10.3998/toi.10329379.0001.001>
Last accessed on: 10th June, 2013
2. Kenix, Linda Jean. Alternative and Mainstream Media. ISBN: 9781849665421, Publisher: Bloomsbury Academic, Year: 2011. Full text of e-book available for reading at: http://www.bloomsburyacademic.com/view/AlternativeMainstreamMedia_9781849665421/book-ba-9781849665421.xml
Last accessed on: 10th June, 2013
3. Neuman, W. Russell, Ed. Media, Technology, and Society: Theories of Media Evolution. Series: digitalculturebooks. Published: Ann Arbor, MI: University of Michigan Press, 2010. Full text of e-book available for reading at: <http://dx.doi.org/10.3998/dcbooks.8232214.0001.001>
Last accessed on: 10th June, 2013
4. Krishna Kumar: Reference Service, Ed.3, New Delhi, Vikas, 2003.
5. Association of College And Research Libraries. Objectives for Information Literacy Instruction: A Model Statement for Academic Librarians. (2001). ACRL, available at : www.ala.org/acrl/guides/objinfolit.html
Last accessed on: 10th June, 2013
6. Baldwin (V A). Information Literacy in Science & Technology Disciplines. Library Conference Presentation and Speech. (2005).University of Nebraska, Lincoln.
http://digitalcommons.unl.edu/library_talks/11
7. Martin white. Making search work: implementing web, intranet and enterprise search. Facet publishing, New York (2005)
Last accessed on: 10th June, 2013

Suggested Extra Readings:

1. Carey, John and Elton, Martin C. J. When Media Are New: Understanding the Dynamics of New Media Adoption and Use. Series: New Media World. Published: Ann Arbor, MI: University of Michigan Press, 2010. Full text of e-book available for reading at: : <http://dx.doi.org/10.3998/nmw.8859947.0001.001>
Last accessed on: 10th June, 2013
2. Martin White. Making search work: implementing web, intranet and enterprise search. Facet publishing, New York (2005)
3. The Hyperlinked Society: Questioning Connections in the Digital Age. Joseph Turow and Lokman Tsui, Editors. Series: New Media World. Published: Ann Arbor, MI: University of Michigan Press, 2008. Full text of e-book available for reading at: <http://dx.doi.org/10.3998/nmw.5680986.0001.001>
Last accessed on: 10th June, 2013
4. How Canadians Communicate IV: Media and Politics. Authors: Waddell, Christopher and Taras, David. ISBN: 9781926836812 9781926836829 9781926836829 Year: 2012 Pages: 401 Publisher: Athabasca University Press. Full text of e-book available for reading at: <http://www.aupress.ca/index.php/books/120205>
Last accessed on: 10th June, 2013



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Course Code: LIS-502

Name of the Course: Library and Automation Network (**Practical**)

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organised Classroom activity / contact hours; 5 hours of laboratory work / practical / field work /Tutorial / teacher-led activity and 15 hours of other workload such as independent Individual/ group work; obligatory/ optional work placement; literature survey/ library Work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, Etc.)

Course Objectives:

- To impart practical training in the use software to develop bibliographic databases.
- To give practical training in the use of library automation software Attendance

Learning Outcomes:

After studying this course, students shall be able to:

1. Plan and implement automation in library housekeeping operations and services using Library software
2. Evaluate various library management software
3. Differentiate between Proprietary, Free and Open Source Software (FOSS)
4. Implement the bibliographical standards and tools used for library automation

Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Counselling, Activities and Tutorials (CAT): 25%
 - i. Assignment: 5%
 - ii. Surprise Test: 5%
 - iii. Mini Project: 15%

Course Content:

UNIT - I: Hands-on experience with the WINISIS

UNIT-II: Hands-on experience with the KOHA

UNIT-III: Hands-on experience with the SOUL

UNIT-IV: Mini project

Text Books:

1. WINISIS, KOHA & SOUL Manuals.



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Course Code: LIS-572

Name of the Course: References and Citations Management

Credits Equivalent: 2 Credits (One credit is equivalent to 10 hours of lectures / organised Classroom activity / contact hours; 5 hours of laboratory work / practical / field work /Tutorial / teacher-led activity and 15 hours of other workload such as independent Individual/ group work; obligatory/ optional work placement; literature survey/ library Work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, Etc.)

Course Objectives:

On successful completion of the course –

- The students will understand Basic concepts of Plagiarism; Reference Management; Citation Management; Different Research metrics; Predatory publications;
- The students will be able to use different Reference Management Software and Similarity Check Software;
- The Students will also understand the Importance of UGC CARE; Web of Science & SCOPUS indexed journals.

Learning Outcomes:

After studying this paper, students shall be able to:

1. Use Reference Management Systems
2. Develop skills in citation styles and avoiding plagiarism.
3. Evaluate the indicators used for assessing research impact.

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Counselling, Activities and Tutorials (CAT): 25%
 - i. Assignment: 10%
 - ii. Library Work: 5%
 - iii. Surprise Test: 10%

Course Content

UNIT – I: Plagiarism

- Plagiarism: Concept, Meaning, Types and Definition;
- Plagiarism Regulations: Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions - Regulations (2018).

UNIT – II: Reference Management

- Reference and Citation: Concept, Meaning and Definition;
- Research Metrics: Journal Impact Factor; H-Index; i10-index;

UNIT – III: Reference & Similarity check Tools:

- Reference Management Software: Mendeley; Zotero; EndNote;
- Similarity check Tools: URKUND; TURNITIN; DRILLBIT;

UNIT – IV: Citation and Indexing Databases

- Predatory Journals & Publications: Meaning and Definitions;
- UGC-CARE;
- Citation Indexing Databases: Web of Science; Scopus; Indian Citation Index; Google Scholar

Suggested Readings:

- Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions - Regulations, (2018);
- UGC –Good Academic Research Practices Guide
- Mendeley; Zotero; EndNote
- URKUND; TURNITIN; DRILLBIT
- UGC-CARE
- Web of Science; Scopus; Indian Citation Index;
- Google Scholar