



## 1.1.2

### 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 : 2020-21**

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

Sr. No.	Course Code	Name of the Course
01.	DSE 1	School Librarianship
02.	DSE 2	Public Librarianship
03.	DSE 3	Special Librarianship
04.	C7	Information Sources & Services (Theory)
05.	C8	Library and Users
06.	C9	Computer Basics for Libraries (Practice)
07.	AECC1	Communication skill
08.	SEC1	Information Sources and Services (practice)
09.	GE1	Statistics for Librarianship
10.	GE2	Open Access and Life long Learning
	GE3	Collection Development

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



**GURUGHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)**

(A Central University)

**BACHELOR OF LIBRARY AND INFORMATION SCIENCE**

ONE ACADEMIC YEAR (2- SEMESTER COURSE-CBCS BASED)

**Scheme of Examination**  
(w.e.f. Session:2018-2019 Onwards)

First Semester					
Courses Code	Title	Credits	MARKS DISTRIBUTION		
			Continues Evolution	Semester End Examination	Total Marks
<b>Core Courses (CC)</b>					
C1	Foundation of Library and Information science	04	70	30	100
C2	Knowledge Organization - Classification (Theory)	04	70	30	100
C3	Knowledge Organization - Cataloguing (Theory)	04	70	30	100
C4	Computer Basic for Libraries(Theory)	04	70	30	100
C5	Knowledge Organization Classification and Cataloguing (Practice)	04	70	30	100
<b>Discipline Specific Elective (DSE)*</b>					
DSE1	School Librarianship	04	70	30	100
DSE2	Public Librarianship				
DSE3	Special Librarianship				
<b>TOTAL</b>		<b>24</b>	<b>280</b>	<b>180</b>	<b>600</b>
Second Semester					
<b>Core Courses (CC)</b>					
C6	Library Management	04	70	30	100
C7	Information Sources & Services (Theory)	04	70	30	100
C8	Library and Users	04	70	30	100
C9	Computer Basics for Libraries (Practice)	04	70	30	100
<b>Ability Enhancement Compulsory Course(AECC)</b>					
AECC1	Communication skill	02	30	20	50
<b>Skill Enhancement Course(SEC)</b>					
SEC1	Information Sources and Services (practice)	02	30	20	50
<b>Generic Elective(GE)*</b>					
GE1	Statistics for Librarianship	04	70	30	100
GE2	Open Access and Lifelong Learning				
GE3	Collection Development				
<b>TOTAL</b>		<b>24</b>	<b>340</b>	<b>190</b>	<b>600</b>

Note: \* Student may opt any one Course or current/upcoming course available at SWAYAM/MOOC or Generic electives offered by any other department of this university, notified by the department.

*(Signature)*

**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.)**



1.1.3  
**Discipline Specific Elective - DSE1**

**School Librarianship**

TM 100(Theory 70+InternalAssessment 30\*) (Credit 04)

**Objectives :**

To know how the Library services run in the school structure .

**Course Outcomes:**

After studying this paper, the students shall be able to:

1. Understand the nature and functions of School Library
2. Highlight the role of School Library inculcating reading habit among school students.
3. Select, acquire organize and manage collection of School Library
4. Promote reading among children and young adults through the use of quality literature that reflect and fulfils diverse developmental, cultural, social and linguistic needs of school students.

**Unit - I School Library: An Overview**

- School Library: Importance, Purpose and Functions
- Setting up and running a School Library
- Role of School Library in Education
- School Library as a Learning Centre

**Unit - II Development of School Library**

- Five Laws of Library Science: Implications in School Library
- Role of various Committees/Organization in Promoting School Libraries
- Library Automation: feature of e-Gyankosh
- Library Rules

**Unit - III Collection Developments in School Library**

- School Library: Types of Collections
- Collection Development Policy
- Local Library Committee: Its Role in Collection Development
- Stock Maintenance: Preservation, Verification and Weeding Policy

**Unit - IV School Library Services**

- Developing Reading Habits: Scanning, Skimming, Extensive and Intensive reading
- Newspaper Reading, Clipping and Collage
- Extension Activities in School Library
- Information Literacy

**Unit - V Library Management**

- Library Classification and Cataloging
- Financial Management of School Libraries
- File and Registered Management in School Library
- Library Orientation





### Discipline Specific Elective - DSE2

#### Public Librarianship

TM 100(Theory 70+InternalAssessment 30\*) (Credit 04)

#### Objectives :

To know the impact of Public Library toward the society.

#### Course Outcomes:

After studying this paper, the students shall be able to:

1. Understand the nature and role of Public Libraries
2. Explain the role of government and other agencies in the development of libraries
3. Perceive the role of public library in the promotion of formal and informaleducation
4. Select, acquire, organize and manage public library collection

#### Unit-1 Public Library

- Public Library: Meaning Importance, Objective and Function ;
- UNESCO Public Libraries Manifesto: 1972,1994 and 2004;
- History and Development of Public Library in India and UK.

#### Unit- II Resource Development

- Financial Resources of Public Library ;
- Collection Development Policies in Public Library;
- Human Resources: Nature, Size, Selection and Recruitment.

#### Unit- III: Management and Organization

- Organizational Structure of Public Library ;
- Planning and Administration;
- Technical Processing;
- Element in the Design of Public Library Building.

#### Unit- IV Public Library Services

- Types of Public Library Services;
- Application of ICT in Public Library Services.

#### Unit- V Outreach Activities

- Extension and Public Activities of Public Library;
- Role of Public Libraries in Formal and Information Education.



### Discipline Specific Elective - DSE3

#### Special Librarianship

TM 100(Theory 70+InternalAssessment 30\*) (Credit 04)

#### Objectives :

To get the Information about what makes a Library special and what types of collection is acquired and Services is being provided.

#### Course Outcomes :

After studying this paper, the students shall be able to:

1. Understand the nature and role of Special Libraries
2. Explain the role of parent body in the development of Special libraries
3. Perceive the role of Special library in the promotion of formal education.
4. Select, acquire, organize and manage Special library collection
5. Provide various types of library and information services
6. Offer extension and outreach services to Special categories of users.

#### Unit-1 Special Library

- Special Library : Characteristics and Functions;
- History and Development of Special Library;
- Changing Landscape of Information and Transformation of Special Libraries;
- Changing Role of Library Professionals in the Emerging Information Scenario in Special Library.

#### Unit- II Resource Development

- Library Authority, Leadership and Decision Making Mechanisms;
- Collection Development Policies in Special Library;
- Preservation management and weeding out collections.
- Circulation Management and Control.

#### Unit- III: Management and Organization

- Planning and internal organization of building;
- Planning and acquisition of equipment ;
- Technical Processing;
- Management of Technical Services.

#### Unit- IV Public Library Services

- Types of Special Library Services;
- Application of ICT in Special Library Services.

#### Unit- V Outreach Activities

- Extension and Special Activities of Special Library;
- Automation of special library operations and services.



**Core Course - C7**

**Information Sources & Services (Theory)**  
TM 100(Theory70+ InternalAssessment30) Credit-04

**Objectives:**

- To understand the theory knowledge of information sources.
- To study documentary and non-documentary sources of information.
- To familiarize students with Print and Electronic versions of information sources
- To understand the Primary, secondary and tertiary information sources

**Course Outcomes:**

After studying this paper, students shall be able to:

1. Understand the basic concept, importance, characteristics, functions, and evolutions of both print and non-print sources of information.
2. Gain the knowledge of primary, secondary and tertiary sources of information
3. Know the categories of information like documentary and non – documentary sources as well as the human and institutional sources of both print sources and e-resources.

**Unit- I Concept of Reference and Information sources**

- Sources of Information: Concept, Nature & Characteristics
- Documentary Source of Information: Category and Types
- Non Documentary Sources of Information, Digital Sources
- Evaluation of Reference and Information sources
- Reference Service: Concept, Definition and Types

**UNIT- II: Sources of Information**

- Evolution of Information Sources: Print & Non-print
- Primary Information Sources: General introduction, Characteristics & examples
- Secondary Information Sources: General Introduction Characteristics & examples
- Tertiary Information Sources: General Introduction Characteristics & examples

**UNIT- III: Types of Information Services**

- Information Services: Concept, Definition, Needs and Trends.
- Documentation Services: Abstracting and Indexing Services
- Alerting Services, CAS, SDI, Reprographic Service, Translation Service, Document Delivery and Referral Service

**Unit- IV Information Systems and Services**

- Global -UNISIST, UNESCO-PGI, AGRIS, MEDLARS, INIS, etc
- National-NISCARE (INSDOC), NASSDOC, DESIDOC, NISSAT, INFLIBNET, NICNET, ERNET, DELNET, CALIBNET, etc.

**Unit- V Information Sources & Services on Web**

- Web Resources: Concept and Use
- Types of Web Resources :E-journals, E-books, E-Theses,
- E-resources in Science and Technology, Social Science and Humanities
- Role of Reference Librarian and Information Officer in Electronic Environment





### Core Course - C8

#### Library and users

TM 100(Theory 70+InternalAssessment30) (Credit-04)

#### Objectives:

- Get to know about the importance and implication library use, user study and user education.

#### Course Outcomes :

After studying this paper, students shall be able to:

- Understand the basics of user studies, enumerate the scope of user studies,
- Discuss the importance of user studies,
- Know the various direct and indirect methods of Information Seeking Behavior

#### Unit- 1 User and their Information Needs

- Categories of Information Users
- Information Need: Definition and models
- Assessment of Information Needs of Different User Groups

#### Unit- 2 Information Seeking Behaviors

- Theories of Behaviors Studies
- Concepts and Methods of Information Seeking Behaviors
- Models of Information Seeking Behaviors
- Information Searching Strategy and Principles

#### Unit - 3 User Educations

- Concepts, Definition and Needs
- Methods of User Education
- Recent trends in User Educations

#### Unit- 4 User Studies

- Concept, Types and Scope of user Studies
- Evaluation of User Studies: Methods, Steps and Benefits
- Methodology of User Studies

#### Unit - 5 Recent trends and Developments

- Online Information Seeking Behaviors
- Information needs of Persons with Disabilities
- Techniques of Library and information Centers Survey
- Information Literacy: Definition, Objectives and importance



**Core Course - C9**

Computer Basic for Libraries (Practice)  
TM 100(Practice 70+InternalAssessment30) (Credit-04)

**Objectives :**

To get the basic practical knowledge about the Information and Communication Technology and its implication in the Library fields.

**Course Outcomes:**

After studying this paper, students shall be able to:

1. Create, edit and manage files using Word Processing, Spread Sheet and PowerPoint Presentation software
2. Carry out library housekeeping operations using library management software
3. Generate different types of report using library management software
4. Search information from internet and databases adopting suitable search strategies
5. Get to know about bibliographic information

**Unit- I Operating Systems**

- Commands of MS-DOS
- Windows: Installation and Backup
- UNIX/ Linux: Basic Commands

**Unit- II Text Processing Software**

- Handling Text Data: MSWORD
- Handling Numeric Data: MSEXCEL
- Preparation of Presentation through Power Point
- DTP Software

**Unit-III DBMS Software**

- WINISIS
- 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 Semantic



**Ability Enhancement Compulsory Course - AECC1**

**Communication Skill**

TM 50(Theory30+InternalAssessment20) (Credit 2)

**Objectives:**

To increase the communication ability and to improve the skills to become more effective library professionals.

**Course Outcomes:**

After studying this paper, students shall be able to:

1. Get knowledge about the fundamental of communications .
2. Get to know about the work place skills and overall communications skills.

**Unit- 1 Communication Fundamentals**

- Your Profile
- Introducing the Institution
- The Basics
- Social Skills

**Unit- 2 Preparing for Job Interview**

- The Job Interview
- preparing your resume / Curriculum vitae
- Preparing Your Portfolio
- Your Profile

**Unit-3 Workplace Skill**

- Body Language
- Group Discussions
- Telephone Skills
- Presentation Skills





**Skill Enhancement Course - SEC1**  
**Information Sources and Services (Practice)**  
**TM 100(Practice 70+InternalAssessment30)**

**Objectives:**

- To understand the practical knowledge of information sources.
- To study documentary and non-documentary sources of information.
- To familiarize students with Print and Electronic versions of information sources
- To understand the Primary, secondary and tertiary information sources

**Course Outcomes:**

After studying this paper, students shall be able to:

- 1 Understand the basic concept, importance, characteristics, functions, and evolutions of both print and non-print sources of information.
2. Gain the knowledge of primary, secondary and tertiary sources of information
3. Know the categories of information like documentary and non – documentary sources as well as the human and institutional sources of both print sources and e-resources.

- A. Evaluation of Various Reference Sources
- B. Visit to various Library & Information Centres and Evaluate Library Services at College, University, and Special Library Level.
- C. Preparation of Current Awareness List, Press Clippings: Local, National and International Newspapers and Content List

**Annexure - I**

**Suggested List of Reference/Information sources for Evaluation and Information Queries**

**(A) Encyclopedias**

1. New Encyclopaedia Britannica
2. Encyclopaedia Americana
3. International Encyclopaedia of Social Sciences
4. McGraw Hill Encyclopaedia of Science and Technology
5. Encyclopaedia of Library and Information Science

**(B) Dictionaries**

1. Webster's Third New International Dictionary of English Language
2. The Oxford English Dictionary
3. Funk and Wagnall Dictionary

**(C) Year Books and Almanacs**

1. Statment's Year Book

2. Europe Year Book
3. India: A Reference Annual
4. Manorma Year Book
5. World Almanac and Book of Facts

**(D) Directories**

1. World of Learning
2. University Handbook
3. Directory of Scientific Research Institutions in India

**(E) Biographical Sources**

1. International Who's who
2. India's who's who
3. Directory of National Biography





**(F) Geographical Sources**

1. Chamber's World Gazetteers and Geographical Dictionary
2. Webster's Geographical Dictionary
3. Gazetteer of India: India Union
4. Fodor's India/India Handbook
5. Britannica Atlas

**(G) Serial Reference Sources**

1. Ulrich's International periodical Directory
2. Keeping's Record of World Events
3. Asian news digest
4. Index India
5. Guide to Indian Periodical Literature

**(H) Bibliographies**

1. Indian National Bibliography
2. British National Bibliography
3. National Bibliography of Indian Literature
4. Cumulative Book Index
5. Books in Print
6. Indian. Books in Print

**(I) Hindi Sources**

1. Hindi Vishwakosh
2. Bhartiy Kahavat Sangrah



### Generic Elective - GE1

#### Statistics for Librarianship

TM 100(Theory70+InternalAssessment30) (Credit 4)

#### Objectives :

To know the Implication of statistical techniques and methods for the research purpose in Library science discipline.

#### Course Outcomes :

After studying this paper, students shall be able to:

1. Know the use of statistical tools and techniques for data analysis and interpretation of research findings
2. Aware the methods of presenting and reporting research findings

#### Unit- 1 Methods of Data Collection

- Data Collection Techniques: Primary and Secondary Data
- DataCollectionTools:Questionnaires,Schedule,Interview,ObservationScales And Check Lists, Library Records and Reports
- Sampling Techniques

#### Unit- 2 Data Analysis and Interpretation

- Descriptive Statistics: Measures of Control Tendency: Mean ,Median and Mode
- Tabulation and Generalization
- Measures of dispersion
- Graphical Presentation of Data- Bar, Pie, Line Graphs, Histograms

#### Unit- 3 Report Preparation

- Research Reporting: Structure, Style, Contents; Style Manuals-Chicago, MLA, APA etc.
- Current Trends in LIS Research
- Codes and Standards
- Selective and Simplified Cataloguing

#### Unit- 4 Measuring Techniques for Library Data

- Statistical Librarianship Librametrics, Bibliometrics, Scietometrics , Informetrics.
- Bibliometrics Analysis, and Laws of Bibliometrics
- Webometrics : Definition and Use



**Generic Elective - GE2**

**Open Access and Lifelong Learning**

TM 100(Theory70+InternalAssessment30) (Credit 4)

**Objectives :** To know the importance and benefit of open access in library .

**Course Outcomes:**

After studying this paper, students shall be able to:

1. Understand about the lifelong learning and open access
2. Gain knowledge about different selection procedure ,evaluation techniques ,preservation processes and policies related to Open Access and Lifelong Learning

**Unit-I Philosophy of lifelong learning**

- Basic Concept of Lifelong Learning;
- Libraries and lifelong learning ;
- Lifelong Learning as Motivational concepts;
- Information Literacy and Lifelong learning.

**Unit- II Introduction to Open Access**

- Scholarly Communication Process;
- Open Access: History and Development;
- Right and licenses;
- Advocacy for Open Access.

**Unit- III Open Access Research Impacts**

- Open Access Infrastructure;
- Open Access Repositories;
- Open Journals;

**Unit-IV Resource Optimization**

- Open Access Mandates and Policies;
- Content Management in Open Access Context;
- Harvesting and Integration.

**Unit-V Interoperability and Retrieval**

- Resource Description for Open Access Resources;
- Interoperability Issues for Open Access;
- Retrieval of information for Open Access Resources.





### Generic Elective - GE3

#### Collection Development

TM 100(Theory70+InternalAssessment30) (Credit 4)

**Objectives :** To know the importance and policies of collection development in library .

#### Course Outcomes:

After studying this paper, students shall be able to:

3. Understand the various types of collection in library
4. Gain knowledge about different selection procedure ,evaluation techniques ,preservation processes and policies related to collection development

#### Unit- 1Basics of Collection Development

- Definition, Need and Function
- Collection Development Policy
- Collection Development Vs Collection Management

#### Unit- 2Types of Collection

- Collection: Importance of collection in library
- Conventional Documents
- Audio-visual Materials
- Electronic Materials

#### Unit- 3Document Selections and Acquisition Procedure

- Acquisition Programme: Objectives and Functions
- Material selection: Principles and Selection Aids
- Allocation of Library Funds: Norms and Standards
- Problems in Acquisition of reading Materials
- Good Office Committee

#### Unit- 4CollectionEvaluations and Weeding

- Collection Evaluation: Definition, Need, and Utility
- Techniques/Methods of collection evaluation
- Weeding: Need and Safeguards
- Electronic Publication and its collection
- Role of document backup Services in Collection Development

#### Unit- 5Preservation, Its Impact on Collection Development

- Preservation: Need, Areas, Limitations and Safeguards
- Preservations: Methods and Remedies
- Impact of IT on Collection Development





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

**Department : Library and Information Science**

**Programme Name : M. Lib. I. Sc.**

**Academic Year : 2020-21**

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

Sr. No.	Course Code	Name of the Course
01.	C1	Information and Communication
02.	C2	Information Technology Application (Theory)
03.	C3	Information Retrieval (Theory)
04.	C4	Information Retrieval ( practice)
05.	C5	Preservation and Conservation of Library Materials
06.	DSE 1	Higher Education Information System: Library Prospective
07.	DSE 2	Agricultural Information System
08.	DSE 3	Legal Information System
09.	DSE 4	Industrial Information System
10.	C6	Research Methods and Statistical Techniques
11.	AECC1	Media and Information Literacy
12.	SEC1	Technical Writing and Content Development
13.	GE2	Information Source, System and Programmes
14.	GE3	Open Access for Research

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**विभागाध्यक्ष  
HEAD**

**पुस्तकालय एवं सूचना विज्ञान विभाग  
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GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)

(A Central University)

MASTER OF LIBRARY AND INFORMATION SCIENCE

1YEAR (2- SEMESTER PROGRAMME) CBCS BASED PROGRAMME

Scheme of Examination

w.e.f. Session: 2018-2019 Onwards

First Semester					
Courses	Title	Credits	MARKS DISTRIBUTION		
			Continuous Evaluation	Semester End Examination	Total Marks
<b>Core Courses</b>					
C1	Information and Communication	04	30	70	100
C2	Information Technology: Application(Theory)	04	30	70	100
C3	Information Retrieval (Theory)	04	30	70	100
C4	Information Retrieval ( practice)	04	30	70	100
C5	Preservation and Conservation of Library Materials	04	30	70	100
<b>Discipline Specific Elective(DSE)*</b>					
DSE1	Higher Education Information System: Library Prospective	04	30	70	100
DSE2	Agricultural Information System				
DSE3	Legal Information System				
DSE4	Industrial Information System				
<b>TOTAL</b>		<b>24</b>	<b>180</b>	<b>420</b>	<b>600</b>
Second Semester					
<b>Core Courses (CC)</b>					
C6	Research Methods and Statistical Techniques	04	30	70	100
C7	Management of Libraries and Information Centers/ institutions	04	30	70	100
C8	Information Analysis, Repackaging and Consolidation	04	30	70	100
C9	Information Technology: Application(Practice)	04	30	70	100
<b>Ability Enhancement Compulsory Course(AECC)</b>					
AECC1	Media and Information Literacy	02	20	30	50
<b>Skill Enhancement Course(SEC)</b>					
SEC1	Technical Writing and Content Development	02	20	30	50
<b>Generic Elective(GE)*</b>					
GE1	Digital Libraries: Fundamentals	04	30	70	100
GE2	Information Source, System and Programmes				
GE3	Open Access for Research				
<b>TOTAL</b>		<b>24</b>	<b>190</b>	<b>410</b>	<b>600</b>

Note: \* Any one

\*\* Student may opt any one Course/opt any one Course (current/upcoming) available At SWAYAM and notified by the department.

Note: Practical and Viva-voce will be conducted by internal examiners.



1.1.3

Core Course - C1  
Information and Communication  
TM 100(Theory70+InternalAssessment30) (Credit-04)

**Objectives:**

- This unit will introduce the notions of information and knowledge societies and examine in some detail their basic traits and characteristics.
- The principal differences between knowledge societies and pre- knowledge societies are explained and the major issues that need to be addressed in becoming a knowledge society

**Course Outcomes :**

After studying this paper, students shall be able to:

- An understanding of the differences among the notions of Data, Information and Knowledge.
- An understanding of different Acts and Laws related to information society
- The conceptual difference between information society and knowledge society .

**Unit- 1 Data, Information and Knowledge**

- Information: characteristics, nature, value and use of information
- Conceptual difference between Data, Information and Knowledge
- Representation of Information: Sign, Signal, and Symbol
- Communication process, channels modes and barriers

**Unit- 2 Information Science**

- Information Science as Discipline: Definition, Scope, objectives and its relationship with other subjects
- Information Generation: Modes and Forms
- Information Communication: Theories & Models

**Unit- 3 Library and Information Society**

- Information Society: Genesis, characteristics and Implications
- Social implication of information
- Information Policies : National and International
- Concepts of Freedom, Censorship, Fair Use, Creative Commons

**Unit-4 Economics of information**

- Information as an Economic Resource
- E- Commerce and E-Governance
- Information Industry: Primary, Secondary etc.
- Marketing of Information.

**Unit- 5 Knowledge and Society**

- Knowledge Management: Concept, Scope and Tools
- Knowledge Society
- Knowledge Professions
- Information Society Vs Knowledge Society

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### Core Course - C2

#### Information Technology: Application (Theory) TM 100(Theory 70+Internal Assessment30) (Credit-04)

#### Objectives:

- To introduce the students to the basics of IT and related issues
- To be familiar with applications of computers and information Technology in libraries.

#### Course Outcomes :

After studying this paper, students shall be able to:

- Knowledge of automation software's and its application in the library
- Knowledge about a basic features of internet and its various tools.
- Knowledge of designing of webpage and content management.

#### Unit-1 Library Automation

- Library Automation: Definition, Need, Purpose and Advantages
- Planning, Design and Implementation of Library, Automation in Housekeeping Operation of Library.
- Evaluation of Library Automation Software

#### Unit- 2 Internet Basics Features and Tools

- Internet: Definition, application and Tools
- Internet Connectivity: Dialup, Leased Line, ISDN, Digital Subscriber Line (DSL) E-mail and Send mail, POP3
- Internet Protocol: TCP/IP, FTP, HTTP, SMTP, Z39.50, and Z39.85
- OSI Network Model and TCP/IP Reference Model

#### Unit-3 Web Page Designing &Content Management

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

#### Unit- 4 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, Organizations ( PLOS, SPRAC ,Budapest Open Access Initiative), and resources of Open Access
- Open Source Software :Identification ,Types and Use,

#### Unit- 5 Digital Libraries

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





### Core Course -C3

#### Information Retrieval (Theory)

TM 100(Theory 70+InternalAssessment30) (Credit - 04)

#### Objectives:

- To study various methods and techniques of information retrieval and search strategies
- To understand the perspectives and significance of Information retrieval in the present- context
- To develop skills in information processing, organization, and retrieval

#### Course Outcomes :

After studying this paper, students shall be able to:

- Understand the objectives, components, and functions of information processing and retrieval systems
- Gain the knowledge of information search, search techniques; search strategies; and other search formations
- Clear understand the concepts, theories, methods and importance indexing languages, thesauri, and different subject headings

Understand the different kinds of indexing systems like Pre-Coordinate and Post coordinate, PRECIS, Chain Indexing, POPSI, KWIC, UNITERM Indexing, Citation indexing, etc.;

#### Unit-1 Information Storage and Retrieval Systems

- Concepts, Objectives, Functions and component of ISAR system
- ISAR System: Operation Design
- Compatibility of ISAR System
- Evaluation of ISAR System
- Trends in IR Models

#### Unit- 2 Subjects indexing: Principle and practices

- Indexing: Concept, Theories and Methods, Historical Development
- Pre and Post coordinate Indexing system, Citation Indexing
- Study of Chain Indexing, PRECIS and POPSI, Uniterm, Keyword Indexing

#### Unit- 3 Vocabulary Control & Indexing Language

- Indexing Language: Type and Characteristics; Common Command Languages
- Vocabulary Control: Tools, Need and Scope
- Thesaurus: Structure, Function and Construction
- Trends in Automatic Indexing

#### Unit- 4 Searching Technique and Information Retrieval

- Man and Machine Retrieval System
- Search Strategies: Boolean Operations, Proximity Search, Heuristic Search, Navigational Search etc., Federated Search and Multimedia Databases Search
- Data Mining, Data Harvesting, Dublin Code, OAI/PMH, Semantic Web

#### Unit- 5 Bibliographic Descriptions and Control

- Bibliographic Description: An Overview
- Bibliographical Control: Concept and Historical Development, Functional Requirements for Bibliographic Records (FRBR), RDA, RDF
- National and International Bibliographical Control, ISBD
- Role of Computers in Bibliographical Control, MARC21, UNIMARC



**Core Course - C4**

**Information Retrieval (Practice)**

TM 100(Practice 70+InternalAssessment30) (credit 04)

**Objectives:**

- Practical implication of Information Storage and Retrieval systems with special reference to UDC, Cataloguing, Indexing and so on.

**Course Outcomes :**

After studying this paper, students shall be able to:

- Understand the classification with special reference to UDC and different kinds of indexing systems like Pre-Coordinate and Post coordinate, PRECIS, Chain Indexing, POPSI, KWIC, UNITERM Indexing, Citation indexing, etc.;

**Unit - 1 Preparation of Class Number for Micro-Document using UDC.**

**Unit - 2 Preparation of cataloguing entries for Complex Continuing Resources and Non- book Materials.**

**Unit - 3 Indexing Practice using PRECIS and KWIC**



### Core Course - C5

Preservation and Conservation of Library (Tutorial)  
TM 100(Theory 70+InternalAssessment30) (Credit 4)

#### Objectives:

- To familiarize students with the preservation and conservation of information sources;
- To know evolution of writing materials
- To understand different types of library materials, their preservation
- To study various National Archival Initiatives of different countries
- To know Digital Preservation:
- To study record management concepts and issues;
- To understand hazards to library materials and their preservation

#### Course Outcomes :

After studying this paper, students shall be able to:

- Educating students on tools and techniques of preserving information sources making them aware of legal issues while digitizing and digital preservation/archives;
- Familiarise with methods and process practiced to preserve important documents in libraries;
- Knowledge of evolution of storage devices and materials used to record and preserve knowledge through ages till modern times;
- Awareness of hazards of library materials and modes used for their preservation;
- Aware of Open Archive initiatives (OAI) and nature of information accessible through those open repositories;

#### Unit 1 Library Materials: Preservation and Conservation

- Need for Preservation and Conservation
- Evolution of Writing Materials
- Palm leaves and Birch Bark: Their Nature and Preservation
- Manuscripts, books, Periodicals, Newspapers, Pamphlets etc
- Non-Book Materials

#### Unit 2 Hazards to Library Materials and Control Measures

- Environmental Factors
- Biological Factors
- Chemical Factors
- Disaster Management

#### Unit 3 Binding

- Different Types of Binding for Library Documents
- Binding Materials
- Binding Process
- Standards for Library Binding

#### Unit 4 Restoration and Reformatting

- Material Repair
- Microfilming and Digitization





### Discipline Specific Elective - DSE1

Higher education information system: library prospective  
TM 100(Theory 70+InternalAssessment30) (Credit 4)

#### Objectives:

- To encourage life-long learning among students to make them more knowledgeable in higher education system;
- To understand the concept, importance, functions, services of higher education
- To know the background of development of higher education in India.

#### Course Outcomes :

After studying this paper, students shall be able to:

- Define the basic objectives of higher education in India
- Explain the services and extension activities of higher education
- Understanding the historical development of higher education in India;

#### Unit- 1 Higher Education: Retrospective and prospective

- Concept and aims of higher education ;
- History and development of higher education system;
- Indian higher education : legacy;
- Higher education and society;

#### Unit- 2 Indian higher education system policy and plans

- The constitutional provisions regarding Indian higher education system;
- The evolving policy perspective in higher education;
- Various committee and commission for development of higher education.

#### Unit- 3 User education and their needs

- User education : concept, definition and characteristics;
- Various types of users and their information needs;
- Concept of information seeking behavior;
- User Study: concept, definition and characteristics.

#### Unit- 4 Planning and management of higher education

- Structure and organization of higher education in India ;
- Curriculum planning for higher education ;
- Universities and its structure

#### Unit- 5 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.



### Discipline Specific Elective - DSE2

#### Agricultural Information System

TM 100(Theory 70+InternalAssessment30) (Credit 4)

**Objectives:** To know how the information system runs in an agricultural institutional environment.

**Course Outcomes :** After studying this paper, students shall be able to:

Get to know the structure of agriculture Education and Agriculture Libraries, Information Source and Services in Agriculture, Agriculture Information System and Networks

#### Unit- 1Agriculture Education and Agriculture Libraries

- Growth and development of Agriculture education and research in India
- Role of Library in Agricultural education, research and Extension
- Development of Agriculture Library in India

#### Unit- 2 Information Source and Services in Agriculture

- Specialized Collection and Information Sources
- Information Service and products in Agricultural Science and Technology with Special reference to India
- Agriculture Information Centers-National and International

#### Unit-3Organization and Management of Resources

- General Principle of Information Management
- Information Organization, Processing and Dissemination
- Developing need based and on Demand Specialized Services

#### Unit- 4 Information Needs

- Identifying special need of Agricultural faculty& research Staff
- User Studies of Local Agriculture Libraries

#### Unit- 5 Agriculture Information System and Networks

- Current Trends in agricultural System and Networks
- Resource Sharing and Networking in Agricultural Libraries in India
- International Agricultural Database
- Professional Associations.



### Discipline Specific Elective - DSE3

#### Legal Information System

TM 100(Theory 70+InternalAssessment30) (Credit 4)

#### Objectives:

To know how the information system runs in Legal Information System

#### Course Outcomes :

After studying this paper, students shall be able to:

Get to know the structure of Law librarianship, Information Source collections,  
Legal Information System & Networks.

#### Unit- 1 Law Librarianship

- Growth and Development of legal Institutional in India
- Nature Principle and Characteristics of legal Information and Law Libraries
- Type of Law Library

#### Unit- 2 Information Source Collections

- Special Information Sources: Bills, Acts, Books, Serials, Law Court notice, Law case amendments
- Tribunal Report, Law Digests, Legal Judgment, Delegation Legislation
- Rules and orders, Legal information Sources and Lexicons

#### Unit- 3 Organizations and Management of Resources

- Information Processing: Classification, Cataloguing and Indexing
- Developing special skills and Techniques to handle legal information (personnel)
- Managing finance: Funds & Fund Generation

#### Unit- 4 Information need and services

- Special needs of lawyers and legal Professionals
- Study of Law Information Centers (Local)
- Special Services, Planning and design
- Preparation of reports on Law Libraries (Local)
- Dissemination methods and techniques

#### Unit- 5 Legal Information System & Networks

- Legal information System: National and International
- Structure and their services
- Legal Database and Digital Libraries
- Resource and Networks of Legal Information





### Discipline Specific Elective - DSE4

#### Industrial Information System

TM 100(Theory 70+InternalAssessment30) (Credit 2)

#### Objectives:

To know how the information system runs in Industrial Information System.

#### Course Outcomes :

After studying this paper, students shall be able to:

Get to know the structure of Industrial Information Resource Collections, Organizations and Management of Industrial Information, Industrial Information System and Network.

#### Unit- 1 Growth and Development of Industries & Industrialization Libraries

- Industrial Growth in India
- Type of Industries: Government and Non-Government.
- Role of Libraries and Information Center in Industries
- Categories of Industrial Libraries

#### Unit- 2 Industrial Information Resource Collections

- Tread Literature
- Patents
- Standards
- Technical Reports Bulletins

#### Unit- 3 Organizations and Management of Industrial Information

- Special Classification Scheme and Indexing System
- Planning and Designing Specialized information services and Products
- System approach to Planning and Design and Implementation
- Managing personal Skills and Finance

#### Unit- 4 Information needs and Services of Industrial Libraries

- Special Classification Schemes and Indexing System
- Case Studies and Field Experience of local Industries
- Preparation of Report of an Industrial Library Survey (Local)
- Marketing of Information
- Computerized Information Service

#### Unit- 5 Industrial Information System and Network

- Industrial Information Centers and Networks National and International (SENDOC)
- Structure and their services
- Industrial Databases
- Resource Sharing and Networking of Industrial Information Centers in India



## Second Semester

### Core Course - C6

#### Research Methods and Statistical Techniques

TM 100(Theory 70+InternalAssessment30) (Credit 4)

#### Objectives:

- To familiarize students with concepts and types of research
- To know the research techniques and tools
- To understand the research methods and process
- To understand data analysis and interpretation

#### Course Outcomes :

After studying this paper, students shall be able to:

- Familiar with theory of research and its methodology
- Familiar with identifying research problems and doing subject literature
- Sample size and research instrument for data collection

#### Unit- 1 Research Methods

- Research: Definition, Nature, characteristics, purpose and Kinds;
- Research Methods: Historical, Descriptive, Survey and Experimental;
- Hypothesis: Concept, Sources and Types, Research Question;
- Scientific Methods: Features, Spiral of Scientific Method.

#### Unit- 2 Research Design

- Meaning and definition of research design;
- Purpose / Goals of research design;
- Characteristics of a good research design;
- Different types of research design;
- Advantage of designing research design.

#### Unit-3 Research Reporting

- Meaning definition and need of research design;
- Structure , style , contents;
- Guidelines for research reporting;
- Style manuals - Chicago - MLA-APA etc;
- E-citation and methods of research evaluation.

#### Unit-4 Data analysis and interpretation

- Statistical Methods: Concepts, Definition and Basic steps and factors involved;
- Measures central tendency: Mean, Median and Mode;
- Measures of Dispersion: Range, Mean Deviation and Standard Deviation;
- Measure of Variability and Correlation, t-test, z-test, ANOVA.

#### Unit-5 Research technique and tools

- Meaning, need and purpose of data collection;
- Questionnaire, interview and observation schedule;
- Sampling techniques and sampling error;
- Scale and check list.



**Ability Enhancement Compulsory Course -AECC1**  
**Media and Information Literacy**

TM 50(Theory 30+InternalAssessment20) (Credit 2)

**Objectives:** Understanding of media and information literacy for providing better library services.

**Course Outcomes :**

After studying this paper, students shall be able to:

- define media literacy;
- describe the process of media literacy;
- outline the core concepts of media literacy;
- evaluate the credibility of information;
- explain the power of visual images; and
- critically analyse media messages

**Unit-1 Media and Information Literacy**

- Media and Information literacy (MIL) definition, need and purpose,
- Role of MIL in the Society
- Theories and models of MIL
- MIL policies and strategies

**Unit-2 Information Literacy**

- Information Literacy Standards: Foundations & Implications
- Information Literacy Guideline :UNESCO, IFLA and ALA
- Data Literacy: Definition, Importance and scope
- Digital Literacy: emerging web service

**Unit-3 Ethics and Laws**

- Media and information ethics: cyber laws and ethics
- Social Media Platforms and Tools
- Media Ethics





### Skill Enhancement Course - SEC1

#### Technical Writing and Content Development

TM 50(Theory 30+InternalAssessment20) (Credit 2)

**Objectives:** To understand the Structure and Functions of Technical Communication, Content Analysis, Content Developments.

#### Course Outcomes :

After studying this paper, students shall be able to:

- To know the technicalities of technical writing and technical communication.
- Get to know the process of content development techniques and strategies through software.

#### Unit-1 Structure and Functions of Technical Communication

- Structure : Definition, Purpose, Characteristics and Functions
- Collection, Organization and Presentation of Data including Illustration
- Characteristic Features of Technical Writing
- Linguistic as medium of Expression of Thought

#### Unit-2 Content Analysis

- Concept and Scope
- Technical Quantitative and Qualitative
- Content Analysis-Applications (generation of Information Services and products)

#### Unit-3 Content Developments

- Content Development: Context setting, Norms and Guidelines
- Content Development software: JOOMALA, DRUPAL etc.
- Abstract Development, Citation styles



### Generic Elective -GE2

#### Information Sources, Systems and Programmes

TM 100(Theory70+InternalAssessment30) (Credit 4)

#### Objectives:

Get to know about the importance and form of information source and to know difference types of information systems and program.

#### Course Outcomes :

After studying this paper, students shall be able to:

- Know that information sources can be categorized by type, content and media
- Get an idea about the contents of various categories of information sources
- Gather adequate knowledge about non-print media, their types and uses in libraries and information centers

#### Unit- 1 Information Sources

- Physical medium of information
- Print Media, Multimedia (Hypermedia) and Hypertext
- Non- Print Media: Microform, Electronic and Optical Media

#### Unit- 2 Information Sources for Users

- Content Analysis and its Correlation to Clientele
- Customized Organization of Information Sources
- Citation Analysis of Information Sources and their Use
- Aid to information

#### Unit- 3 Information Sources, Systems and Programmes

- Humanities
- Social Science
- Science and Technology
- Non Disciplinary Studies

#### Unit- 4 Information Experts as Resource Persons

- Library and Information Personnel
- Science and Technology Information Intermediaries
- Database Designers and Managers
- Media Personnel as Sources of Information

#### Unit- 5 Users and their Needs

- Information Needs of Users
- Categories and Nature of different Information users
- Information Seeking Pattern
- User Studies/User Education: Concept, Types and Methods
- Information Literacy Skills: An Introduction



### Generic Elective –GE3

#### Open Access for Research

TM 100(Theory70+InternalAssessment30) (Credit 4)

#### Objectives:

Get to know about the importance and form of research and to know how to open access for research.

#### Course Outcomes :

After studying this paper, students shall be able to:

- Know that information sources can be access from various sources for research.
- Gather adequate knowledge about Scholarly communication and other activities

#### Unit- 1 Scholarly Communication

- Introduction to Scholarly communication;
- Communicating with peer review journals;
- Electronic journals and database;
- Serials Crisis.

#### Unit- 2 Concepts of openness and open access

- Introduction to open access;
- Routes to open access;
- Network and organization promoting open access;
- Open access mandate and policies.

#### Unit- 3 Intellectual property right

- Understanding intellectual property;
- Copyright;
- Alternative to a strict copyright regime.

#### Unit- 4 Research evaluation metrics

- Introduction to research evaluation metrics;
- Evaluation in measuring science and scholarship;
- Article and Author Level Measurements;
- Online Citation and Reference Management.

#### Unit- 5 Sharing your work in open access

- The Publishing process
- Share research results in open access





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

**Department : Library and Information Science**

**Programme Name : Pre PhD. Course Work**

**Academic Year : 2020-21**

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

Sr. No.	Course Code	Name of the Course
01.	Paper-II	(b) Information and Knowledge Society
02.		

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



GURUGHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)

(A Central University)

**Pre Ph D Course Work in Library and Information Science**

**1Semester (06 Months) Credits Based**

**Scheme of Examination**

**w.e.f. Session: 2018-2019 Onwards**

Paper	Title	Credits	Total Marks	Pass Marks*
I	Research Methodology and Computer Applications	04	100	40
II	Areas of Advanced Studies(Elective) (a) Contemporary Practices in Library and Information Science (b) Information and Knowledge Society (c) Information Literacy Applications	04	100	40
III	Term Paper	04	100	50
C4	Grand Total	12	300	130

\*Minimum pass marks shall be 55% in aggregate

*प्रतिपाद्य*



Paper II (Elective)

(b) Information and Knowledge Society

4 Credits (100 Marks)

- Information Society V/s Knowledge Society
- Data, Information and Knowledge
- Theories and Models of Communication
- Information Studies
- Knowledge Management
- Economics of Information
- E-Commerce and E-Governance
- Intellectual Property Rights
- Laws related to Information
- Information security
- Social Media and in Knowledge Society
- Digital Divide

अनुसूचिका



**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**