



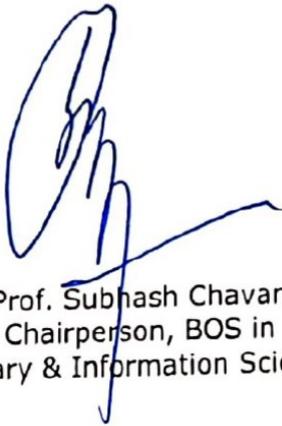
SNDT Women's University, Mumbai

Master of Library & Information Science (M.L.I.Sc.)

as per NEP-2020

Syllabus

(2023-24)



Prof. Subhash Chavan
Chairperson, BOS in
Library & Information Science



Prof. Jayashree Shinde
Dean,
Interdisciplinary Studies (Add. Charge)

Programme	Master of Library and Information Science (M.L.I.Sc.)
Preamble	The programme aimed to keep up with the expanding needs of LIS field and its stakeholders, and prepare professionals who not only manage information, but also contribute to the broader goals of education, literacy, and community enrichment. It empowers individuals to navigate the complexities of the information landscape and provide valuable services to diverse user groups by technology proficiency, resource accessibility, promotion of information literacy, community engagement, research support and advocacy
Programme Outcomes (POs)	<p>After completing this programme, Learner will be able to</p> <ul style="list-style-type: none"> • Provide trained library professionals required for different types of libraries such as government, public, school, college, university and special libraries • Develop skills regarding various aspects of library science such as classification, cataloguing, reference service, library automation, digital libraries and library management which will help them to become a successful librarian • Start library consultancy services • Work in non-traditional libraries • Join teaching profession in library and information science departments
Programme Specific Outcomes (PSOs)	<p>After completing this programme, Learner will be able to</p> <ul style="list-style-type: none"> • Manage information resources and the information life cycle through the processes of collection development, organization, preservation, curation, access, and dissemination in accordance with physical, virtual, and technical infrastructure and needs. • Create and manage digital content and digital services provided in the library and information centres • Design and implement policies essential for creating and providing information services and resources guided by the values of patron privacy, equitable access, intellectual freedom, and ethical use of information. • Perform research-based practices through the application of information literacy, inquiry, and research methods including data discovery, analytics and qualitative measures. • Perform at various library positions such as Librarian, Information Officer, Information Manager, Chief-Library and information Centre, Head-Library, Deputy Librarian, Knowledge Manager, Director of Knowledge Resource Centre, Faculty Member at LIS Department, etc.

Eligibility Criteria for Programme	Graduate from any discipline
Intake	25
Duration	4 semesters (2 years)

SN	Courses	Type of Course	Credits	Marks	Int	Ext
	Semester I					
111411	Fundamentals of Library and Information Science	Major (Core) Theory	4	100	50	50
111412	Classification & Cataloguing of documents: Theory Part I	Major (Core) Theory	4	100	50	50
111423	Classification & Cataloguing of documents: Practical	Major (Core) Practical	4	100	50	50
111424	Reference work practical	Major (Core) Practical	2	50	50	0
121411	Reference & Information Sources	Major (Elective) Theory	4	100	50	50
121412	Public Library System	Major (Elective) Theory				
121413	Any one course of library science or allied subject from SWAYAM having 4 credits	Major (Elective) Theory				
131411	Research Methodology	Minor Stream (RM) Theory	4	100	50	50
			22	550	300	250
	Semester II					
211411	Management of LIS Part I	Major (Core) Theory	4	100	50	50
211412	Classification & Cataloguing of documents: Theory Part II	Major (Core) Theory	4	100	50	50
211413	Reference & Information Services	Major (Core) Theory	4	100	50	50
211424	DDC Advance practical	Major (Core) Practical	2	50	0	50
221421	Online Resources, Search Tools and Techniques	Major (Elective) Practical	4	100	50	50
221412	Reader Advisory Services					
221413	Any one course of library science or allied subject from SWAYAM having 4 credits					
241441	Internship	OJT	4	100	50	50
			22	550	250	300

Exit option (44 credit):
Post Graduate Diploma in Library and Information Science

Year II

SN	Courses	Type of Course	Credits	Marks	Int	Ext
	Semester III					
311411	Information Knowledge & Society	Major (Core) Theory	4	100	50	50
311412	Management of Libraries Part II	Major (Core) Theory	4	100	50	50
311423	Management of Libraries Practical	Major (Core) Practical	4	100	50	50
311424	ICT Applications in Libraries	Major (Core) Practical	2	50	0	50
321411	School Library System OR	Major (Elective) Theory	4	100	50	50
321412	Library Entrepreneurship OR					
321413	Any one course of library science or allied subject from SWAYAM having 4 credits					
351431	Research Methodology	RP	4	100	50	50
			22	550	250	300
	Semester IV					
411411	Digital Libraries	Major (Core) Theory	4	100	50	50
411422	Digital Libraries Practical	Major (Core) Practical	4	100	50	50
411413	Information and Knowledge Management	Major (Core) Theory	4	100	50	50
421411	Archive Management	Major (Elective) Theory	4	100	50	50
421412	Any one course of library science or allied subject from SWAYAM having 4 credits	Major (Elective) Theory				
421413	Information Resources for Researchers	Major (Elective) Theory				
451431	Research Methodology	RP	6	150	100	50
			22	550	300	250

SN	Courses, Modules and Outcomes	Course Contents	Cr
	Semester I		
111411	Fundamentals of LIS Major (Core) Theory		4
	<p>Course Outcomes: Learners will be able to:</p> <ul style="list-style-type: none"> • Discuss the current status of library and information science • Examine the laws of library science • Explain different types of libraries in terms of its collection, facilities and services • Distinguish between the different types of documents and its content • Discuss the activities of different national and international associations of library professionals • Elaborate the role of different library networks in the development of the library science field • Briefly explain the different public libraries act passed in India • Elaborate the role of libraries in the implementation of various act/ policies/ recommendations 		
Module 1	Introduction to Library and information Science field		1
	<p>LOs: Learners will be able to</p> <ul style="list-style-type: none"> • Distinguish between different types of libraries. • Describe the role and functions of libraries and Information Centres • Examine the collection maintained in different types of Libraries. • Examine the various services offered at different types of Libraries 	<p>Module Contents:</p> <ul style="list-style-type: none"> • Brief introduction to Information Society, Knowledge Society • Nature & Scope of Library & Information Science, Definition, role & functions of libraries and information centres, LIS education, job profiles in LIS • Five Laws of Library Science • Historical development of libraries in India with special reference to the post –independence period (National Knowledge Commission 	

Module 2	Types of Libraries and Documents		1
	<p>LOs: Learners will be able to</p> <ul style="list-style-type: none"> • Distinguish between different types of libraries • Describe the role and functions of libraries and Information Centres • Develop the collection for different types of Libraries • Examine the various services offered at different types of Libraries 	<p>Module Contents:</p> <ul style="list-style-type: none"> • Types of Libraries: Academic, School, Special, Public, National Libraries- Role, functions, and services of different types of libraries and information centres. (with examples of important libraries of the world) • Digital Libraries- Types, its features, collections, and services By Scope <ul style="list-style-type: none"> ▪ General- NDLI, other ▪ Special- ICDL - International Children's Digital Library, other • Institutional Repositories, Digital Archives • Types of Documents: Print, Non-Print including digital documents -- Nature of the Document, use of documents 	
Module 3	Contribution of Professional Associations and Organisations		1
	<p>LOs:</p> <ul style="list-style-type: none"> • Examine the contribution of different professional associations and international agencies in the development of the LIS field • Examine the contribution of different library networks in the development of the LIS field • Explore the MOOC in context of LIS field 	<p>Module Contents:</p> <ul style="list-style-type: none"> • National Level: ILA, IASLIC, IATLIS, etc. • International Level: ALA, IFLA, SLA, CILIP, ASLIB, ASIS etc.: their contributions to growth of libraries & library activities. • Library & Information Networks: INFLIBNET, DELNET, ADINET, CALIBNET, etc. • Information Centres: CSIR, NISCAIR, DESIDOC, etc. • Massive open online course (MOOC) platform: SWAYAM • Other: RRRLF, UGC, MHRD, UNESCO, etc 	
Module 4	Laws and Policies: Role of Libraries		1
	<p>LOs: Learners will be able to</p> <ul style="list-style-type: none"> • Elaborate on the library legislation in India • Describe the role library in context of IPR • Explain the role library in context of Right to Information Act • Discuss NEP features and the role library in context of NEP 2020 	<p>Module Contents:</p> <ul style="list-style-type: none"> • Library legislation in India • IPR (Copyright & Patent) & Libraries • Introduction to Right to Information • National Education Policy 2020: Introduction and role of libraries and librarian 	

Assignments/ Activities towards CCE	
	<ul style="list-style-type: none"> • Preparing newspaper clipping file on different topics by referring to three months newspapers. • Play game of identifying appropriate documents for different types of libraries • Group Discussion on IPR and role of library • Prepare Infographic on Library Association/Library Networks • Prepare concept board on Library Legislation • Prepare concept board on NEP in Higher Education • MCQ Quizzes using Moodle class/ Kahoot/ Google forms • Slide Presentation on 21st century Library skills and self assessment • At the end of the semester, Open Book Written Examination for the course.

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OER: EPG Pathashala & E-Gyankosh

SN	Courses, Modules and Outcomes	Course Contents	Cr
	Semester I		
111412	Classification & Cataloguing of documents: Theory Part I Major (Core)		4
Course Outcomes:	Learners will be able to: <ul style="list-style-type: none"> Summarise the objectives, purpose and functions of cataloguing Explain cataloguing rules of books & non-book materials by using various bibliographic standards Elaborate on current trends in library cataloguing Justify systematic arrangement of the library document Discuss the characteristics and features of book classification schemes Summarise the principles of book classification Compare the species of book classification Describe the DDC structure and its features Elaborate on the current trends in book classification 		
Module 1	Introduction to Cataloguing		1
	LOs: Learners will be able to <ul style="list-style-type: none"> Discuss the objectives, purpose and functions of cataloguing Catalogue books & non-book materials applying AACR II & MARC 21 	Module Contents: <ul style="list-style-type: none"> Cataloguing- objectives, Meaning, Purposes, Functions Technical reading of a book Descriptive cataloguing - Role of a cataloguer Concept of access points with reference to Catalogue, Entry structure OPAC their Structure and Uses 	
Module 2	Bibliographic Standards		1
	LOs: Learners will be able to <ul style="list-style-type: none"> Explain the current trends in library cataloguing Examine the bibliographic exchange formats Use appropriate bibliographic standards 	Module Contents: <ul style="list-style-type: none"> Bibliographic standards & Exchange formats: AACRII (Personal & Corporate authorship of printed materials), ISBD, MARC21 Retro conversion, Copy cataloguing, Advances in Cataloguing: FRBR, RDA, BIBFRAME 	
Module 3	Introduction to Book Classification		1
	LOs: Learners will be able to <ul style="list-style-type: none"> identify the difference between knowledge classification Vs book classification describe the objectives, purpose, and functions of classification discuss the general principles followed in classification of various types of documents 	Module Contents: <ul style="list-style-type: none"> Knowledge: concept, definition and types, Knowledge classification Vs Book classification Classification: Concept, Definition and Types Need and Objectives of Library Classification General Principles of Library Classification 	

	<ul style="list-style-type: none"> explain the basic concepts of book classification 	<ul style="list-style-type: none"> Systematic arrangement of library documents Basic concepts and Terminology, Subject formulation 	
Module 4	Species of Book Classification and Advancements		1
	<p>LOs: Learners will be able to</p> <ul style="list-style-type: none"> Identify and compare the types of book classification schemes Explain the DDC structure and its features Summarise on the latest development in the book classification practices 	<p>Module Contents:</p> <ul style="list-style-type: none"> Species/Types of Book Classification Introduction to DDC Modern Trends in Classification: CRG, BSO, etc Modern applications of classification such as internet resource discovery, automatic book classification, text categorization, modern manifestations of classification such as taxonomies, folksonomies and ontologies 	
Assignments/ Activities towards CCE			
	<ul style="list-style-type: none"> Group Discussion on access points for catalogue entries Prepare Mind Map on bibliographic standards Arrange the pile of books systematically giving the justification for the chosen arrangement Prepare chart on types of book classification OPAC entry of books Games on book classification At the end of the semester, Open Book Written Examination for the course. 		

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SN	Courses, Modules and Outcomes	Course Contents	Cr
	Semester I		
111423	Classification & Cataloguing of documents: Practical Major (Core)		4
	Course Outcomes: Learners will be able to: <ul style="list-style-type: none"> • Prepare catalogue of library documents using AACR II cataloguing rules and MARC 21 tags • Use FRBR, RDA and Dublin Core metadata standards for print/non print/web documents • update catalogue using copy cataloguing • Describe the DDC Scheme • Classify documents having simple/complex subject, biographical works 		
Module 1	Document Description for Book Catalogue		1
	LOs: Learners will be able to <ul style="list-style-type: none"> • Use the catalogue codes and standards • Prepare catalogue for various types of print/non-print documents 	Module Contents: <ul style="list-style-type: none"> • Document description according to AACR II rules for • Personal and Corporate authorship • Print materials: Books, Journals, Annual reports, Thesis • Non print materials: Cartographic materials, Sound recordings, Motion pictures, Video recordings, Electronic resources 	

Module 2	Entries		1
	LOs: Learners will be able to <ul style="list-style-type: none"> • Prepare MARC entries for various types of print/nonprint/web documents • Demonstrate copy cataloguing process • Apply FRBR, RDA and Dublin Core metadata standards for print/non print/web documents 	Module Contents: <ul style="list-style-type: none"> • MARC 21 entries for print/nonprint documents • Dublin core for print/nonprint/web documents • RDA coding for print/nonprint documents • Copy cataloguing from Indian and International sources 	
Module 3	Dewey Decimal Classification Scheme (DDC)		1
	LOs: <ul style="list-style-type: none"> • Analyse the different components of DDC structure • Examine the principles of DDC • Prepare class numbers for simple subjects using DDC • Prepare class numbers for topics using Table 1 of DDC 	Module Contents: <ul style="list-style-type: none"> • Introduction to Dewey Decimal Classification Scheme Structure • Working of classification numbers for simple subjects • Use of Relative Index • Use of Table 1: Standard Subdivision 	
Module 4	Application of DDC for complex subjects		1
	LOs: Learners will be able to <ul style="list-style-type: none"> • Prepare class numbers for complex subjects using DDC • Apply notation from Table 1 and Table 2 to complex subjects. • Prepare class numbers for simple subject biographical works using DDC 	Module Contents: <ul style="list-style-type: none"> • Working of classification number of complex subjects • Use of Table 2: Geographical Areas Subdivisions • Working of classification number for biographical works (individual and collective) 	
Assignments/ Activities towards CCE			
	<ul style="list-style-type: none"> • Prepare catalogue entries of the documents • Prepare catalogue entries of documents with MARC 21 and other bibliographic standards • Demo entries in KOHA • Use copy cataloguing to create catalogue entry of the document • Classify books using DDC 23 rd ed. • Arrange books in a classified order 		

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SN	Courses, Modules and Outcomes	Course Contents	Cr
	Semester I		
111424	Reference Work Practical Major (Core)		2
	Course Outcomes: Learners will be able to: <ul style="list-style-type: none"> Examine the standard print and electronic reference and information sources Evaluate the print and electronic reference and information sources 		
Module 1	Print Reference and Information Sources		1
	LOs: Learners will be able to <ul style="list-style-type: none"> Evaluate different types of print reference and information sources Use suitable reference sources to solve reference queries of library users 	Module Contents: <ul style="list-style-type: none"> Evaluation of print (general & subject specific) sources such as Encyclopaedias, Dictionaries, Bibliographic sources, Periodical directories, Biographical sources, Almanacs, Yearbooks, Handbooks, Directories, Geographical sources, Statistical sources, Indexing & Abstracting sources. Evaluation & query solving of Selected sources from each category 	
Module 2	Digital Reference and Information Sources		1
	LOs: Learners will be able to <ul style="list-style-type: none"> Evaluate different types of electronic/online (general & subject specific) reference and information sources Use suitable reference sources to solve reference queries of library users 	Module Contents: <ul style="list-style-type: none"> Evaluation of Subscribed/Open/free accessible electronic/online (general & subject specific) reference and information sources of following category Encyclopaedias, Dictionaries, Bibliographic sources, Periodical directories, Biographical sources, Almanacs, Yearbooks, Handbooks, Directories, Geographical sources, Statistical sources, Indexing & Abstracting sources. Evaluation & query solving of Selected sources from each category 	

Assignments/ Activities towards Comprehensive Continuous Evaluation

- Evaluate reference and information sources
- Solve reference queries.
- Name suitable information source to retrieve specific information
- Compare content of reference and information sources

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SN	Courses, Modules and Outcomes	Course Contents	Cr
	Semester I		
121411	Reference & Information Sources Major (Elective) Theory		4
	Course Outcomes: Learners will be able to: <ul style="list-style-type: none"> Describe the importance of Reference and Information Sources, Discuss various types of documentary and non-documentary sources of information Evaluate the print & electronic reference and information sources Discuss the electronic /web information sources, Information systems, Networks 		
Module 1	Types of Reference and Information sources		1
	LOs: Learners will be able to <ul style="list-style-type: none"> Analyse content of Reference and Information Sources Explain the types of documentary and non-documentary sources of information Choose appropriate information sources to satisfy library users' needs 	Module Contents: <ul style="list-style-type: none"> Definition & importance of Reference & Information Sources Types of Reference and Information sources- Primary, Secondary, Tertiary; Documentary (Print & Online) and Non- Documentary (Institutional and Human), Commercial and open access Overview of reference sources such as Dictionaries, Encyclopedias 	
Module 2	Types of Digital Documents		1
	LOs: Learners will be able to <ul style="list-style-type: none"> Explain the types of Electronic/web Information Resources Suggest appropriate digital information sources to fulfil information needs of library users 	Module Contents: <ul style="list-style-type: none"> Types of Electronic Information Resources- e-Books, e-Journals etc. Web resources: Blogs, Portals, Subject gateways, Discussion forums/Group/Mailing list, Academic Social Networks 	
Module 3	Evaluation of Reference and Information Sources		1
	LOs: Learners will be able to <ul style="list-style-type: none"> Explain the criteria to evaluate of print & electronic reference and information sources Describe the content of web resources/documents Evaluate the web resources/documents 	Module Contents: <ul style="list-style-type: none"> Evaluation of print & electronic reference and information sources Evaluation of web resources/documents using CRAP (Currency, Reliability, Authority, and Purpose/Point of View) method 	
Module 4	Bibliographic and Citation Databases		1
	LOs: Learners will be able to <ul style="list-style-type: none"> Analyse the content and use of electronic /web information sources, Information systems, Networks Suggest appropriate bibliographic databases to 	Module Contents: <ul style="list-style-type: none"> Bibliographic /Full text Online databases: LISA, SciFinder, PsycNet, Citation Index, PubMed, INSPEC, ERIC, Science direct, Proquest, JSTOR, ISID, SSRN, Emerald 	

	library users to search specific information	<ul style="list-style-type: none"> • Citation databases: Google scholar, Scopus, WoS • Information systems and networks INIS, AGRIS, OCLC 	
Assignments/ Activities towards CCE			
	<ul style="list-style-type: none"> • Prepare Slide presentations on Primary, Secondary and Tertiary sources of information • Search information using bibliographic databases • Group discussion on suggesting and justifying appropriate source of information on specific topic • Prepare the list of open access resources on a given topic • Prepare infographic on various databases 		

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SN	Courses, Modules and Outcomes	Course Contents	Cr
	Semester I		
121412	Public Library System Major (Elective) Theory		4
	Course Outcomes: Learners will be able to: <ul style="list-style-type: none"> • Discuss the structure of a public library, as well as its functions and services. • Describe the resources and collection development of public libraries • Examine the public library legislations in India • Explain the issues related to Human Resource and financial sources. 		
Module 1	History of Public Libraries		1
	LOs: Learners will be able to <ul style="list-style-type: none"> • Discuss historical development of Public Library System in India • Analyse the components of library legislations of different states of India 	Module Contents: <ul style="list-style-type: none"> • Public Library: Origin and Growth • Public Library and Society • Development of Public Library System in India • Public Library Policy and Legislation 	
Module 2	Documents in Public Libraries		1
	LOs: Learners will be able to <ul style="list-style-type: none"> • Discuss the issues related to HR, Finance, Services of Public libraries • Identify the documents in public libraries • Discuss the need of resource sharing • Suggest the appropriate consortia & networks in public library system 	Module Contents: <ul style="list-style-type: none"> • Resource Mobilization and Financial Resources in public libraries • Human Resource Development in public libraries • Physical and documentary resources for public libraries • Resource Sharing: Consortia & Networks 	
Module 3	Governance of Public Libraries		1
	LOs: Learners will be able to <ul style="list-style-type: none"> • Explain the Rules, Norms and legalities of public libraries • Discuss the legislation of public libraries in Maharashtra & other states of India 	Module Contents: <ul style="list-style-type: none"> • Public library Norms, Standards, Guidelines and Legislation • Planning and Administration of public libraries • Organizational structure of public library system in Maharashtra 	

	<ul style="list-style-type: none"> • Explain the structure and governance of public libraries in Maharashtra 	<ul style="list-style-type: none"> • Governance and Performance Evaluation of Public Libraries in Maharashtra 	
Module 4	Laws and Policies: Role of Libraries		1
	LOs: Learners will be able to <ul style="list-style-type: none"> • Discuss the advent of new technology in public libraries • Explain the current trends of public libraries with respect to its space, collection, services and activities 	Module Contents: <ul style="list-style-type: none"> • Types of public library functions & services • ICT Applications in Public Libraries • Changing Scenario of Public Libraries in India, and across the world. • Public Libraries as Knowledge Centers 	
Assignments/ Activities towards CCE			
	<ul style="list-style-type: none"> • Prepare mind map on services of public libraries • Group discussion on ICT application in public libraries • Visit to public libraries • Slide presentation on types of documents in public libraries 		

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SN	Courses, Modules and Outcomes	Course Contents	Cr
	Semester I		
121413	Any one course of library science or allied subject from SWAYAM having 4 credits Major (Elective) Theory		4

SN	Courses, Modules and Outcomes	Course Contents	Cr
	Semester I		
131411	Research Methodology and Statistical Analysis Minor Stream (RM) Theory		4
	Course Outcomes: Learners will be able to: <ul style="list-style-type: none"> • Discuss research process in LIS • Compare different research methods, and • Apply appropriate sampling techniques • Develop data collection tools, • Write critical analysis of data • Present data in tabular and graphical form • Use different referencing styles and referencing software • Conduct research in the field of library science systematically 		
Module 1	Introduction to Research Work		1
	LOs: Learners will be able to <ul style="list-style-type: none"> • Explain the basic terms of research • Review the related literature • Prepare research proposal 	Module Contents: <ul style="list-style-type: none"> • Research: Meaning, nature, types - pure, and applied • Literature Search • Formulation of research problem and hypotheses • Research Design • Review of Literature • Research proposal • Research and Publication Ethics 	
Module 2	Types of Research and Sampling		1
	LOs: Learners will be able to <ul style="list-style-type: none"> • Discuss different types of research methods and its application • Apply suitable research method for their research work • Choose appropriate the sampling techniques 	Module Contents: <ul style="list-style-type: none"> • Historical, Descriptive including survey, case study, content analysis, bibliometrics and webometrics, Experimental methods-Evidence based Librarianship, Delphi method • Sampling Meaning, Types – purposive, probability and mixed, Techniques – random sampling, systematic sampling cluster sampling and area sampling 	

Module 3	Research Data Analysis and Presentation		1
	LOs: Learners will be able to <ul style="list-style-type: none"> Identify the Data Collection tools suitable for the study Choose the statistical technique to be used for data analysis Use of statistical software to present data in presentable format 	Module Contents: <ul style="list-style-type: none"> Methods of Data Collection Data collection tools: features, merits & limitations, development and validation Tools: Observation checklists, questionnaires, interview schedules, Online tools Data Analysis : Measures of Central Tendency, Dispersion, Skewness, Co-relation Data Presentation : Tabulation, Graphical etc Testing of Hypothesis : Parametric Test and Non Parametric Test Data Processing and analysis using statistical software Interpretation 	
Module 4	Research Report Writing		1
	LOs: Learners will be able to <ul style="list-style-type: none"> Explain bibliometrics Write citations as per citation styles Analyse citations Write research report in standard format 	Module Contents: <ul style="list-style-type: none"> Bibliometrics : Origin, Concept and Meaning Bibliometrics Distribution : Bradford's Law, Lotka's Law and Zipf's Law Citation Analysis Report Writing: Research Report Layout, Formats, content style and documentation, Citation style manuals- APA, Chicago, MLA, IEEE Referencing software: Zotero, Endnote, Mendeley 	
Assignments/ Activities towards CCE			
	<ul style="list-style-type: none"> Develop mind map/ concept map on the topic selected Identify ten scholarly references and review it Review literature of last five years Identify two core journal titles in selected research from Scopus, WoS and UGC Care list Formulate objectives and hypothesis on the topic Create list of references for literature review using Zotero 		

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	Courses, Modules and Outcomes	Course Contents	Cr
	Semester II		
211411	Management of Knowledge Resource Centres- I Major (Core)		4
	Course Outcomes: Learners will be able to: <ul style="list-style-type: none"> • Discuss the organisational structure and culture of the library • Briefly explain the role and responsibility handled at various levels of management • Explain the collections in libraries in print and digital form • Identify and maintain the library collection for its effective use 		
Module 1	Introduction to Management		1
	LOs: Learners will be able to <ul style="list-style-type: none"> • Discuss the levels of management and its functions • Identify the content of SWOT analysis • Elaborate library’s organisational structure and organisational culture 	Module Contents: <ul style="list-style-type: none"> • Definition, Theories, Levels, Functions of Management • Strategic Planning: SWOT Analysis, PERT/CPM • The library within an organizational structure • Influence of institutional activities on the library 	

	<ul style="list-style-type: none"> Explain the role of various authorities and committees 	<ul style="list-style-type: none"> Organisational structure of a library Library as a system, Sub-system of the library Organisational Culture and Climate of a Library Management of libraries (including library committees, authorities, etc.) 	
Module 2	Collection Development		1
	<p>LOs: Learners will be able to</p> <ul style="list-style-type: none"> Analyse the components of collection development policy Differentiate types of budgets and its component with respect to library budget Explain the process of acquisition of documents and its cataloguing and classification practices Discuss the factors in collection maintenance Describe basics of preservation and conservation of the library documents 	<p>Module Contents:</p> <ul style="list-style-type: none"> Collection Development Policy- components Budgeting Acquisition of <ul style="list-style-type: none"> -Books- Objectives, Selection policy, selection tools, methods of acquisition, Procedure and Workflow of book acquisition, Maintenance of Records -Periodicals- Objectives, Selection policy, selection tools, methods of acquisition, Procedure and Workflow of periodical acquisition, Maintenance of Records, Accession List 	
Module 3	Library Technical Functions		1
	<p>LOs: Learners will be able to</p> <ul style="list-style-type: none"> Explain technical processing of documents Discuss the cataloguing standards and components of automated catalogue entries Analyse the suitable book classification system for library Analyse the required documentation under technical processing of the documents 	<p>Module Contents:</p> <ul style="list-style-type: none"> Accessioning- Procedure of accessioning & Accession Register Cataloguing- cataloguing Standards, Data entry structures and procedure of cataloguing, authority files, customisation, maintaining records Classification- classification schemes, Levels of classification, customisation, maintaining records Physical Processing of resources 	
Module 4	Collection Maintenance		1
	<p>LOs: Learners will be able to</p> <ul style="list-style-type: none"> Discuss the importance of preservation and conservation of library materials Elaborate factors affecting the physical conditions of library documents Identify appropriate methods of documents' preservation and conservation Conduct stock verification 	<p>Module Contents:</p> <ul style="list-style-type: none"> Preservation and conservation of library resources- Deterioration of resources- physical, chemical, biological factors, abuse and mishandling Preventive conservation- dusting, regular maintenance Curative conservation - Binding, Fumigation, Lamination, Restoration, Repair, Encapsulation Stock verification Weeding and withdrawal Collection evaluation 	

Assignments/ Activities towards CCE	
	<ul style="list-style-type: none"> • Observation of collections of various subject, text books, reference books/Sources • Group Discussion on SWOT analysis of BMK KRC • Prepare Infographic on SWOT analysis of BMK KRC • Prepare concept board on organisational structure of BMK KRC and other nearby libraries by visiting and meeting with librarians • Prepare accession list of books • MCQ Quizzes using Moodle class/ Kahoot/ Google forms • Slide Presentation on preservation conservation activities followed in academic, special and public libraries • Observation of stock verification procedure • Preparation of list of withdrawal books

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SN	Courses, Modules and Outcomes	Course Contents	Cr
	Semester II		
211412	Classification & Cataloguing of Documents: Theory Part II Major (Core)		4
	Course Outcomes: Learners will be able to: <ul style="list-style-type: none"> • Explain about the indexing languages & thesaurus construction methods • Discuss the vocabulary control & subject cataloguing • Analyse working of different information retrieval tools & techniques • Elaborate the canons of classification • Identify phase relations of the complex subjects • Discuss the structure and features of major classification schemes 		
Module 1	Introduction to Subject cataloguing		1
	LOs: Learners will be able to <ul style="list-style-type: none"> • Compare the indexing languages • Prepare / develop the thesaurus • Explain the need of vocabulary control and its related issues • Discuss the latest trend in automatic indexing 	Module Contents: <ul style="list-style-type: none"> • Principles of Subject cataloguing; subject authority files, cross reference structure, advantages and limitations of the approach. • Indexing and thesaurus construction • Indexing languages: function and Structure, latest trend in automatic indexing, evaluation of indexing system • Vocabulary control: semantic and syntactic Issues. 	
Module 2	Information Retrieval Techniques		1
	LOs: Learners will be able to <ul style="list-style-type: none"> • Analyse the information retrieval tools • Understand the information search techniques • Identify and use various multimedia information retrieval techniques for effective retrieval 	Module Contents: <ul style="list-style-type: none"> • Information Retrieval: Concept and need • Information Retrieval Tools: Catalogue Card, OPAC, Web OPAC • Information Retrieval Techniques: Simple and Advanced search: Boolean search, Truncation etc. • Text & Multimedia retrieval, and other techniques 	
Module 3	Canons of Classification		1
	LOs: Learners will be able to <ul style="list-style-type: none"> • Identify phase relations at intra array, intra facet, intra subject level with respect to CC • Discuss the canons of classification with suitable examples 	Module Contents: <ul style="list-style-type: none"> • Phase Relations • Canons of Classification 	
Module 4	Other Major Schemes of Classification		1
	LOs: Learners will be able to <ul style="list-style-type: none"> • Explain structure, features of LCC • Explain structure, features, indicators, common and special isolate of CC 	Module Contents: <ul style="list-style-type: none"> • Major schemes of Classification: LCC, CC and UDC • Structure, features, indicators, common and special isolate/auxiliaries, latest editions 	

	<ul style="list-style-type: none"> • Explain structure, features, indicators, common and special auxiliaries of UDC 		
Assignments/ Activities towards CCE			
	<ul style="list-style-type: none"> • Prepare index key terms for articles • Slide Presentation on webopac features of libraries • Prepare Infograph/mindmap of thesaurus on small topic • MCQ Quizzes using Moodle class/ Kahoot/ Google forms • At the end of the semester, Open Book Written Examination for the course. 		

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SN	Courses, Modules and Outcomes	Course Contents	Cr
	Semester II		
211413	Reference & Information Services Major (Core)		4
	Course Outcomes: Learners will be able to: <ul style="list-style-type: none"> • Elaborate the different types of information services • Distinguish between different types of reference services & to understand the traditional library services and electronic web enabled Information Services • Analyse virtual reference service • Discuss the importance of User education and Information Literacy program, its model and components • Develop information literacy skills 		
Module 1	References services: Types & Process		1
	LOs: Learners will be able to <ul style="list-style-type: none"> • Categorise and analyse the different types of traditional reference services and information services • Prepare the steps involved in reference interview process 	Module Contents: <ul style="list-style-type: none"> • Reference process- Reference queries, interview, search process, • Ready and Long Range Reference Service • Qualities of reference librarians • Information services: Scope, purpose & types 	
Module 2	Electronic Web-enabled Information Services		1
	<ul style="list-style-type: none"> • LOs: Learners will be able to • Elaborate different types of information services • Analyse traditional/electronic Web enabled Information Services 	Module Contents: <ul style="list-style-type: none"> • Traditional library Services and Electronic web enabled Information Services; (e-CAS, e-SDI / • current contents, scanning, photocopying, translation, Information consolidation and repackaging) referral service, Libguides 	
Module 3	Virtual Reference Service		1
	LOs: Learners will be able to <ul style="list-style-type: none"> • Discuss the virtual reference service content and its issues • Analyse the content of webforms /FAQs 	Module Contents: <ul style="list-style-type: none"> • Virtual Reference Service: Concept, Definition, Types, policies • Ask a Librarian/Webforms/FAQs 	
Module 4	User Education and Information Literacy		1
	LOs: Learners will be able to <ul style="list-style-type: none"> • Explain User education and Information Literacy program • Develop the content of information literacy programme 	Module Contents: <ul style="list-style-type: none"> • User education and Information Literacy: need and purpose, models (ACRL, IFLA, Big 6, SCONUL etc.) • Types of information literacy programmes and their organization with respect to School, Public and Academic Libraries 	

Assignments/ Activities towards CCE	
	<ul style="list-style-type: none"> • Prepare flowchart for ready reference services • Prepare flowchart for long range reference services • Design information literacy programs considering types of libraries • Slide Presentation on query solving based on various sources • Prepare Infograph to inform users about various databases subscribed by the library • MCQ Quizzes using Moodle class/ Kahoot/ Google forms • Prepare web form for providing virtual reference

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SN	Courses, Modules and Outcomes	Course Contents	Cr
	Semester II		
211424	DDC Advance practical Major (Core) Practical		2
	Course Outcomes: Learners will be able to: <ul style="list-style-type: none"> • Use DDC to classify library documents for systematic arrangement • Teach DDC scheme to library professionals • Start consultancy services on book classification 		
Module 1	Classification of Language and Literature Books		1
	LOs: Learners will be able to <ul style="list-style-type: none"> • Assign DDC class number to language books • Assign DDC class number to literature book 	Module Contents: <ul style="list-style-type: none"> • Principles of DDC for Language books • Principles of DDC for Literature books 	
Module 2	Classification of Legal and Public Administration documents		1
	LOs: Learners will be able to <ul style="list-style-type: none"> • Assign DDC class number to legal documents • Assign DDC class number to public administration books 	Module Contents: <ul style="list-style-type: none"> • Principles of DDC for legal document • Principles of DDC for Public Administration 	
Assignments/ Activities towards CCE			
	<ul style="list-style-type: none"> • Analyse content of the books • Write annotations about book content • Prepare class number using DDC 23 rd ed • Arrange books in systematic order as per DDC class numbers 		

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SN	Courses, Modules and Outcomes	Course Contents	Cr
	Semester II		
211421	Online Resources, Search Tools and Techniques (Practical) Major (Elective)		4
	Course Outcomes: Learners will be able to: <ul style="list-style-type: none"> • Search the OPAC/WebOPAC/databases using various search strategies • Apply search strategies while searching databases • Evaluate the open access policies of journals in SHERPA/Romeo 		
Module 1	OPAC/WebOPAC Searching		1
	LOs: Learners will be able to <ul style="list-style-type: none"> • Search the OPAC/WebOPAC/databases using various search strategies • Practice advance search techniques 	Module Contents: <ul style="list-style-type: none"> • OPAC/WebOPAC Searching • Techniques- Simple & Advanced, Boolean logic, Truncation search, word proximity, date range, types of documents, language wise search 	
Module 2	Simple & Advanced Database Searching		1
	LOs: Learners will be able to <ul style="list-style-type: none"> • Search in databases using various search strategies • Explore the Discovery services 	Module Contents: <ul style="list-style-type: none"> • Techniques- Simple & Advanced database searching particularly subscribed databases such as Proquest, Emerald, JSTOR, ISID etc. • Application of database filers such as source type, publication subject, Language, Date range etc. • Database features such as saved searches, citation (copy/export), • Discovery services such as EBSCO discovery, Primo • Remote access tools such as Knimbus, MyLOFT: its use and search features 	
Module 3	Search Engines and Discovery Tools		1
	LOs: <ul style="list-style-type: none"> • Analyse the functions of search engines • Create customized search engines in Google • Analyse and search the different researcher IDs, semantic scholar 	Module Contents: <ul style="list-style-type: none"> • Effectively search Google, Google Scholar/News/books/images/p tents/youtube • Create google scholar profile, Vidwan/LinkedIn profile, researcher IDs, Research metrics, Data visualisation. • Create customized search engines in Google 	

		<ul style="list-style-type: none"> Searching in Semantic Scholar AI-powered research and discovery tools 	
Module 4	Searching of Copyright Free/Open Licence Materials		1
	LOs: Learners will be able to <ul style="list-style-type: none"> Search open access archives/repositories Examine open access books and journals directories & their search features Analyse open access policies of journals in SHERPA/Romeo 	Module Contents: <ul style="list-style-type: none"> Searching Open access archives/subject specific repositories/directories such as DOAJ/DOAB, E-LIS, arXiv, bioRxiv, RePEc, SSRN, ROAR, OpenDOAR, Shodhganga Understand open access policies of journals using SHERPA/Romeo website Searching of copyright free/open licences material such as books, journal articles, images, videos, power point slides, etc. by using open access search engines such as CC search and others 	
Assignments/ Activities towards CCE			
	<ul style="list-style-type: none"> Apply search strategies while searching databases Create customized search engines in Google Create research ids on ORCIDID, VIDWAN, LINKEDIN Slide Presentation on open access policies of journals using SHERPA/Romeo Prepare Infograph/mindmap of open access resources MCQ Quizzes using Moodle class/ Kahoot/ Google forms 		

Recommended websites for the practice:

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SN	Courses, Modules and Outcomes	Course Contents	Cr
	Semester II		
211412	Reader's Advisory Service Major (Elective)		4
	Course Outcomes: Learners will be able to: <ul style="list-style-type: none"> • Discuss historical background of RAS • Discuss the value of leisure reading • Elaborate various types of leisure reading materials and their characteristics • Conduct RA interviews • Discuss the tools useful for RAS • Develop annotations of leisure reading material • Prepare checklist to conduct booktalks 		
Module 1	Reading- Meaning & Process		1
	LOs: Learners will be able to <ul style="list-style-type: none"> • Explain the value of reading • Analyse the users and their reading needs 	Module Contents: <ul style="list-style-type: none"> • Reading – meaning, process, advantages • Read-aloud- meaning, process, advantages, types of reading material to be read-Aloud ; Sustained silent reading- meaning, process, advantages • Different types of users and role of leisure reading in their life 	

Module 2	Readers Advisory Services: Tools		1
	<p>LOs: Learners will be able to</p> <ul style="list-style-type: none"> • Compile tools for readers' advisory service • Describe the stages in bibliotherapy process 	<p>Module Contents:</p> <ul style="list-style-type: none"> • Readers advisory service and reference service • Readers advisory service in different types of libraries (public, school, college, university) • Tools for reader's advisory service: Print sources: • Bibliographies, reading lists, annotated lists of books, - books about books; Technology based tools (websites - e.g. Goodreads; database e.g. Novelist) • Bibliotherapy: meaning, history, process, advantages 	
Module 3	Readers Advisory Services: Types		1
	<p>LOs: Learners will be able to</p> <ul style="list-style-type: none"> • Provide readers' advisory service • Explain writing of annotations process 	<p>Module Contents:</p> <ul style="list-style-type: none"> • Readers' Advisory Service Interview and annotation writing: • Meaning, need, procedure • Indirect readers' advisory: creation of displays, bookmarks, Annotated book lists: Need, method/procedure 	
Module 4	Types of Reading Resources (genres) and their Features		1
	<p>LOs: Learners will be able to</p> <ul style="list-style-type: none"> • Discuss the features of various types of reading material • Create list of readings 	<p>Module Contents:</p> <ul style="list-style-type: none"> • Types of reading resources (genres) and their features • Fiction (genre literature- definition, types: mystery, science fiction, romance, western and more), nonfiction (self-help, biography and history, etc.),) • Non-fiction for leisure reading - Appeal Factors • Online reading resource for reading recommendations: better reading, Novelist etc. 	
Assignments/ Activities towards CCE			
	<ul style="list-style-type: none"> • Prepare reading recommendations • Plan and execute reading programs • Practice bibliotherapy • Prepare bookmarks, display of new arrivals or on national days • Slide Presentation on Types of reading resources (genres) and their features • Prepare Infographic/mind map of open access resources • MCQ Quizzes using Moodle class/ Kahoot/ Google forms 		

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SN	Courses, Modules and Outcomes	Course Contents	Cr
	Semester II		
221413	Any one course of library science or allied subject from SWAYAM having 4 credits Major (Elective) Theory		4

SN	Courses, Modules and Outcomes	Course Contents	Cr
	Semester II		
121441	Internship OJT		4
	Course Outcomes: Learners will be able to: <ul style="list-style-type: none"> • Familiarise the organisational structure of the library • Familiarise the flow of work in library system • Practice the library work at different sections of the library • Develop the soft skills • Develop the professional skills • work independently in libraries 		
	LOs: Learners will be able to <ul style="list-style-type: none"> • Apply personal and professional skills • Analyse the collection and services of the libraries • Work in libraries/archives 	<ul style="list-style-type: none"> • Student will take internship in School Libraries/ College Libraries/ University Libraries/ Special Libraries/ Public Libraries/ Archives • • Student are expected to do following tasks during the internship <ul style="list-style-type: none"> – Technical processing of documents – Circulation services – CAS and SDI services – Content development for Website/ Blog – List of weeding books – Prepare minutes – Arrange book displays – Conduct library programme – Shelving – Report Writing 	