Jananayak Chandrashekhar University, Ballia

Curriculum in Accordance with National Education Policy-2020

Bachelor of Library and Information Science-
B.Lib. & I.Sc. 2024-25
Effective from session 2024-25

July 2024-25

Facultyof Arts, Humanities & Social Science

Jananayak Chandrashekhar University, Ballia

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Table of Contents

1

Jananayak Chandrashekhar University, Ballia

Faculty of Arts, Humanities and Social ScienceBachelor of Library & Information Science Ordinance and Syllabus
(Under Choice Based Credit System

Preamble:

Libraries are now universally acknowledged as vital social institutions, essential for the completeness of any community. The gradual dissemination of democratic ideals has propelled the expansion of libraries and the enhancement of their services, the broadening of educational horizons, the deepening of research endeavours, and the rapid proliferation of recorded knowledge. The public, academic, or specialized libraries play indispensable roles in community life, education, and professional spheres. Librarianship has evolved into a distinct discipline within the realm of knowledge.

In line with this recognition, the Department of Library and Information Science at Jananayak Chandrashekhar University has initiated a one-year full-time program in Library and Information Science starting in the academic year 2024-25. This Bachelor of Library and Information Science (B.Lib.&I.Sc.) course equips students with the skills to effectively manage, maintain, and preserve information utilizing both educational principles and information technology. The program aims to provide comprehensive and relevant education in Library and Information Science, fostering a culture of knowledge acquisition and information dissemination among students in today's globalized world.

The Department endeavors to fulfill the demand for affordable and accessible quality education in Library and Information Science, enhancing the academic prowess and skill sets of aspiring higher education students. With a vision to become a leading institution in the field and in accordance with NEP-2020, the Department is committed to leveraging the best of Information and Communication Technology (ICT) to transcend geographical boundaries and incorporate cutting-edge technological advancements into the field of Library and Information Science.

In recognition of the transformative role of electronic media in contemporary society, the Department is dedicated to modernizing its academic curriculum through innovative research, robust community engagement, and the integration of new technological knowledge into the field of Library Science.

Objectives of the Program:
- To understand the role and evolution of the library as a social institution.
- To make students competent with basic information use and search skills, both traditional and modern.
- To make students understand the basic philosophy and ethics of librarianship.
- To learn about various types of libraries, their nature, objectives, and services.
- To prepare students as progressive and efficient information professionals.
- To create self-motivated library professionals with high morals, integrity, and human values.

2

Course Structure:

Bachelor of Library and Information Science (B. Lib. & I. Sc.) is a one-year full-time Program under the Faculty of Arts, Humanities, and Social Science. The program structure and program ordinance are as follows:

The program B. Lib. & I. Sc. comprises a study spread over a period of two semesters in a one-year duration. The candidates will be full-time students of the course and shall be examined in ten papers, of which eight papers are of theoretical aspects. In comparison, four papers are designed to impart practical skills in classification and cataloging. The list of papers during one year of the program shall be as follows:

Year	Semester	Paper Code	PaperTitle	Credit Point	Total Credit	Certificate/ Diploma/ Degree
1st	1st	BLIS101	Foundations of Library & Information Science	6	28	Degree
		BLIS102	Computer Basics and Applications (Theory)	6		
		BLIS103	Knowledge Organisation: Library Classification & Cataloguing (Theory)	6		
		BLIS104	Knowledge Organisation: Library Classification & Cataloguing – I (Practical)	5		
		Discipline Specific Electives (ANY ONE)				
		BLIS105a	Ethics In Librarianship	5		
		BLIS105b	Internet for Libraries and Information Services	5		
		BLIS105c	MOOC Course	5		
	2nd	BLIS201	Library Management	6	27	
		BLIS202	Information Sources & Services	6		
		BLIS203	Knowledge Organisation: Library Classification & Cataloguing–II (Practical)	5		
		BLIS204	Computer Basics & Applications (Practical)	5		
		BLIS205	Project report + Viva voce	5		
			Total Credit of Semester I&II		55	

*Value Added Course is mandatory for all the enrolled students in the university.

Rule & Regulations

1. Admission to B. Lib. & I. Sc. program shall be based on merit of graduation or marks of entrance test as decided by the university. Government norms regarding reservation will be applicable in the admission process.

2. The medium of class instructions and examination shall be Hindi / English.

3. All the students shall have to do an internship / project followed by viva voce to be conducted as scheduled by the university.

4. The maximum marks for each paper shall be 100 marks, consisting of 25 marks for internal evaluation and 75 marks for external evaluation applicable for all the papers, including practical examination. The distribution of the internal marks shall be as follows: a. Mid-term written exam 15 marks b. Assignment / presentation 05 Marks c. Attendance of the student 05 marks.

The maximum Marks shall be as follows: Total Marks: 100 a. End Semester Exam 75 Marks b. Internal Exam 25 Marks

5. The 100 marks for practical examinations shall be distributed as follows: a. Practical work 70 marks b. Viva voce 30 marks

6. Summer Internship Report: Each candidate shall mandatorily undergo a summer internship for a one-month (4-week) internship in any of the organizations / institutions. The candidate shall submit a report of the internship duly signed by the organization / institution Head / Librarian. The report shall be based on the organization's practical learning outcome. The report shall be evaluated along with the project report of paper code B. Lib. & I. Sc. 205.

7. The 100 marks of B. Lib. & I. Sc. 205: Project Report, Summer internship and Viva-voce examinations shall be distributed as follows: i. Project Report 40 marks ii. Summer internship report 40 marks iii. Viva voce 20 marks

8. Credit award: Regular attendance in class and successful completion of examinations is essential. Credit points shall be incomplete without appearing in the examination and successfully passing each paper.

SYLLABUS

Semester	1st		
CourseCode	BLIS101		
CourseTitle	**Foundations of Library & Information Science**		
Credit	6	**Maximum Marks**	100

Course Objective:
1. To know about the importance and various functions of library.
2. To be aware about the history and development of library.
3. To know about the various library associations and organizations.
4. To understand about the library outreach activities intellectual library properties.

Learning Outcomes: After successful completion of the syllabus, learners will be able to:

1. Know about the librarianship and function of libraries.
2. Have the knowledge of the history of library and its development process.
3. Know about various associations and organizations related to library.
4. Know about intellectual property rights and possible outreach activities of library.

Unit	Course Content
I	**Library and Librarianship:** Libraries, Documentation and Knowledge Resource Centres, Librarianship: Profession, Ethics and Challenges, Types and Function of Libraries, Five Laws of Library Science & their Implications, Library Building, Furniture and Equipment
II	**History & Development of Libraries, Documentation & Knowledge Resource Centres:** Development of Libraries & Knowledge Resource Centres, Library Legislation: Need, Function, Salient Feature of State Library Acts in India, Model Public Library Act, Information System & Services: Concept and Propositions
III	**Library Associations & Organisations for Promotion of Libraries:** Professional Organisations: Objectives, Functions & Professional Activities, National & Regional Associations: ILA, IASLIC, and UPLA, International Associations: IFLA, ALA and CILIP, National Knowledge Commission, National Mission on Libraries

IV	***Library Outreach Activities & Intellectual Property Rights***
	Library Resource Sharing, Public Relation & Extension activities, Library Consortia: FORSA, ICOLC, SPARC & E-Shod Sindhu, IPR: Concept, Need & Types, Press and Registration of Periodicals Act 2023, Delivery of Books Act, Indian Copyright System and WIPO.

References:
1. Budd, John (2001), Knowledge and Knowing in Library and Information Science: A Philosophical Framework, Scarecrow Press.
2. Faruqi, Khalid Kamal & Alam, Mehtab (2005), Net-Studies in Library and Information Science, Aakar Books.
3. Henderson, Kathrine A. (2009), Case Studies in Library and Information Science Ethics, McFarland.
4. Prasher, Ram Gopal (1997), Library and Information Science: Information science, information technology and its application, Concept Publishing Company.
5. Rubin, Richard (2010), Foundations of Library and Information Science, Neal-Schuman Publishers, Incorporated.

SYLLABUS

Semester	1st		
Course Code	BLIS102		
Course Title	**Computer Basics and Applications (Theory)**		
Credit	6	**Maximum Marks**	100

Course Objective:
1. To know about the computers and its classifications.
2. To be aware about the hardware and software components of computers.
3. To know about the various software packages.
4. To understand the automation and networking process.

Learning Outcomes: After successful completion of the syllabus, learners will be able to:
- Know about the computers, its basic components and classification.
- Be aware of hardware and software components of computers.
- Know the various software packages.
- Understand about the automation and networking process.

Unit	Course Content
I	*Computer Basics* Definition, Developments and Computer Generations, Classification of Computers, Basic Components of a Computer
II	*Hardware and Software Components* Computer Hardware: Components, Functions, Processors, Memory, Storage Computer Software: Types & Functions Operating Systems: Types and Functions with reference to Windows and Linux
III	*Software Packages* Word Processing Packages, Desktop Publishing, Library Application Software:CDS/ISIS
IV	*LibraryAutomation&Networking* An Overview, Use of Computers in the housekeeping operation, Retrospective Conversion, Library Software Packages: Features, Selection, Market Value, Study of available Library Automation Suites, Networking: Definition, Need, Client Server Architecture, Network Types & Topologies, Components of Networks

References:
1. Amstrong, C. J. and Large, J. A. (1990). CD-ROM Information Products an Evaluative Guide and Directory. Alderhot: Gower.
2. Baker, K. (1982). The Impact of Information Technology. Amsterdon: North Holland. pp. 77-80.
3. Bashr, Alice H. (1979). Automated Library Circulation Systems White Plains, New York: Knowledge Industry Publications.
4. Bawden, D. and Blakeman, K. H. (1990). IT Strategies for Information Management. London: Butterworths.
5. Bawden, D. and Blaskeman, K. (1990). Going Automated: Implementing and Using Information Technology in Libraries and Information Units. London:

SYLLABUS

Semester	1ˢᵗ		
CourseCode	BLIS103		
CourseTitle	**Knowledge Organisation: Library Classification & Cataloguing (Theory)**		
Credit	6	**Maximum Marks**	100

Course Objective:
To know about basics of library classification.
1. To understand the theoretical foundation of classification and its various approaches.
2. To be aware about basics of cataloguing.
3. To know the normative principles, subject cataloguing, bibliography format, and some other aspects.

Learning Outcomes: After successful completion of the syllabus, learners will be able to:
● Know about basics of library classifications.
● Understand the theoretical foundation of classifications.
● Be aware about basics of cataloguing.
● Know the normative principles of cataloguing and various bibliographical formats.

Unit	CourseContent
I	***Basics of Classification*** Definition, Need and Purpose of Classification, Concept of Call Number, Class Number & Book Number, Species of Classification Schemes, Salient Features of DDC, CC and UDC, Notation: Definition, Kinds and Function.
II	***Theoretical Foundations of Classification*** Canons of Classification, Phase Relations, Common Isolates & Other Auxiliary Tables of DDC, CC and UDC, Postulational Approach to Classification, Five Fundamental Categories and Facet Sequence, Principles of Helpful Sequence, Devices and Indicator Digits, Recent Developments in Classification
III	***Basics of Cataloguing*** Library Catalogue: Definition, Function, Types & Physical Forms, Kinds of CatalogueEntries and their Functions, History of Catalogue Codes, Salient Features of AACR-IIand CCC.
IV	***Normative Principles and Subject Cataloguing & Bibliographical Formats & Other Aspects*** Normative Principles & Canons of Cataloguing, Subject Cataloguing: Chain Procedure, Subject Heading Lists, Filing of Catalogue Entries & Alphabetization, Machine Readable Catalogue, OPAC & Web OPAC, Standards of Bibliographic Descriptions and Record Formats: ISBD, MARC 21, ISO–2709/Z39.2, A detailed study of DDC, CC and UDC: Notation, Canon Isolation, Auxiliary Tables etc. Centralized and Cooperative Cataloguing, Simplified Cataloguing, Programmes for Cooperative Cataloguing: BIBCO, CONSER & NACO, Cataloguing of Non-Book Materials: Cataloguing Materials, Electronic Documents, Audio-Visual Materials.

References:
1. Dr. Tripathi S. M. Fundamental of Library Classification, Y. K. Publication, Agra.
2. Dr. Saxena L. S. UDC: Theory & Practice Bhanupriya Pustak Prakashan Sansthan.
3. Sharma B. K. Knowledge Organisation and Information Retrieval Theory Y. K. Publication Agra.
4. Tripathi S. M., Library Classification, Y. K. Publication, Agra.
5. Sharma B. K., Knowledge Organisation and Information Retrieval Theory, Y. K. Publishers, Agra.

Semester	1st		
Course Code	BLIS104		
Course Title	**Knowledge Organization: Library Classification & Cataloguing-I(Practical)**		
Credit	5	**Maximum Marks**	100

Course Objective:
1. To know classification of documents through various methods.
2. To aware about the Colon Classification.
3. To understand the process of cataloguing.

Learning Outcomes: After successful completion of the syllabus, learners will be able to:
● Use the Colon Classification.
● Use cataloguing.
● Be aware with latest cataloguing bibliographic process.

Unit	Course Content
I	Steps in Classification, Classification of Documents by Colon Classification and Dewey Decimal Classification with available edition with the following details –
II	Colon Classification: Basic Subject, Compound and Complex Subject, Five Fundamental Categories, Facet Sequence, Phase Relations.
III	Classification of Documents with Complex Subjects according to Colon Classification
IV	Cataloguing of Books and Periodicals in accordance with the latest available edition of AACR and Sears List of Subject Headings: Works of Single and Shared Responsibilities (personal, corporate etc.)

References:
1. Dr. Tripathi S. M., Colon Classification, Y. K. Publication, Agra.
2. Dewey M., Dewey Decimal Classification D. D. C. 19th Edition Vol. I, II, III.
3. Ranganathan S. R., Colon Classification 6th Edition, ESSESS Publication, New Delhi.
4. Champavat G. S., Colon Classification: A Practical Study, Raj Publishing House, Jaipur.
5. Gautam J. N. and Niranjan Singh: Advanced Cataloguing Practices (CCC & AACR-2); Y. K. Publication, Agra.

Semester	1st		
Course Code	BLIS105a		
Course Title	**ETHICS IN LIBRARIANSHIP**		
Credit	5	**Maximum Marks**	100

Course Objective:

Students will understand the concept of ethics and professional ethics. This course will be able to apprise the key ethical issues involved in professional life and various codes of ethics given by different library associations. The students will be able to develop skills to face the challenges of library profession in ethical manners.

Learning Outcomes: After successful completion of the syllabus, learners will be able to:

1. Apprehend their professional ethics
2. Know the various ethical codes of different associations.
3. Understand the challenges in the practice of ethics in the librarianship.

Unit	CourseContent
I	Librarianship as a profession Ethics: concept, origin and history Professional Ethics: Concept, Objectives and Importance Professional Ethics for Librarianship Facets of LIS Code of Ethics Committee on Professional Ethics (COPE)
II	American Library Association Code of Ethics IFLA Code of Ethics for Librarianship Code of Ethics for LIS Profession in India
III	Code of Ethics in Digital Era Issues such as Privacy, Authenticity /validity, Accuracy in digital era Authority in Implementation
IV	Teaching Ethics in LIS: Methods Learning Resources Evaluation Recommended Books

References:

1. Chopra,H. R.(1989) Librarianship: as a profession in India, Jodhpur: Jain Brothers.
2. Coblans, H.(1974) Librarianship and documentation: an international perspectives. London: Andre Deutsch Limited.

3. Jayshree, Suresh. Human Values and Professional Ethics. Delhi: Chand.
4. Margarita, P.P. (2018). Ethics Management in Libraries and Other Information Services. Sawston: Chandos.
5. Mukherjee, A.K (1957). Librarianship: its philosophy and history. Bombay, Asia Publishing House.
6. Ranganathan, S.R. (1997). Five Laws of Library Science. Bombay: Asia Publishing House.
7. Subramanian, R. (2017) Professional Ethics. Oxford: Oxford University Press.

Semester	1st		
Course Code	BLIS105b		
Course Title	**INTERNET FOR LIBRARY AND INFORMATION SERVICES**		
Credit	5	**Maximum Marks**	100

Course Objective:

The course objectives are to describe the Internet and related aspects of it. Student will develop competency in the use of Internet use and its application for library and information services

Learning Outcomes: After successful completion of the syllabus, learners will be able to:
1. Use internet in the right way
2. Know the various usages of internet
3. Know the various access methods of internet.

Unit	Course Content
I	Internet: Concept, Evolution & Components Internet Terminologies- Browser, WWW, Website, Webpage, URL, URI, HTTP, Hypertext, Protocol, Search engine Internet: Architecture Application of Internet on Library and Information Centers
II	Working of Internet Internet Connection and Access methods Internet Addressing System – IP address and domain name system Internet, Intranet and Extranet
III	Internet Resource Access Tools – Telnet, FTP, Gopher, Archie, Mosaic and WWW Web Retrieval Tools – subject directories, search engines and Meta search engines Distributed Information System and Library: Web 2 .0, Library 2.0, Linked data, Cloud computing, Semantic Web.
IV	Internet Sources: an overview Internet Security: Threats and Measures Plagiarism and The Internet Provisions in Indian Copyright Law related to Internet Information Ethics

14

References:
1. Bradley, P. (2017) Expert Internet Searching. London: Facet.
2. Bradley, P., & Aslib. (2000). World Wide Web: How to Design and Construct Web Pages. London: ASLIB.
3. Bradley, P. (2007). How to Use Web 2.0 in Your Library. London: Facet.
4. Tate, M. A. (2018) Web Wisdom: How to Evaluate and Create Quality on the Web. UK: Taylor & Francis.
5. Comer, D. E. (2018) The Internet Book. UK: Taylor & Francis.

Semester	1st		
Course Code	BLIS105c		
Course Title	**MOOCs**		
Credit	5	**Maximum Marks**	100

Course Objective:

The objective of this course is to provide students a flexible way to learn knowledge and skills and opportunity to build their career and deliver educational experiences

Course Content

The traditional classroom is limited in how many students it can serve, millions of people around the world need quality education with no boundaries. MOOCs are free online courses available for anyone to enroll. Millions of people around the world use MOOCs to learn for a variety of reasons, including career development, changing careers, college preparations, supplemental learning, life-long learning, corporate e-learning, training, and more. MOOCs have dramatically changed the way the world learns.

By giving students, a choice to opt for MOOCs, the department provides a flexible way to learn knowledge and skills, and an opportunity to build their careers and deliver educational experiences. At the time of selecting Discipline Specific Electives, students can opt for a MOOC course. The process for opting for a MOOC course by the student is given below:

- Consult the list of MOOC courses.
- Visit the SWAYAM portal/any other MOOCs portal. MOOC courses may be opted depending upon availability on SWAYAM portal/any other MOOCs portal.
- Inform the Department about the chosen course and get it approved by the Department before beginning the course.
- Apply online through SMS or mobile app.
- After the process, the student enrolls/registers in the subject on the MOOCs portal.
- Inform the Department and Controller of Examinations after registering and enrolling on the portal.
- After the completion of the subject, a copy of the certificate of completion with the marks obtained is to be submitted to the Department before the commencement of the First Semester Examination.
- Necessary registration fee, etc., would be the responsibility of the student, who would inform the HOD and the COE before the beginning of the semester. The student will be responsible for applying, making required payments, as well as submitting the grades to the University

Semester	1st		
Course Code	BLIS105		
Course Title	**ComputerBasicsApplications–I(Practical)**		
Credit	5	**Maximum Marks**	100

Course Objective:
1. To know about function of computer.
2. To know about various operating system.
3. To know about office management through component.
4. To aware about the various components of internet.

Learning Outcomes: After successful completion of the syllabus, learners will be able to:
- Use computer and its operating system.
- Use office management through computer.
- Be aware with internet and its components.

Unit	Course Content
I	
II	**Introduction to Computer**: Operating System (Windows/Unix)
III	
IV	

References:
1. Amstrong, C. J. and Large, J. A. (1990). CD-ROM Information Products an Evaluative Guide and Directory. Alderhot: Gower.
2. Baker, K. (1982). The Impact of Information Technology. Amsterdon: North Holland. pp. 77-80.
3. Bashr, Alice H. (1979). Automated Library Circulation Systems White Plains, New York: Knowledge Industry Publications.
4. Basis Plur and Techlib plur. (1995). New Delhi: National Information Centre. p. 24.
5. Bawden, D. and Blakeman, K. (1990). Going Automated. London: ASLIB.

Semester	2nd		
Course Code	BLIS201		
Course Title	**Library Management**		
Credit	6	**Maximum Marks**	100

Course Objective:
1. To know about the principles of library management.
2. To aware about the development of collection process.
3. To know about housekeeping activities of library.
4. To know about the role of personal and financial management of library.

Learning Outcomes: After successful completion of the syllabus, learners will be able to:
- Understand the principles behind library management.
- Be aware about the process and policies of collection and handling library materials.
- Know about various housekeeping activities of library.
- Know about the personal and financial management of library.

Unit	Course Content
I	***Principles of Library Management*** Principles of Management & their application in Libraries and Information Centres, Elements of Management Process: POSDCORB, Total Quality Management (TQM)
II	***Collection Development*** Policies & Principles: Print and Digital Resources, Selection-tools for Books and Non-book Materials, Handling of Government Documents and Manuscripts
III	***Library House Keeping Activities: Routines & Workflows*** Acquisition of Reading Materials – Principles, Routines and Records, Technical Processing: Planning and Procedures, Circulation: Methods, Routine, Records, Serials Control, Maintenance, and Management: Shelving, Stock Verification and Preservation of Library Materials, Annual Report and Library Statistics.
IV	***PersonnelManagement&FinancialManagement*** Human Resource Development, Staff Recruitment, Selection & Training, Staff Formula, Staff Development, Motivation & Leadership Quality Improvement, Staff Manual, Library Finance, Library Budget.

References:
1. Vyas S. D. Pustakalaya Prabandhan, Punchsheel, Prakashan, Jaipur.
2. Dr. Tripathi S. M. Library Management – Y. K. Publication, Agra.
3. Dr. Pandey & Sharma S. K. Pustakalya Aur Samaj, Prantha Academy, New Delhi
4. Sharma B. K. Library Management - Y. K. Publishers, Agra.
5. Nupur Jhanjhi, Library Organizational Structure, Arya Publications, New Delhi.

Semester	2nd		
Course Code	BLIS202		
Course Title	**InformationSources&Services**		
Credit	6	**Maximum Marks**	100

Course Objective:
1. To know about the nature and concept of information sources.
2. To aware about the various reference tools.
3. To know about the various electronic sources of information.
4. To aware with web resource and information services.

Learning Outcomes: After successful completion of the syllabus, learners will be able to:
● Know about the various sources of information.
● Know about various reference tools.
● Understand the importance of electronic and web resources of information.
● Be aware with various information services.

Unit	Course Content
I	*Nature of Information Sources* oncept of Information Source, Kinds of Information Source – Primary, Secondary and Tertiary, Basic Reference & Information Sources and Criteria for Evaluation.
II	*Reference Tools* Bibliographical Sources: National Bibliographies, Trade Bibliographies, LanguageDictionaries,Encyclopedia,Yearbooks&Directories,Biographical& GeographicalSources.
III	*Electronic Sources & Web Resources* CD-ROMs and Multimedia, Electronic Books and Electronic Journals, Electronic Databases, Web Resources - World Wide Web: Services & Facilities, Websites & Sources - Subject Portals, Digital Libraries, Discussion Forums, Bulletin Boards, Consortia, Wikis, Blogs & RSS.
IV	*Information Services* Information Services: Concept, Types and Need, Type of Information Services: Literature Search, Documentation Service, Translation Service and Document Delivery Service, CAS and SDI Service, Electronic Information

References:
1.Gautam J.N. And Niranjan Singh: - Advanced Cataloguing Practices (CCC&AACR-2); Y.K. Publication Agra.
2. Tripathi S.M. and Shavkin N.S.: Fundamental of Cataloguing Theory) Y.K. Publication Agra.
3. Sharma Mahendra Nath, Principles of Cataloguing Panchshil Publication, Jaipur.

4. Kumar Dr. Ajay, Library Cataloguing (Theory) University Publication, New Delhi.
5. Singh Ajit: Physical Form of Library Catalogue (Theory) Arya Publication, New Delhi.

Semester	2nd		
Course Code	BLIS203		
Course Title	**Knowledge Organization: Library Classification & Cataloguing – II(Practical)**		
Credit	5	**Maximum Marks**	100

Course Objective:
1. To know classification of documents with DDC edition.
2. To understand the process of cataloguing of documents involving authorship.
3. To understand the cataloguing of periodicals according to AACR-II.

Learning Outcomes: After successful completion of the syllabus, learners will be able to:

- Classify documents using DDC edition.
- Cataloguing of documents with authorship.
- Cataloguing of periodicals according to AACR-II.

Unit	Course Content
Unit-1:	Classification of Documents with Complex Subjects according to DDC edition
Unit-2:	Dewey Decimal Classification: Main Class, Divisions, Tables, Use of Schedule & Relative Index.
Unit-3:	Cataloguing of Documents involving complicated Personal and Corporate Authorship according to AACR-II
Unit-4:	Cataloguing of Periodicals according to AACR-II

References:
1. Dr. Tripathi S. M., Colon Classification, Y. K. Publication, Agra.
2. Dewey M., Dewey Decimal Classification D. D. C. Edition Vol. I, II, III.
3. Ranganathan S. R., Colon Classification 6th Edition, ESSESS Publication, New Delhi.
4. Champavat G. S., Colon Classification: A Practical Study, Raj Publishing House, Jaipur.
5. Gautam J. N. and Niranjan Singh: Advanced Cataloguing Practices (CCC & AACR-2); Y. K. Publication Agra.

SYLLABUS

Semester	2nd
Course Code	BLIS204
Course Title	**Computer Basics & Applications-II (Practical)**

Credit	5	**Maximum Marks**	100

Course Objective:
1. To know about various components of internet and webpage designing.
2. To know data basic creation and its management.
3. To aware with MARC format.
4. To know about function and operating system of computer.

Learning Outcomes: After successful completion of the syllabus, learners will be able to:
● Use computer and its operating system.
● Design webpages.
● Create and manage data and use office management through computer.
● Aware with MARC format.

Unit	Course Content
Unit1:	***Introduction to Computer*–** Functional parts of Computer: Hardware, Software, Operating system (Windows/Unix) Hands-on experience with computer operation with reference to Formatting of HTML Document
Unit2:	Web Page Designing ***Internet*–**WWW, Web Searching, internal searching, database searching.
Unit3:	CDS/ISIS–Data base creation, Management and Retrieval ***Office Management Suite*** –Word processor, Presentation, Spreadsheet
Unit4:	MARCFormat

References:
1. Amstrong, C. J. and Large, J. A. (1990). CD-ROM Information Products An Evaluative Guide and Directory. Alderhot: Gower.
2. Baker, K. (1982). The Impact of Information Technology. Amsterdon: North Holland. pp. 77-80.
3. Bashr, Alice H. (1979). Automated Library circulation systems White Plains, New York: Knowledge Industry Publications.

SYLLABUS

Semester	2nd		
Course Code	BLIS205		
Course Title	**Project Report, Summer internship and Viva-voce**		
Credit	5	**Maximum Marks**	100
Each candidate shall prepare a report on an assigned project.			