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List of Employability/ Entrepreneurship/ Skill Development Courses with Course Contents

Colour Codes		
Employability Contents	Green	
Entrepreneurship Contents	Light Blue	
Skill Development Contents	Pink	
Name of the Subjects/Related to all three Components (Employability/ Entrepreneurship/ Skill Development)	Yellow	



**List of Courses Focus on Employability/ Entrepreneurship/
Skill Development**

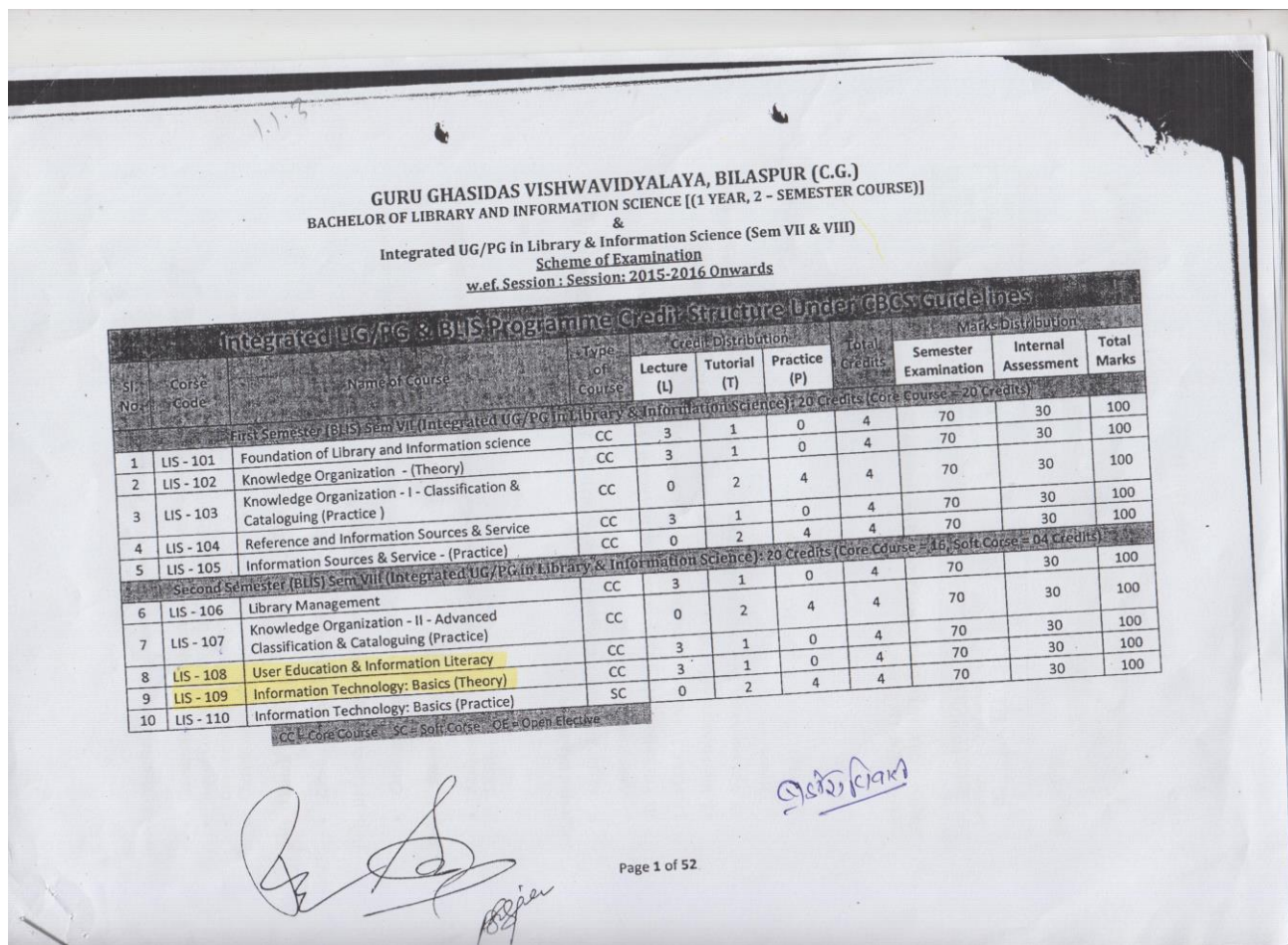
Department : Library and information Science

Programme Name : B. Lib. I. Sc.

Academic Year : 2017-18

List of Courses Focus on Employability/ Entrepreneurship/Skill Development

Sr. No.	Course Code	Name of the Course
01.	LIS-108	User Education and Information Literacy
02.	LIS-109	Information Technology: Basic (Theory)





Unit- I Classification of Documents (using CC 6th rev. edition)

- Classification of Documents Representing Simple Subject and Compound Subject
- Use of Common Isolates (A.C.I. & P.C.I.) Systems and Specials
- Devices in Various Subjects
- Classification of Documents Representing Complex Subject (Phrase Relation)

Unit- II Cataloguing of Documents (Using CCC5th Rev Ed)

- Cataloguing of Simple Authorship & Periodicals

Unit- III Cataloguing of Documents (Using AACR-II)

- Cataloguing of Uniform Title, Conferences, Institution, Reports, Continuing Resources

Unit- IV Subject Cataloguing

- Assigning Subject Headings using at least one: Ranganathan's Chain procedure, SLSH or LCSH

Suggested Readings:

9. Anglo American Cataloguing Rules (2002). 2nd Ed. Rev. Ottawa: Candian Library Association.
10. KrishanKumar(1986). An introduction to AACR-II 1988 revision. London: LA.
11. MARC 21 and Related standards for Bibliographic Records. New York: LC.
12. RiazMuhammed (1996). A manual of practical cataloguing. New Delhi: Atlantic.
13. Vishwanathan, C.G.(1983). Cataloguing theory and practice. 5th ed. Lucknow: Print House.
14. Ranganathan S. R. (1963) Colon Classification.

COURSE CODE: LIS - 108

COURSE TITLE: USER EDUCATION & INFORMATION LITERACY

Credit Distribution			Total Credits	Marks Distribution		
Lecture (L)	Tutorial (T)	Practice (P)		Semester Examination	Internal Assessment*	Total Marks
3	1	0	4	70	30	100

OBJECTIVES

- To enable the understanding the user education and user study;
- To understand the ICT and information literacy;
- To know the communication and searching literacy

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Unit- 1 Users and their Needs

- Information Needs: Definition and Model
- Categories and Nature of different Information users
- Information Seeking Pattern
- User Studies and User Education: Concept, Types, Methods and Evaluation
- Techniques of Survey for Library and Information Centre's

Unit- 2: Information Literacy on the Web

- Web searching: Simple and Advanced using various search techniques
- Searching Tools and their Usage: Search Engines Meta Search Engines and Subject Gateways etc.
- Application of various Emerging Web Services (Link Blogs, RSS feed, wikis, etc.) in Libraries

Unit- 3: Application of Information Literacy in Library and Information Centre's

- Information Literacy Skills: Concept and Models
- Information Literacy for Users: Professionals, Research and Development
- Information Literacy Guidelines: UNESCO, IFLA and ALA
- Information Literacy and Lifelong Learning

Unit- 4: Information Communication Skills for User Education and Information Literacy

- Formal and Informal Communication
- Written Communication: Meaning, Elements, Basic knowledge for written Communication
- Oral Communication: Interview, Speeches, Lecturer
- Self-assessment and Feedback

Unit5: Information Literacy and Retrieval

- Basic Strategy of Retrieval
- Searching of Databases: CD-ROM, Online Searching of Full-text, Bibliographic Databases
- Searching of World Wide Web
- Citing Source: Style Manual, BIS, MLA, APA, CHICAGO, etc.

*Students have to submit a Survey Report on surveying any Library and Information Centre

[Note: Of the total 40 Marks Internal Assessment, Unit Test will be of 15 Marks, 5 marks will be for Attendance and Rest 20 marks will be for Survey Report & Presentation]

Suggested Readings:

1. American Library Association: Information for a new age: Redefining the librarian. Chicago: ALA, 1995.
2. Eisenberg, Michael B., Lowe Carrie, A. and Spitzer Karthleen, L. Information Literacy: Essential Skills for the information age. London: Libraries Unlimited, 2004.
3. Gaur, Ramesh C. Re-engineering Library and Information Services: Process, People and Technology. Mumbai: Allied, 2003.

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- Grassian, E.S. and Kaplowitz, J.R. Information Literacy Instruction: Theory and practice. EdisonNJ; Neal Schuman, 2001.
- <http://fiste.jrc.es/>
- <http://www.presidentofindia.nic.in/scripts/sllatest1.jsp?id=20>
- http://www.unesco.org/courier/1998_12/uk/dossier/txt21.htm
- Jukes, I., Dosaji, A. and Macdonald, B.F. Net savvy: Building information literacy in the classroom 2nd Ed. Thousand Oaks: Crowin press, 2000.
- KrishnaGopal. Digital Libraries in electronic information era. New Delhi: Authors, 2000.
- Landbook for the 21st century. Englewood: Libraries unlimited, 1994.
- Prasher, R.G. Ed. Indian Libraries in IT environment. Ludhiana: Medallion, 2003.
- The Puzzle of the knowledge society European Foundation of the Improvement of Living and Working Conditions. Papers presented at the Irish Presidency Conference Foresight for innovations - thinking and debating the future: shaping and aligning policies. Dublin, 14-15 June 2004

COURSE CODE: LIS - 109

COURSE TITLE: INFORMATION TECHNOLOGY: BASICS (Theory)

Credit Distribution			Total Credits	Marks Distribution		
Lecture (L)	Tutorial (T)	Practice (P)		Semester Examination	Internal Assessment*	Total Marks
3	1	0	4	70	30	100

OBJECTIVES

- To provide basic ICT concepts;
- To explore the possibilities of ICT in designing library services;
- To know the use of networking technologies in developing library systems and services

Unit- I Information Technology & Computers Basics

- Information Technology -Definition, Need, Scope and Objectives
- Historical Development of Computers Generation and Classification of Computers
- Computer-Impact on Libraries and Society
- Numbering system: Binary, Decimal, Octal, Hexadecimal; ASCII

Unit- II Computer Architecture

- Computer Hardware and Software
- Languages: Machine Level Language, Assembly Level Language, High Level Language
- Storage Devices: Permanent Drive, Flash Drive, Cache, USB,DVD

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Unit- III Communication Technology and Network

- Communication Technology: Definition, Need, Purpose, Function and Application in Library Information Centre's.
- Telecommunication Technology: Media, Mode and components
- Networking Media, Optical Fiber, Ethernet, Wireless Device, Bluetooth, Hubs, Router and Modem
- Types of Network: LAN, WAN, MAN
- Network Topologies: Bus, Star, Ring, Hybrid etc.
- OSI: Seven Layer

Unit-IV Library Automation

- Library House Keeping Operations
- Computerised Information Services
- Online Information Services
- Features of Indian Library Automation Software: SOUL, Libsys etc.

Unit-V Information Systems and Networks

- Library and Information Networks: ERNET, NICNET, DELNET, INFLIBNET, CALIBNET etc.
- CSIR E-Journals Consortium, UGC-INFONET Digital Library Consortium
- Internet: Web Browser, Web2.0, Web3.0, Library Portals, Intranet and Extranet
- Effect and Side-effect of Internet, Internet Security

Suggested Readings:

1. Arvind Kumar. Ed.(2006). Information technology for all (2 vols.). New Delhi: Anmol.
2. Bansal, S.K.(2005). Information technology and globalisation, New Delhi: A.P.H. Publishing corporation.
3. Basandra, S.K(2002). Computers today, New Delhi: Gologotia.
4. Carter, R.(1987). The Information technology hand book, London : Heinemann.
5. Croucher, P.(1996). Communications and networks. 2nd ed. New Delhi: Affiliated East West.
6. Curtin, D.P. & others: Information technology: The breaking wave. New Delhi: TMH, Latest Edition.
7. Decson, E.(2000). Managing with Information technology. Great Britain: Koganpage Ltd.
8. Dhiman, A.K.(2003). Basics of Information technology for librarians and Information scientists, Vol.1. New Delhi: ESS ESS.
9. Forrester W.H. and Rowlands, J.L.(2002). The online searcher's companion. London: LA.
10. Gupta, V. (2005). Rapidix computer course. New Delhi: Pustak Mahal.
11. Hunter & Shelly(2002). Computers and common sense, New Delhi: Prentice-Hall.
12. Jain, V.K.(1994). O Level Module I: Computer fundamentals. Delhi: BPB Publications.
13. Jain, V.K.(1997). Computer for biginers. New Delhi; Pustak Mahal.
14. Johri, A. & Jauhari, B.S. (1993). Computers today. Vol.1, Mumbai: Himalaya.



15. Kashyap, M.M. (2003). Database systems. New Delhi: Vikas.
16. Keren, C & Perlmutter, L,Ed.(1995). The application of mini and micro computers in Information, documentation, and Libraries. Amsterdam: Elsevier.
17. Lancaster, F.W. and Sandore, B.(1997). Technology for management in library information services. London: Grover Press.
18. Rajaraman, V. (1995). Fundamentals of Computes. New Delhi: PHI, 1995.
19. Rowely, J. (2001). Information systems, 2 Ed. London: Clive Bingley.
20. Satyanarayana, R. (2005).Information technology and its facets. Delhi: Manak.
21. Saxena, S.(2001). A first course in computers. New Delhi: Vikas pub. House.
22. Sinha, P.K.(1992). Computer fundamentals: concept, systems and applications. 2nd ed. New Delhi: BPB Publications, 1992.
23. Shroff, R.(2000). Computer systems and applications, Mumbai: Himalaya, 2000.
24. Williams, B, Sawyer, S. & Hutchinson, S.E. Using Information technology : A practical Introduction to computers and Communication. New Delhi:TMH, (latest edition)

COURSE CODE: LIS - 110

COURSE TITLE: INFORMATION TECHNOLOGY: BASICS (PRACTICE)

Credit Distribution			Total Credits	Marks Distribution		
Lecture (L)	Tutorial (T)	Practice (P)		Semester Examination	Internal Assessment	Total Marks
0	2	4	4	70	30	100

OBJECTIVES

- To gain the practical skills and commands of operating systems;
- To understanding the hands on practice of text processing and DBMS software;
- To know the search techniques in online and offline databases

Unit- I Operating Systems

- Commands of MS-DOS
- Windows: Installation and Backup
- UNIX/ Linux: Basic Commands
- Hands on Learning on Computer Hardware

Unit- II Text Processing Software

- Handling Text Data: MS WORD
- Handling Numeric Data: MS EXCEL
- Preparation of Presentation through Power Point
- DTP Software

Unit-III DBMS Software

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- Database Management Software

Unit- IV Database Search and Retrieval

- Offline Database
- Online Database

Unit-V Online search

- Use of Internet
- How to Search on Web, Syntax and Semantics

Suggested Readings:

1. Basandra, S.K.(2002). Computers today, New Delhi: Glogotia
2. Carter, R.(1987). The Information technology hand book, London: Heinemann.
3. Croucher, P.(1996). Communications and networks. 2nd ed. New Delhi: Affiliated East West.
4. Curtin, D.P. & others: Information technology: The breaking wave. New Delhi: TMH, Latest Edition.
5. Rajaraman, V. (1995). Fundamentals of Computes. New Delhi: PHI, 1995.
6. Saxena, S.(2001). A first course in computers. New Delhi: Vikas pub. House.
7. Sinha, P.K.(1992). Computer fundamentals: concept, systems and applications. 2nd ed. New Delhi: BPP Publications, 1992.
8. Shrivastave, R.K.(2001). A: Text book of Information technology, Delhi: Dominant Publishers
9. Shroff, R.(2000). Computer systems and applications, Mumbai: Himalaya, 2000.
10. Microsoft Office 2007 Training Manual

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**List of Courses Focus on Employability/ Entrepreneurship/
Skill Development**

Department : Library and information Science

Programme Name : M.Lib. I. Sc

Academic Year : 2017-18

List of Courses Focus on Employability/ Entrepreneurship/Skill Development

Sr. No.	Course Code	Name of the Course
01.	LIS-112	Automated and Digital Library System
02.	LIS-119	Information Analysis, Repacking and Considation IX
03.	LIS-120 A	Optional - Acadamic Library & Information System
04.	LIS-120 B	Optional - Archival Museum and Archaeological Infor System

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**विभागाध्यक्ष
HEAD**

**पुस्तकालय एवं सूचना विज्ञान विभाग
Deptt. of Library & Info. Science
गुरु घासीदास विश्वविद्यालय,
Guru Ghasidas Vishwavidyalaya,
बिलासपुर (छ.ग.)
Bilaspur (C.G.)**



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GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)
MASTER OF LIBRARY AND INFORMATION SCIENCE [(1 YEAR, 2 - SEMESTER COURSE)] &
Integrated UG/PG in Library & Information Science (Sem IX & X)
Scheme of Examination w.e.f. Session: 2015-2016 Onwards

(2016-17) 2017-18

MIS & Integrated UG/PG Programme Credit Structure Under CBCS

First Semester/ Ninth Semester: 20 Credits (Core Course = 12, Soft Course = 04 and Open Elective = 04 Credits)

Sl. No.	Course Code	Name of Course	Type of Course	Credit Distribution			Total Credits	Marks Distribution		
				Lecture (L)	Tutorial (T)	Practice (P)		Semester Examination	Internal Assessment	Total Marks
11	LIS - 111	Information Science & Knowledge Management	CC	3	1	0	4	70	30	100
12	LIS - 112	Automated & Digital Library System (Theory)	CC	3	1	0	4	70	30	100
13	LIS - 113	Information Retrieval (Theory)	CC	3	1	0	4	70	30	100
14	LIS - 114	Information Retrieval (Practice)	SC	0	2	4	4	70	30	100
15	LIS - 115 A	Technical Writing and Content Development	OE	3	1	0	4	70	30	100
16	LIS - 115 B	Information Sources, Systems and Programmes								
17	LIS - 115 C	Resource Optimization								
Second Semester/ Tenth Semester: 20 Credits (Core Course = 08, Soft Course = 08 and Open Elective = 04 Credits)										
18	LIS - 116	Universe of Knowledge and Research Methods	CC	3	1	0	4	70	30	100
19	LIS - 117	Management of Libraries and Information Centres	CC	3	1	0	4	70	30	100
20	LIS - 118	Library Automation & Digitization (Practice)	SC	0	2	4	4	70	30	100
21	LIS - 119	Information Analysis, Repackaging and Consolidation	SC	3	1	0	4	70	30	100
22	LIS - 120 A	Academic Library and Information System	OE	3	1	0	4	70	30	100
23	LIS - 120 B	Archival, Museum and Archaeological Information System								
24	LIS - 120 C	Agricultural Information System								
25	LIS - 120 D	Legal Information System								
26	LIS - 120 E	Industrial Information System								
Grand Total				47	26	24	97	1400	600	2000

CC = Core Course SC = Soft Course OE = Open Elective

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COURSE CODE: LIS - 112
COURSE TITLE: AUTOMATED & DIGITAL LIBRARY SYSTEM (THEORY)

Credit Distribution			Total Credits	Marks Distribution		
Lecture (L)	Tutorial (T)	Practice (P)		Semester Examination	Internal Assessment	Total Marks
3	1	0	4	70	30	100

OBJECTIVES

- To know the features of library automation
- To know the fundamentals of internet tools and content management
- To understand the features of digital libraries

Unit-I Library Automation and Barcode

- Planning, Design and Implementation of Library Automation
- Evaluation of Library Automation Software: Open, Commercial and Freeware
- Applications of Barcode Technology and QR Codes for Library Functions

Unit- II Internet Basics Features and Tools

- Internet: Definition, application and Tools
- Internet Connectivity: Dialup, Leased Line, ISDN, Digital Subscriber Line (DSL), POP3
- Internet Protocol: TCP/IP, FTP, HTTP, SMTP, Z39.50
- OSI Network Model and TCP/IP Reference Model

Unit-III: Web Page Designing & Content Management

- Hypertext and Hyperlink, Hypermedia
- Basic Code of HTML5
- Web Based Content Development
- Content Development: Norms and Guidelines,
- Content Development software: JOOMALA /Word Press etc.

Unit- IV Open Access to Scholarly Communication

- Scholarly Communication: Concept and Meaning
- Open Access: Overview, Definitions Open access publishing (full, hybrids, library as publisher, OA policies)
- People, Organisations (PLOS, SPRAC, Budapest Open Access Initiative), and resources of Open Access

Unit- V Digital Libraries

- Genesis, Definition, Objectives, Scope and Types of Digital Libraries
- Study of digital Library Software: Greenstone, D-Space etc.
- File Format: Text, Audio, Video and Image
- Software and Hardware for Digital libraries: OCR, Image editing software,
- Input Capture Devices: Scanners, Digital Movie Cameras

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COURSE CODE: LIS - 119

COURSE TITLE: INFORMATION ANALYSIS, REPACKAGING AND CONSOLIDATION

Lecture - Tutorial - Practice			Total Credits	Marks Distribution		
Lecture (L)	Tutorial (T)	Practice (P)		Semester Examination	Internal Assessment	Total Marks
3	1	0	4	70	30	100

OBJECTIVES

- To gain the features and technical skills of abstracting.
- To understand the information analysis, repackaging and consolidation.
- To know the features of IAC centres and its products.

Unit- I Abstracting

- Different Types of Abstracts
- Guidelines in Preparing Abstracts
- Canons of Abstracting
- Information Scientist/Subject Expert as an Abstractor

Unit- II Repackaging and Consolidation

- Content Analysis
- Packaging and Re-Packaging: Concept, Need, Purpose and Criteria
- Information Consolidation Products: Concept, Types, Design and Development
- Information Intermediaries

Unit- III Information Analysis and Consolidation Centres

- Genesis of Information Analysis and Consolidation (IAC) Centres
- Information analysis and consolidation centre
- Planning and Management of IAC centres
- Data centre and Referral Centre
- IAC Centres in India

Unit- IV Information Products

- Nature Concept and Type
- Information Newsletter, House Bulletin, State-of -the Art Report, Trade Reports, Technical Digest
- Marketing of Information Product

Unit- V Trends in Information Analysis, Repackaging and Consolidation

- Electronic Content Creation
- Database Support Services- Types and Use of Database
- Designing and Creation of Databases
- Online Information System and Networks



COURSE CODE: LIS - 120 A

COURSE TITLE: ACADEMIC LIBRARY AND INFORMATION SYSTEM

Credit Distribution			Total Credits	Marks Distribution		
Lecture (L)	Tutorial (T)	Practice (P)		Semester Examination	Internal Assessment	Total Marks
3	1	0	4	70	30	100

OBJECTIVES

- To know the features and historical development of academic libraries.
- To understand the collection development policies of academic libraries.
- To know the staffing and resource sharing of academic libraries.

Unit- I Academic Library

- History and Development of Libraries with special reference to India
- Role of Academic Library in Education
- Academic Library as a support System for Education

Unit- II Development of Academic Library

- Role of UGC in Promoting Academic Libraries, University College and other Institutions
- Role of library authorities of the Institutions in Promoting Library Resources
- Development of Library Services
- Financial Management of Academic Libraries

Unit- III Collection Developments

- Collection Development Policy, Weeding policy
- Problems in Collection Organization in an Academic Library
- Collection Development Programmes, Allocation of Funds to Collection Procurement, Curriculum and Collection Development
- Library Committees and their Role in Collection Development

Unit- IV Staffing and Staff Development for Academic Library

- Norms and Patterns for Staffing in University, College and School Libraries
- Continuing Education Programmes for Academic Library Development
- Personal Management in Academic Library

Unit- V Resource Sharing Programmes

- Resource Sharing Services- its Objectives, Organization and Development
- INFLIBNET and its Implications to Library Resource Sharing
- Regional and City Network of Libraries and their Importance



COURSE CODE: LIS - 120 B
COURSE TITLE: ARCHIVAL, MUSEUM AND ARCHAEOLOGICAL INFORMATION SYSTEM

Work Distribution			Total Credits	Marks Distribution		
Lecture (L)	Tutorial (T)	Practice (P)		Semester Examination	Internal Assessment	Total Marks
3	1	0	4	70	30	100

OBJECTIVES

- To study the history and development of archival centres
- To know the organisation and management of archival centres
- To understand the preservation and rehabilitation

Unit- I History and Development

- History and Development and types of Archival Centers
- Kind and identification of Archival material

Unit-II Organisation and Management of Archival and Manuscripts

- Acquisition, Classification, Cataloguing and Indexing of Archival material
- Source material on Archival, Manuscripts
- Machine Readable and Microfilm of Archival records
- Database and Digitization of Archives
- Role of UNESCO and other agencies

Unit-III Environment Control

- Building Design
- Planning and furniture and Fillings
- Use of Copy Right to information in relation to archives

Unit- IV Preservation of Archives

- Objective and Purpose
- Cause of Deterioration
- Environmental Pollution: Physical, Chemical and Atmospheric
- Biological enemies of materials: Mould, Fungi, Insect and Rodents

Unit- V Rehabilitation of Documents

- Cleaning, removal of Stains
- Fuming and de acidification
- Repair and restoration techniques
- Lamination
- Standards for Storage Conditions

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गुरु घासीदास विश्वविद्यालय
(केन्द्रीय विश्वविद्यालय अधिनियम 2009 क्र. 25 के अंतर्गत स्थापित केन्द्रीय विश्वविद्यालय)
कोनी, बिलासपुर - 495009 (छ.ग.)



Guru Ghasidas Vishwavidyalaya
(A Central University Established by the Central Universities Act 2009 No. 25 of 2009)
Koni, Bilaspur - 495009 (C.G.)

Scheme and Syllabus