

**Central University of Himachal Pradesh
Shahpur Parisar
Department of Library and Information Science**

Program Specific Outcomes

Program Outcomes

Course Outcomes & Course Contents

of

Bachelor of Library and Information Science (B.Lib.I.Sc.)

School of Mathematics, Computers and Information Science



Programme Specific Outcomes of (B.Lib.I.Sc.)

PSO 1 - To ensure participation of all students in seminar presentations, group discussions and real-time library work.

PSO 2 - To enhance students' interpersonal, research and academic writing skills.

PSO 3 -To foster a culture of academic and research integrity.

Programme Outcomes of (B.Lib.I.Sc.)

PO 1 - To develop skills of students to face contemporary challenges and changing methods of information handling.

PO 2 - To enhance skills of the students in the latest technologies in the field.

PO 3 - To augment diverse skills and competencies required for the emerging knowledge society.

PO 4 - To inculcate a sense of responsibility in fulfilling the information needs of society at large to the best of their abilities.

Course Name: Foundation of Library and Information Science
Course Code: LIS-401
Credits: 4

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 and 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

Course Outcomes: After the successful completion of this course, the student will be able to

CO¹ Understand the understanding of the basic principles and fundamental laws of Library and Information Science.

CO² Understand the various functions and purpose of the libraries and information centres.

CO³ understand the philosophy of librarianship.

CO⁴ understand the professional ethics.

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: 20%

End Term Examination: 60%

Counselling, Activities and Tutorials (CAT): 20%

Assignment: 10%

Library Work: 5%

Surprise Test: 5%

Course Contents:

UNIT - I: Principles and Functions of Management (10 Hours)

- 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 (10 Hours)

- 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 (10 Hours)

- 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 (10Hours)

- 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 Centres.
- Project Management: PERT, CPM and Change Management
- Monitoring Techniques: OR, MIS, MBO, Network Analysis, Time and Motion Study and SWOT Analysis.

Prescribed Text Books:

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.l.: 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.

Course Articulation Matrix of LIS-401 - Foundation of Library and Information Science

Course Outcomes	Programme Outcomes 1	Programme Outcomes 2	Programme Outcomes 3	Programme Outcomes 4	Programme Specific Outcomes 1	Programme Specific Outcomes 2	Programme Specific Outcomes 3
CO1	3	3	2	1	3	2	2
CO2	2	2	3	1	2	2	2
CO3	3	2	2	1	2	2	3
CO4	3	3	3	1	3	2	3

1. Partially Related

2. Moderately Related

3. Highly Related

Course Name: Knowledge Organization and Information Processing (Practical):
DDC

Course Code: LIS-403

Credits: 2

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:

To give practice and train students in the techniques of classifying titles of various documents according to the Dewey Decimal Classification 23rd Edition.

Course Outcomes:

After the successful completion of this course, the student will be able to:

CO-1. Understand the structure and rules of DDC Classification Scheme

CO-2. Construct class numbers for documents with simple, compound and complex subjects

CO-3. Synthesize class numbers by using the standard subdivisions/common isolates/auxiliary tables

CO-4. Compile book numbers and be able to use index of the classification scheme

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:

Total marks: 100

1. Mid Term Examination: 20%

2. End Term Examination: 60%

3. Counselling, Activities and Tutorials (CAT): 20%

- i. Assignment: 5%
- ii. Library Work: 5%
- iii. Seminar: 5 %
- iv. Class Test: 5%

Course Contents:

Unit I: Introduction to DDC 23rd Edition

Unit II: Use of Tables

Unit III: Number Building in Sciences, Social Sciences and Humanities

Unit IV: Number Building with Complex and Compound Subjects

Reading List:

1. Dewey Decimal Classification Scheme, 23rd Edition
2. Satija, M P. Exercises in the 23rd Edition of the Dewey Decimal Classification
3. The Theory and Practice of the Dewey Decimal Classification System (Chandos Information Professional Series)

(Each Student shall maintain practical record and submit the same at the time of practical examination)

Course Outcomes	Programme Outcomes 1	Programme Outcomes 2	Programme Outcomes 3	Programme Outcomes 4	Programme Specific Outcomes 1	Programme Specific Outcomes 2	Programme Specific Outcomes 3
CO1	3	1	3	2	2	1	1
CO2	3	1	3	2	2	1	1
CO3	3	1	3	2	2	1	1
CO4	3	1	3	2	2	1	1

1. Partially Related
2. Moderately Related
3. Highly Related

Course Name: Knowledge Organization and Information Processing (Practical):
Colon Classification
Course Code: LIS-404
Credits: 2

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:

To give practice and train students in the techniques of classifying titles of various documents according to the Colon Classification 6th Rev. Edition.

Course Outcomes:

After the successful completion of this course, the student will be able to:

CO-1. Understand the structure and rules of CC Classification Scheme

CO-2. Construct class numbers for documents with simple, compound and complex subjects

CO-3. Synthesize class numbers by using the standard subdivisions/common isolates/auxiliary tables

CO-4. Compile book numbers and be able to use index of the classification scheme

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:

Total marks: 100

1. Mid Term Examination: 20%
2. End Term Examination: 60%
3. Counselling, Activities and Tutorials (CAT): 20%
 - i. Assignment: 5%
 - ii. Library Work: 5%
 - iii. Seminar: 5 %
 - iv. Class Test: 5%

Course Contents:

Unit I: Basic plan and structure of CC

Unit II: Classification of Basic subjects

Unit III: Classification of Compound Subjects - Classification of Complex Subjects (Phase Relation) – Examples from Inter-subject, Intra-facet and Intra-array relations -General, Bias, Comparison, Difference and Influence Phase.

Unit IV: Devices in CC - Alphabetical Device, Subject Device, Geographical Device, Super imposed device

Reading List:

1. S.R. Ranganathan: Colon Classification, Ed.6Rev. UBSBD Publications, Bangalore.
2. J.K. KHanna : Analytico-Synthetic Classification, Ess Ess, New Delhi.
3. Pandey S.K. Shassrma; Colon Classification Made Easy, Ess Ess, New Delhi.
4. J.K. Khanna: Colon Classification: Structure and Methodology, Ess Ess, New Delhi.
5. M.P. Satija: Colon Classification: A Practical Introduction. (7th Edition)
6. Sewa Singh: Colon Classification Practice. Ess Ess, New Delhi.
7. A A N Raju: Colon Classification: Theory and Practice; A self-instruction manual
8. M. P. Satija; A Manual of Practical Colon Classification, 4th Revised Edition, Concept Publishing Company, New Delhi – 110059.

(Each Student shall maintain practical record and submit the same at the time of practical examination)

Course Outcomes	Programme Outcomes 1	Programme Outcomes 2	Programme Outcomes 3	Programme Outcomes 4	Programme Specific Outcomes 1	Programme Specific Outcomes 2	Programme Specific Outcomes 3
CO1	3	1	3	2	2	1	1
CO2	3	1	3	2	2	1	1
CO3	3	1	3	2	2	1	1
CO4	3	1	3	2	2	1	1

1. Partially Related

2. Moderately Related

3. Highly Related

Course Name: Library Cataloging (Practice)
Course Code: LIS-406
Credits: 4

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 give practice and train students in the techniques of Cataloguing practices the various documents according to CCC, AACR-2 and MARC-21, train in the use of LCSH and Sear's list for subject heading and S R Ranganathan's chain procedure method.

Course Outcomes: After the successful completion of this course, the student will be able to

CO¹ Understand the basic of Cataloguing practices the various documents according to CCC, AACR-2 and MARC-21.

CO² Understand the importance of Cataloguing practices.

CO³ understand the basic MARC-21 with practical.

CO⁴ understand the different functions and services Cataloguing.

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: 20%

End Term Examination: 60%

Counselling, Activities and Tutorials (CAT): 20%

Assignment: 10%

Library Work: 5%

Surprise Test: 5%

Course Contents:

Unit 1 Cataloguing of Documents by Classified Catalogue Code (CCC 5th Ed.) (10 hours)

- Documents having personal author, shared author (s), collaborator (s): reviewer, editor, reviser, translator
- Cataloguing of corporate authorship
- Multivolume documents and Pseudonymous works
- Ordinary and Artificial Composite Books

Unit 2 Cataloguing of Documents by AACR-II R (10 hours)

- Documents having personal author, shared author (s), collaborator (s)- reviewer, editor, reviser, translator.
- Edited works
- Cataloguing of corporate authorship
- Serials/ periodicals publication: simple, changed, merged and split title

Unit 3 Cataloguing of Non-Book Material and Electronic Resources According to AACR (Latest Edition) (10 hours)

- Cartographic Materials
- Microforms Graphic Materials
- Sound Recordings
- Motion Pictures
- Video Recordings
- Computer Files
- Web Resources

Unit 4 Cataloguing of books and non-book materials according to MARC21 (10 hours)

- Entries in MARC 21 supported library automation software using AACR II rules
- Pseudo name entry, shared author entry, edited work
- Corporate authorship – Society publication, conference proceedings etc.
- Serials/ periodicals publication
- Entries of E-books, Article in the MARC 21

Prescribed Text Books:

1. Fritz, D. A. (2007). Cataloging with AACR2 & MARC21: For books, electronic resources, sound recordings, video recordings, and serials. Chicago: American Library Association.
2. Hunter, E. J. (1989). Examples illustrating AACR-2. London: Library Association.
3. Joint Steering Committee for Revision of AACR, & American Library Association.

(2005). Anglo-American cataloguing rules. 2nd ed. Chicago: American Library Association.

4. Jones, E. (2013). RDA and serials cataloguing. London: Facet Publishing.

5. Kumar, K. (1990). An introduction to AACR-2. New Delhi: Vikas Pub. House.

6. Maxwell, R. L. (2004). Maxwell's handbook for AACR2: Explaining and illustrating the Anglo-American cataloguing rules through the 2003 update. Chicago: American Library Association.

7. Miller, J., &Goodsell, J. (2004). Sears list of subject headings. New York: Wilson.

8. Mitchell, A. M., & Surratt, B. E. (2005). Cataloging and organizing digital resources: A how-to-do-it manual for librarians. London: Facet.

9. Olson, Nancy B., Bothmann, Robert L. &Schomberg, Jessica J. (2008). Cataloging of audiovisual materials and other special materials: A manual based on AACR2 and MARC 21.5 thed. Westport, Conn.: Libraries Unlimited.

10. Sears, Minnie Earl &Lighthall, Lynne Isberg. (2010). Sears List of Subject Headings. 20th ed. New York: H.W. Wilson.

11. Weber, M. B., & Austin, F. A. (2011). Describing electronic, digital, and other media using AACR2 and RDA: A how-to-do-it manual and CD-ROM for librarians. London: Facet.

Course Articulation Matrix of LIS-406 - Library Cataloging (Practice)

Course Outcomes	Programme Outcomes 1	Programme Outcomes 2	Programme Outcomes 3	Programme Outcomes 4	Programme Specific Outcomes 1	Programme Specific Outcomes 2	Programme Specific Outcomes 3
CO1	3	3	3	1	2	3	2
CO2	3	2	2	2	2	2	2
CO3	3	3	3	1	2	3	3
CO4	2	3	3	3	3	3	3

1. Partially Related

2. Moderately Related

3. Highly Related

Course Name: Management of Libraries and Information Centres

Course Code: LIS-426

Credits: 4

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:

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

Course Outcomes: After the successful completion of this course, the student will be able to

CO¹ Understand the various functions and management of library.

CO² Understand the various functions and management of information centres.

CO³ understand the become effective librarians/Information managers.

CO⁴ understand the different services libraries and information centres.

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: 20%

End Term Examination: 60%

Counselling, Activities and Tutorials (CAT): 20%

Assignment: 10%

Library Work: 5%

Surprise Test: 5%

Course Contents:

UNIT - I: Principles and Functions of Management (10 Hours)

- 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 (10 Hours)

- 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 (10 Hours)

- 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 (10Hours)

- 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 Centres.
- Project Management: PERT, CPM and Change Management
- Monitoring Techniques: OR, MIS, MBO, Network Analysis, Time and Motion Study and SWOT Analysis.

Prescribed Text Books:

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.

Course Articulation Matrix of LIS-426 - Management of Libraries and Information Centres

Course Outcomes	Programme Outcomes 1	Programme Outcomes 2	Programme Outcomes 3	Programme Outcomes 4	Programme Specific Outcomes 1	Programme Specific Outcomes 2	Programme Specific Outcomes 3
CO1	3	3	3	3	3	3	2
CO2	2	2	2	2	2	2	2
CO3	2	2	3	3	2	3	3
CO4	3	3	3	2	3	3	3

1. Partially Related
2. Moderately Related
3. Highly Related

Course Name: Fundamentals of Information and Communication Technology

Course Code: LIS-431

Credits: 4

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:

- The students will understand the meaning and definitions Information and Communication Technology and its application in Education.
- The students will understand the basic concepts of Computer, Network, etc.
- The students will also understand the basic concepts of Cloud Computing and its major service provider.

Course Outcomes: After the successful completion of this course, the student will be able to

CO¹ Understand the meaning and definitions Information and Communication Technology and its application in Education.

CO² Understand the importance basic concepts of Computer, Network, etc.

CO³ understand the application of ICT in Library and Educations.

CO⁴ understand the basic concepts of Cloud Computing and its major service provider.

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: 20%

End Term Examination: 60%

Counselling, Activities and Tutorials (CAT): 20%

Assignment: 10%

Library Work: 5%

Surprise Test: 5%

Course Contents:

UNIT – I: Information and Communication Technology

- Meaning and Definition of ICT: ICT in Everyday Life; Evolution of ICT; ICT in Education; Nature of ICT.
- Historical developments of Computer: Von Neumann Architecture, Computer Generations, Classification of Computers.
- Components of a Computer: Central Processing Unit, Input and Output devices, Internal and external storage devices.

UNIT – II: Computer software: Types and categories

- Computer Memory: Memory Measurements; Types of Computer Memory: Primary & Secondary; RAM & ROM;
- Computer Software: Meaning & Definition; Types of Computer Software; System Software; Application Software; Hardware v/s Software;
- Proprietary Software, Open Software: Meaning; Advantages, Limitations & Examples.
- Computer Security: Hacking; Computer Virus; Spyware and Spam; Anti-virus; Firewall; Safe-practices

UNIT – III: Fundamentals of Networking

- Networks: Concept, Definition, Need, Uses, Network Topologies, Types of
 - Networks - LAN, MAN and WAN.
 - Network Devices: NIC, Modem, Amplifier, Repeater, Hub, Bridge, Switches, Router, Wi-Fi devices
 - Network Architecture: Comparison of Different Network Architectures; Network protocols, Network Protection and Security.

UNIT – IV: Cloud Computing & Assistive Technology

- Cloud Computing: Concept, Origin, Characteristics, Models, Architecture, Advantages and Disadvantages.
- Cloud Service Providers: Google Cloud, Amazon Web Service, Microsoft Azure.
- Assistive Technology: Meaning; Common Assistive Technologies for Visually Impaired Library users.

Prescribed Text Books:

- ANITA GOEL. Computer Fundamentals, New Delhi, pearson,2010.
- TANENBAUM, ANDREW S. Computer network, 3dr ed. New Delhi, pearson,2010
- CLARK M P: Networks and telecommunication: design and operation. 2nd ed. 1997.
- COMER D E: Computer networks and internets. 1997.
- DUATO J, YALAMANCHILI S and NI L: Interconnection networks. 1997
- DEESON, ERIC. Managing with Information Technology, Great Britan, Kogan page Ltd. 2000
- Forrester W.H. and Rowlands, J.L. The Online searcher s companion. London, Library Association, 2002.
- ROWELY, JENNIFER: Information Systems, Ed.2, London, Clive Bingley, 2001.

Course Articulation Matrix of LIS-431 - Fundamentals of Information and Communication Technology

Course Outcomes	Programme Outcomes 1	Programme Outcomes 2	Programme Outcomes 3	Programme Outcomes 4	Programme Specific Outcomes 1	Programme Specific Outcomes 2	Programme Specific Outcomes 3
CO1	3	2	3	1	2	3	2
CO2	3	2	2	2	2	2	2
CO3	3	2	2	1	2	3	3
CO4	3	2	3	3	3	3	3

1. Partially Related

2. Moderately Related
3. Highly Related

Course Name: E-Learning and Content Management System

Course Code: LIS-432

Credits: 2

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 the basic concepts and various approaches of E-Learning,
- The students will learn the basic tools and technologies of E-Learning
- The students will also understand the concept of Content Management Systems.

Course Outcomes:

After the successful completion of this course, the student will be able to:

CO-1. Understand the basic concepts and various approaches of E-Learning

CO-2. Use the basic tools and technologies of E-Learning

CO-3. To know various kinds of MOOCs

CO-3. Understand the concept of Content Management Systems

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:

Total marks: 100

1. Mid Term Examination: 20%
2. End Term Examination: 60%
3. Counselling, Activities and Tutorials (CAT): 20%
 - i. Assignment: 10%

- ii. Library Work: 5%
- iii. Surprise Test: 5%

Course Content

UNIT – I: E-Learning - Concept and Characteristics

- Meaning and Definition of E-Learning; Characteristics of E- learning;
- Approaches to E-Learning: Synchronous and Asynchronous E-Learning;
- Blended learning; Individual versus Group E-Learning;
- Self-paced versus Instructor led E-Learning.
- Advantages and Limitations of E-Learning

UNIT – II: E- Learning Tools and Technologies

- Communication Tools: Email; Instant Messaging (IM); Chat; Blogging
- Collaboration Tools: Wiki; Social Bookmarking; Social Networking; Webinar/ Web Conferencing.
- Content Creation, Delivery and Distribution Tools
- Open Access to Education Resources: e-PG Pathshala; Vidy-Mitra; SWAYAM PRABHA; NPTEL; e-Gyanakosh; NCERT Pathshala

UNIT – III: Massive Open Online Course (MOOC)

- Learning Management System (LMS): Meaning & Features; Open source and proprietary LMS
- MOOC: Meaning, Definition & Evolution
- Types of MOOCs: cMOOCs; xMOOCs; Quasi-MOOCs
- MOOCs providers and Platforms: EdX; Coursera; Udacity; Udemy;
- SWAYAM

UNIT – IV: Content Management System (CMS)

- Meaning, Definitions & Types of CMS
- Features and Characteristics of CMS
- Content Management Software: Open Source & Proprietary/Commercial
- Drupal; Word Press; Joomla
- Evaluation of Content Management Systems.

Suggested Readings:

1. Alonso, F., López, G., Manrique, D., & Viñes, J. M. (2005). An instructional model for web-based e-learning education with a blended learning process approach. *British Journal of Educational Technology*, 36(2), 217-235.

2. Gilhooly, Kym (2001). "Making e-learning effective". Computerworld 35 (29): 52–53.
3. Rosenberg, M.J. (2000a). E-Learning: Strategies for Delivering Knowledge in the Digital Age: McGraw-Hill.
4. Singh & Sharma, E-Learning New Trends and Innovations, Deep & Deep Publications Private Ltd., New Delhi, 2005
5. Szabo, Micheal; Flesher, K. (2002). "CMI Theory and Practice: Historical Roots of Learning Management Systems". Proceedings of World Conference on E-Learning in Corporate, Government, Healthcare, and Higher Education 2002 (White Paper) (Montreal, Canada: In M. Driscoll & T. Reeves (Eds.)): pp. 929–936. ISBN 1-880094-46-0.
6. Anderson, T., and McGreal, Disruptive pedagogies and technologies in universities. Education Technology and Society, 15(4), 2012, 380-389.
7. Boven, D.T. The next game changer: the historical antecedents of the MOOC movement in education. eLearning Papers, ISSN: 1887-1542, 2013.
8. Brown, S. (2013). Back to the future with MOOCs? ICICTE 2013 Proceedings, pp. 237-246.

Course Outcomes	Programme Outcomes 1	Programme Outcomes 2	Programme Outcomes 3	Programme Outcomes 4	Programme Specific Outcomes 1	Programme Specific Outcomes 2	Programme Specific Outcomes 3
CO1	3	3	3	3	2	1	1
CO2	3	3	3	3	2	1	1
CO3	3	3	3	2	2	1	1
CO4	3	1	3	3	2	1	1

1. Partially Related
2. Moderately Related
3. Highly Related

Course Name: Documentation Techniques and Services
Course Code: LIS-435
Credits: 2

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, types and functions of

documentation and information centres.

- The students will learn the basic steps of documentation process and techniques.
- The students will also understand the functions and services of various national and international documentation centres.

Course Outcomes: After the successful completion of this course, the student will be able to

CO¹ Understand the basic concepts, types and functions of documentation and information centres.

CO² Understand the importance of documentation and information centres.

CO³ understand the basic steps of documentation process and techniques.

CO⁴ understand the different functions and services of various national and international documentation centres.

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: 20%

End Term Examination: 60%

Counselling, Activities and Tutorials (CAT): 20%

Assignment: 10%

Library Work: 5%

Surprise Test: 5%

Course Contents:

UNIT – I: Introduction to Documents and Documentation

(05 Hours)

- Documents: Meaning and Types; Document Sources: Primary; Secondary & Tertiary
- Documentation: Concept, Definition, Needs & Objectives, Importance
- Documentation Science: Meaning and Evolution
- Information Institutions: Libraries; Documentation Centres; Information Centres

UNIT – II: Documentation Process and Techniques.**(05 Hours)**

- Documentation Specialist: Skills and Responsibilities
- Documentation Procedure & Techniques
- Documentation Steps: Identification, Recording, Organization, Storage,
- Recall, Conversion, Synthesis and Dissemination
- Library Documentation Steps

UNIT – III: Documentation Services**(05 Hours)**

- Active Documentation Services: Abstracting Service; Indexing Service;
- Subject Bibliography; Classified Cataloguing; Review Digest; Translation
- service; Current Awareness Service (CAS); Selective Dissemination of
- Information (SDI) service; Union Catalogue.
- Passive Documentation Services:

UNIT – IV: Documentation & Information Centres and Databases**(05 Hours)**

- Documentation & Information Centres: Meaning; Definition & Types
- Functions and Services of Documentation Information Centres
- National Documentation Centres: NASSDOC; INSDOC; DESIDOC; ENVIS; NEC
- International Documentation Centres: INIS; AGRIS; MEDLINE; IDRC; DEVSIS

Prescribed Text Books:

- McGrath, Mike. “Inter-lending and Document Supply: A review of the recent literature”. *Interlending & Document Supply* 37, no. 4 (2009): 199-207.
- Moorthy, Lakshamana A. “Electronic document delivery systems”. in. *New vistas in library and information science, 1995*. Edited by NarsimhaRaju GVSL et al. New Delhi: Vikas Publishers. P. 406-422.
- Moreno, Margarita and Xu, Anne. “The National Library of Australia’s Document Supply Service”. *Interlending & Document Supply* 38, no.1 (2010), 4-11.
- Mueller, Harold. “The legal problems of document supply by libraries: An international perspective”. *Interlending & Document Supply* 36, no. 2 (2008), 68-83.
- Pflieger, Mat. “The British Library: The Changing face of document supply”. *Interlending & Document Supply* 36, no. 3 (2008), 132-34.
- Poe, Jodi. “Information and Referral Services: A Brief History.” *The Southeastern Librarian*: 54, no. 1 (2006): Article 8.
- Sable, Martin H. “Translations”. in. *Encyclopedia of Library and Information Science*. 1981. Edited by Allen Kent et al. New York: Marcel Dekker. Vol.31: p. 106-34.

Course Articulation Matrix of LIS-435 - Documentation Techniques and Services

Course Outcomes	Programme Outcomes 1	Programme Outcomes 2	Programme Outcomes 3	Programme Outcomes 4	Programme Specific Outcomes 1	Programme Specific Outcomes 2	Programme Specific Outcomes 3
CO1	3	2	2	3	2	3	2
CO2	2	2	2	2	2	2	2
CO3	3	3	3	3	2	3	3
CO4	3	3	3	3	3	3	3

1. Partially Related
2. Moderately Related
3. Highly Related

Course Name: Library Classification (Practice): UDC
Course Code: LIS-451
Credits: 2

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 be able to do the following:

- To develop knowledge and skills for classifying documents using UDC

Course Outcomes:

After the successful completion of this course, the student will be able to:

CO-1. Understand the structure and rules of UDC Classification Scheme

CO-2. Construct class numbers for documents with simple, compound and complex subjects

CO-3. Synthesize class numbers by using the standard subdivisions/common isolates/auxiliary tables

CO-4. Compile book numbers and be able to use index of the classification scheme

Evaluation Criteria:

Total Marks: 100

- Mid Term Examination: 20%
- End Term Examination: 60%
- Counselling, Activities and Tutorials (CAT): 20%
 - Assignment/Class Test/Surprise Test/Quiz: 10%
 - Mini Project: 10%

Course Content:

- Classification of Books and other documents according to the latest edition of UDC

(Each Student shall maintain practical record and submit the same at the time of practical examination)

Course Outcomes	Programme Outcomes 1	Programme Outcomes 2	Programme Outcomes 3	Programme Outcomes 4	Programme Specific Outcomes 1	Programme Specific Outcomes 2	Programme Specific Outcomes 3
CO1	3	1	3	2	2	1	1
CO2	3	1	3	2	2	1	1
CO3	3	1	3	2	2	1	1
CO4	3	1	3	2	2	1	1

1. Partially Related

2. Moderately Related

3. Highly Related

Course Name: Information Literacy**Course Code:** LIS-471**Credits:** 2

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:

1. The students will understand the basic concepts of Information Literacy, Media & Information Literacy and the different Models & Standards of Information

- Literacy.
2. The students will be able to use different Discovery Tools for accessing Scholarly resources.
 3. Students will also understand the different Characteristics and Applications of World Wide Web.

Course Outcomes: After the successful completion of this course, the student will be able to

CO¹ understand the basic concepts of Information Literacy, Media & Information Literacy and the different Models & Standards of Information Literacy.

CO² Understand the different Discovery Tools for accessing Scholarly resources.

CO³ understand the different Characteristics and Applications of World Wide Web.

CO⁴ understand the different services of World Wide Web.

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: 20%

End Term Examination: 60%

Counselling, Activities and Tutorials (CAT): 20%

Assignment: 10%

Library Work: 5%

Surprise Test: 5%

Course Contents:

UNIT - I: Information Literacy (5 Hours)

- 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 (5 Hours)

- 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 (5 Hours)

- 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 (5 Hours)

- **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/bookba-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 ebook 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 London: Libraries Unlimited.

Course Articulation Matrix of LIS-471 - Information Literacy

Course Outcomes	Programme Outcomes 1	Programme Outcomes 2	Programme Outcomes 3	Programme Outcomes 4	Programme Specific Outcomes 1	Programme Specific Outcomes 2	Programme Specific Outcomes 3
CO1	2	3	2	3	2	3	2
CO2	2	2	2	2	2	2	2
CO3	3	2	3	3	2	3	3
CO4	3	3	3	2	3	3	3

1. Partially Related
2. Moderately Related
3. Highly Related

Course Code: LIS-485
Course Name: Knowledge Based Life Coaching
Credits: 2

Credits Equivalent: 2 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:

1. The students will understand the basic concepts of Knowledge society, how to survive in the competitive world and smart work with smart technologies.
2. The students will be able to use different web search tools for accessing information resources
3. To know strategies to be used in Future of Work and job skills requirements
4. To understand the basics of knowledge management and to build soft skills

Course Outcomes:

After the successful completion of this course, the student will be able to:

CO-1. The basic concepts of Knowledge society, how to survive in the competitive world and smart work with smart technologies.

CO-2. Use different web search tools for accessing information resources

CO-3. Strategically think in future of work and job skills requirements.

CO-4. Understand the basics of knowledge management and to build soft skills.

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:

Total marks: 100

- Mid Term Examination: 20%
- End Term Examination: 60%
- Continuous Internal Assessment: 20%
 - Assignment/Library Work/Class Test/Surprise Test/Quiz: 10%
 - Class Attendance: 10%

Course Content:

UNIT - I: Ongoing Global and Societal Changes

- Knowledge Society
- Hyper competition and how to survive and thrive in it?
- Role of information in achieving success
- Technology and Smart Work

UNIT – II: Empowering through Information Literacy

- WorldCat
- IndCat, DELNET
- General Search Engines
- Specialized Search Engines

UNIT – III: E-Resources

- E-books – Open and Paid
- E-Journal – Open and Paid
- Virtual Libraries
- Digital Repositories

UNIT – IV: Work Place Changes, Strategic Planning and Soft Skills

- Future of work and its implications for jobs and skills
- Tools for Collaborative Work
- Personal and Professional Development
- Strategic Planning and Team Building
- Knowledge Management
- Time Management and Stress Management

Prescribed Readings:

1. SinghaRoy, Debal K. Towards a knowledge society: new identities in emerging India. Cambridge University Press, New York, 2014
2. The emergent knowledge society and the future of higher education\Asian perspectives, Routledge, London, 2012
3. Knowledge Society, INFLIBNET, 2015
4. Hassan, Robert., Information society. Polity Press, Malden, MA, 2008
5. GRASSIAN, ESTHER S. and KAPLOWITZ, JOAN R., Information literacy instruction: theory and practice, Neal-Schuman Publishers, Inc, New York, 2009.
6. REDDY, B. RATHAN, Knowledge management (tool for business development) [text, concepts, cases and exercises], Himalaya Publishing House, Mumbai, 2009
7. WARIER, E. SUDHIR, Knowledge management, Vikas Publishing House Pvt Ltd, New Delhi, 2003

Course Outcomes	Programme Outcomes 1	Programme Outcomes 2	Programme Outcomes 3	Programme Outcomes 4	Programme Specific Outcomes 1	Programme Specific Outcomes 2	Programme Specific Outcomes 3
CO1	3	3	3	2	2	1	1
CO2	3	3	3	2	2	1	1
CO3	3	2	3	3	2	1	1
CO4	3	2	3	1	2	1	1

1. Partially Related
2. Moderately Related
3. Highly Related